



NATIONAL ASSOCIATION OF JAPANESE CANADIANS

MEETING AGENDA

Meeting Type/Purpose: INTERNAL – Zoom National Executive Meeting	
Date: November 11, 2020 5:30 PM PDT	Location: via Zoom

1. 5:30 PM Roll Call

NAJC Attendees:	Lorene Oikawa Lynn Kobayashi Les Kojima Stéphane Hamade Maryka Omatsu Kevin Okabe Karina Uehara	Regrets	Susanne Tabata
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2. 5:35 PM Acceptance of Agenda

Document:	2. November 11, 2020 NAJC NEB Zoom Meeting Agenda		
Motion 1:	To approve the agenda for November 11, 2020 NEB Zoom Meeting.		
Moved by:	Maryka Omatsu	Seconded by:	Lynn Kobayashi
Result:	Carried		

- a. Comments about the Centenary of the Cenotaph streamed live on November 11:
https://www.youtube.com/watch?v=yjo6lWQi2_E&feature=youtu.be

3. 5:40 PM New NEB Transition

- a. Identification of Confidential Information

Document:	3. a) Appendix to Confidentiality Agreement – v.Nov 11 2020		
Motion 2:	To confirm the list of information that has been deemed confidential, as presented in the document “Appendix to Confidentiality Agreement – v.Nov 11 2020.		
Moved by:	Maryka Omatsu	Seconded by:	Lynn Kobayashi
Result:	Carried		

- b. Confidentiality and Non-Disclosure Agreement

Document:	3. b) NAJC-NEB-Confidentiality and Non Disclosure Agreement FINAL Nov 11 2020		
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Motion 3:	To approve the revised NAJC NEB Confidentiality and Non-Disclosure Agreement as presented.		
Moved by:	Stéphane Hamade	Seconded by:	Lynn Kobayashi
Discussion:	<ul style="list-style-type: none"> Revised agreement based on discussion 		
Result:	Carried		
Action:	Revised agreement needs to be signed by NEB members and returned to the Executive Director by November 12, 2020	Assigned to:	All NEB Members
Action:	What declarations should be obtained from staff, volunteers, committee members?	Assigned to:	Constitution and Resolutions Committee

c. Conflict of Interest Declaration

Document:	3. c) NAJC-CONFLICT OF INTEREST DECLARATION FINAL Nov 11 2020		
Motion 4:	To approve the revised NAJC Conflict of Interest Declaration as presented.		
Moved by:	Stéphane Hamade	Seconded by:	Lynn Kobayashi
Result:	Carried		
Action:	Revised declarations need to be signed by NEB members and returned to the Executive Director by November 12,2020.	Assigned to:	All NEB Members

d. Administrative Points

Action:	Activate emails for Lynn, Maryka and Stéphane.	Assigned to:	Kevin Okabe
Action:	Set up humanrights@najc.ca email and forward to vp@najc.ca	Assigned to:	Kevin Okabe
Action:	Establish access to new Sync folder for NEB members and activate Sync folders for committees.	Assigned to:	Kevin Okabe
Action:	Revise Zoom instructions for new password and add registration information and information about recommended Zoom security protocols.	Assigned to:	Kevin Okabe



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Action:	Can settings be established to allow NEB members to share their screen during NEB meetings	Assigned to:	Lynn and Lorene to review and determine whether these settings can be changed to allow this without compromising security
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- Expense Budget and Reimbursement

Document:	3. b) CRF NEB Expense Reimbursement Form		
Action:	Circulate expense form	Assigned to:	Kevin Okabe

- NEB Bios for Website

Action:	Need to update or provide biography and photo for our website	Assigned to:	NEB members and staff
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4. 6:30 PM New NEB Board Nominees

Motion 5:	To appoint Joanne Planidin of Calgary to Chair the Nominations Committee and to appoint Terumi Kuwada of Winnipeg to chair the Election Committee to re-establish a process to fill the vacant positions on the NEB.		
Moved by:	Stéphane Hamade	Seconded by:	Les Kojima
Discussion:	<ul style="list-style-type: none"> • Election process should be started as soon as possible to fill the vacant positions on the NEB 		
Result:	Carried		
Action:	Contact Joanne Planidin and Terumi Kuwada to confirm their acceptance of these appointments and establish the process and timelines to hold another election	Assigned to:	Kevin Okabe

5. 6:45 PM Japanese Canadian Working Group

Document:	5. a) Terms of Reference JCWG 5. a) Request for Healing Support Funding from the Anglican Church of Canada v5 (31 August 2020) 5. a) Appendix D Report and Recommendations of the JCWG upon completion of National JC Outreach and Education Meetings		
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Motion 6:	Moved that the ad-hoc NAJC JCWG Committee be renamed as the NAJC ad-hoc Anglican Healing Fund Committee to avoid confusion between the existing Japanese Canadian Working Group and the committee that has been set up by the NAJC.		
Moved by:	Lynn Kobayashi	Seconded by:	Les Kojima
Result:	Motion carried Maryka Omatsu abstained.		
Motion 7:	Moved that Les Kojima be appointed as the NAJC's National Executive Board representative on the NAJC ad-hoc Anglican Healing Fund Committee.		
Moved by:	Stéphane Hamade	Seconded by:	Lynn Kobayashi
Result:	Les Kojima and Maryka Omatsu abstained. Motion carried		
Action:	NEB members need to review and provide feedback on the Request for Healing Support Funding document by November 26, 2020.	Assigned to:	All NEB Members
Action:	Meeting needs to be called with the NAJC ad-hoc Anglican Healing Fund Committee to update them on the NEB's feedback and to establish next steps	Assigned to:	Les Kojima

