



NATIONAL ASSOCIATION OF JAPANESE CANADIANS

**MEETING MINUTES- draft 1**

1. Roll Call

<b>Meeting Type/Purpose: INTERNAL – Zoom Meeting with National Executive Board</b>			
Date: Oct 5, 2018 5:30 PM to 7:30 PM PDT		Location: Zoom	
NAJC Attendees:	Lorene Oikawa Keiko Miki Les Kojima Eiko Eby Dave Mitsui Kevin Okabe Karina Uehara	Regrets:	Kiyoshi Dembo Bryan Tomlinson Susanne Tabata

2. Acceptance of Agenda

<b>Motion 1:</b>	To approve the agenda as presented (or amended).		
<b>Moved by:</b>	David Mitsui	<b>Seconded by:</b>	Eiko Eby
<b>Result:</b>	Carried.		

3. Acceptance of the Minutes of the Last NEB Meeting

<b>Motion 2:</b>	To approve the minutes of the September 11, 2018 NEB Zoom Teleconference as amended.		
<b>Moved by:</b>	David Mitsui	<b>Seconded by:</b>	Eiko Eby
<b>Result:</b>	Carried.		

<b>Motion 3:</b>	To approve the minutes of the September 21, 2018 NEB Face-to-Face Meeting as amended.		
<b>Moved by:</b>	David Mitsui	<b>Seconded by:</b>	Eiko Eby
<b>Result:</b>	Carried.		



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4. Appointment to National Executive Board

<b>Motion 4:</b>	To approve the appointment of Alex Miki of Winnipeg as a Director on the National Executive Board as chair and representative of the JCYL for a two-year term, ending at the 2020 Annual General Meeting.		
<b>Moved by:</b>	Eiko Eby	<b>Seconded by:</b>	Les Kojima
<b>Result:</b>	Carried. Keiko Miki recused herself from the discussion and abstains from the vote on the motion.		
<b>Action:</b>	Kevin to inform Alex of appointment if approved and he will bring her up to speed on matters discussed during the first NEB Zoom Call. Kevin to research question raised about having non-arm's length directors on the board. Process of appointing the JCYL elected chair should be reviewed by the Constitution and By-laws Committee.		

5. Appointment of Signing Officers

<b>Motion 5:</b>	To approve the appointment of the following as the designated signing authorities on the NAJC's bank accounts held at the Royal Bank:  Lorene Oikawa, President (Vancouver) Les Kojima, Treasurer (Winnipeg) Kevin Okabe, Executive Director (Staff – Calgary) Karina Uehara, National Administrator (Staff – Winnipeg)  2 of the above to authorize disbursements.		
<b>Moved by:</b>	Eiko Eby	<b>Seconded by:</b>	Keiko Miki
<b>Result:</b>	Carried.		
<b>Action:</b>	Karina will send signed signing authority documents to the Royal Bank with immediate effect.		

<b>Motion 6:</b>	To approve the appointment of the following as the designated signing authorities on the NAJC's investment accounts held at Connor Clark & Lunn:  Lorene Oikawa, President (Vancouver) Les Kojima, Treasurer (Winnipeg) Kevin Okabe, Executive Director (Staff – Calgary)		
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	One of the above to authorize transactions.		
<b>Moved by:</b>	David Mitsui	<b>Seconded by:</b>	Keiko Miki
<b>Result:</b>	Carried		
<b>Action:</b>	Kevin will send signed signing authority documents along with copy of approved NEB minutes to the Connor Clark & Lunn with immediate effect. Kevin will confirm the remaining steps needed to confirm the existing signing authorities and look into setting up second signing authority on the account and any ramifications associated with this and report back the next meeting.		

6. NAJC Emails and Confidentiality

- a. Recommendation that najc.ca emails be set up for all NEB members versus using personal email accounts to preserve the continuity of emails during executive turnover and to reduce the potential for unauthorized access and disclosure.

<b>Action:</b>	Kevin to set up individual najc.ca emails for NEB members and provide instructions on how the emails can be accessed via webmail. Further assistance will be provided to those wishing to access najc.ca emails over their mobile devices, laptop or desktop during the next Face-to-face meeting.
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- b. Need for confidentiality with respect to NEB matters and discussion to be emphasized. Confidentiality guidelines to be distributed for review. The use of najc.ca domain is recommended, but board members are able to forward the emails to their own emails if desired.