6. 7:15 PM NEB, Staff and Volunteer Roles and Responsibilities

Name and Position	Committee Responsibilities
National Executive Board Responsibilities	
Lorene Oikawa, President	Chair of the National Executive Board Chair of the Endowment Funds (SEAD and Cultural Development Funds) Art Miki National Leadership Award Representative on the Landscapes of Injustice Member of BC Redress Committee
Lynn Deutscher Kobayashi, Vice President	Chair of the Human Rights Committee Representative on the Act2endracism network Dr. Gordon Hirabayashi Human Rights Award Member of the Constitution and Resolution committee
Les Kojima, Treasurer	Chair of the Audit and Review Committee Member of BC Redress Committee NEB representative on the Anglican Healing fund Committee Chair Community development committee (interim)



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Name and Position	Committee Responsibilities
VACANT, Secretary	Chair of the Community Development Fund Committee National Merit Awards (Membership)
Susanne Tabata, Director	Chair of BC Redress Committee Chair of the Arts, Culture and Education Committee David Fujino Pioneering Art Award
Stéphane Hamade, Director	Chair of the Japanese Canadian Young Leaders Chair of the Young Leaders Fund Chair of Membership committee (interim)
Maryka Omatsu, Director	Chair of Constitution and resolutions committee BC Redress Committee Member of the Human Rights Committee
Unassigned National Executive Board Responsibilities	
VACANT AND UNASSIGNED COMMITTEE CHAIRS	Chair of the Heritage Committee (Not Active)
Joanne Planidin, Non-NEB Chair (Expired)	Chair, Nominations Committee (to be confirmed)
Terumi Kuwada, Non-NEB Chair (Expired)	Chair, Elections Committee (to be confirmed)
Assigned NAJC Representatives (Non-NEB)	
Terumi Kuwada (reappointed 2021-2023) Valerie Hoshizaki-Nordin (to be confirmed for reappointment 2021-2023)	Representatives on the Canadian Japanese-Mennonite Scholarship
Art Miki, Non-NEB Representative	Representative on the Canadian Race Relations Foundation to September 19, 2021 (need to find replacement before that date)
Art Miki, Chair	Community Renewal Fund Committee
Linda Kawamoto-Reid	Japanese Canadian War Memorial Committee

Motion 8:	To approve the appointments of Terumi Kuwada and Valerie Hoshizaki-Nordin as representatives from the Japanese Canadian Community on the Canadian Japanese Mennonite Scholarship Selection Committee for a third term.		
Moved by:	Les Kojima	Seconded by:	Maryka Omatsu
Result:	Carried		

Action:	Committee chairs should confirm committee membership and convene	Assigned to:	Committee Chairs
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	meeting of their committee in the upcoming month to discuss: <ul style="list-style-type: none"> • future goals • current priorities, objectives and projects • 2021-2022 budget • website review and update • communications with membership and general public 		
Action:	<ul style="list-style-type: none"> • Promote the awards through the monthly newsletter 	Assigned to:	Committee Chairs

7. 7:45 PM Future Timetable

a) Planning Calendar and Key Tasks – Remainder of Fiscal Year

- December
 - Dec 9 – NEB Meeting
 - Dec 16 – NAJC General Membership Meeting: budget distributed
- January 2021
 - Jan 13 – NEB meeting
- February 2021
 - Feb 10- NEB meeting
- March
 - Mar 10- NEB meeting
 - Mar 17 - NAJC General Membership Meeting
 - Mar 31 – Deadline for NAJC SEAD and Cultural Development Fund applications
- April
 - Apr 30 – Deadline for NAJC Community Development Fund applications

Action:	<ul style="list-style-type: none"> • Share the strategic plan in advance with NEB 	Assigned to:	Kevin Okabe
Action:	<ul style="list-style-type: none"> • NEB members send the report one week in advance before the NEB meeting. The reports will be in the Sync folder. 	Assigned to:	Committee Chairs

8. 8:00 PM Other Business



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a) Human Rights Committee

Document:	8. a) CV April Sora Nov 2020		
Motion 9:	To approve the appointment of April Sora from Saskatoon as a member of the NAJC Human Rights Committee for a period of two years ending November 11, 2022.		
Moved by:	Maryka Omatsu	Seconded by:	Lynn Kobayashi
Result:	Carried		

b) JCYL

Document:	8. b) CV Alex Miki 8. b) Alex Okuda CV		
Motion 10:	To approve the re-appointments of Alex Okuda (Ottawa) and Alex Miki (Winnipeg) as a members of the JCYL Committee for a period of two years ending November 11, 2022.		
Moved by:	Stéphane Hamade	Seconded by:	Maryka Omatsu
Result:	Carried		

c) BC Redress

Action:	Send letter to Premier Horgan on victory & promise to JC community – should send letter after November 16	Assigned to:	Lorene Oikawa to draft and NEB to review
Action:	Distribution of the IFSD report to the Premier and BC Government	Assigned to:	Lorene Oikawa to discuss next steps with Susanne Tabata and update NEB

d) 2021 Annual General Meeting

- Confirm organizing this to be an online event for 2021 given current uncertainty about COVID

9. Adjournment at 10:17 pm

Motion 11:	To adjourn the November 11, 2020 NEB Zoom Meeting.
Moved by:	Stéphane Hamade