7. Future Meeting and Events Calendar

- a. Need for confirmation of future meeting dates for highlighted dates on the table below

Date	Event	Location
Oct 5, 2018	NEB Meeting	Zoom Videoconference (Confirmed)
Nov 6 or 8, 2018?	NEB Meeting	Zoom Videoconference
Nov 11, 2018	Remembrance Day Ceremony	Vancouver (Lorene and Dave to attend)



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Nov 17-18, 2018 (Sun until 1 pm)	NEB Meeting Face to Face	Winnipeg (to be confirmed)
Dec ?, 2018	NEB Meeting	Zoom Videoconference (need to discuss timing due to stated conflicts)
Dec 11, 2018	NAJC National Council Meeting	Zoom Videoconference (to be confirmed)
<b>Action:</b>	<p>Kevin to distribute instructions on making arrangements to attend the first face-to-face meeting once the meeting date is confirmed.</p> <p>Possible meeting dates to be circulated by Doodle Poll, with Nov 3, 4, 5 dates proposed. Future meeting will be planned out for the remainder of the year at the next face-to-face meeting.</p>	

8. Potential Portfolio Assignments to Directors (full ratification to occur at Face-to-Face Meeting)

<b>Committees</b>	<b>Proposed/Potential NEB Member(s)</b>
Human Rights Committee	Keiko Miki
Arts, Culture, Education Committee	Susanne Tabata?
Heritage Committee	
Japanese Canadian Young Leaders Committee and Japanese Canadians Young Leaders Fund	Alex Miki
Endowment Funds Committee (SEAD, Cultural Development)	Lorene Oikawa Karina Uehara – Staff Support
Community Development Committee	Eiko Eby Karina Uehara – Staff Support
Community Renewal Committee	
Membership Committee	Kiyoshi Dembo
Constitution and Bylaws Committee	Bryan Tomlinson Kevin Okabe – Staff Support
Audit Committee	
Nominations Committee	Kevin Okabe – Staff Support

<b>Other Areas</b>	<b>Proposed/Potential NEB Member(s)</b>
Landscapes of Injustice	Lorene Oikawa (NAJC Rep) Dave Mitsui (NAJC Rep) Susanne Tabata (on an LOI committee) Eiko Eby (on an LOI committee)



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Finance and Investment	Les Kojima Kevin Okabe – Staff Support
Fundraising	Les Kojima Kevin Okabe – Staff Support
Marketing and Communications	Kevin Okabe – Staff Support
Immigrants	Kiyoshi Dembo
Scholarships and Awards	
War Memorial	Dave Mitsui
COPANI 2019	Kevin Okabe – Staff Support

9. Other Topics for Future Meetings

- a. Strategic Plan Review Process
- b. Update on Nanjing Issue – Keiko Miki  
Probably, Judy and Art will meet next Monday. There were questions about the Nakayama issue.
- c. Update on BC Redress committee
- d. Motion 10 Closure and AGM debrief will be discussed in the next meeting
- e. Potential Participation in COPANI 2019
- f. NAJC Attendance at Celebration Dinner Events
  - i. Kamloops Celebration Dinner, Lorene will attend
  - ii. Nikkei Museum Event: Keiko will be there, 30<sup>th</sup> anniversary of Redress
  - iii. Toronto NAJC Gala Event: Kiyoshi and Keiko will attend
  - iv. Need for policy or guidelines on NAJC attendance, expense reimbursement?
  - v. April 9, 2018, 100<sup>th</sup> anniversary of the inauguration of the War Memorial Cenotaph

\*Prepare a calendar of events at the National Office. The information of the different events will come to the National Office. The events will be published in social media as well.

10. Optional Session - Collaboration Tools (we will provide a brief overview of our collaboration tools to any board member that would like an orientation):



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- a. Zoom Teleconference Calls (administration password reset for new NEB)
- b. Sync Document Sharing (New Sync established for new board)
- c. Expense Reporting
  - i. Ensure expense reports for eligible AGM expenses are provided to the office as soon as possible
  - ii. Booking of flights for next NEB Face-to-Face Meeting  
Air Canada has gift cards (10%off) has the value of \$500. Check with the Flight cost calculator Excel sheet.
- d. Doodle Polling and Voting
- e. NAJC.ca Members Website
- f.

<b>Action:</b>	Kevin to distribute updated/detailed guidelines or instructions on the above to those that require it.
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11. Adjournment

<b>Motion 7:</b>	To adjourn the October 5, 2018 NEB Zoom Meeting at 10:28 pm		
<b>Moved by:</b>	Eiko Eby	<b>Seconded by:</b>	David Mitsui
<b>Result:</b>	Carried.		