

NATIONAL JAPANESE CANADIAN CITIZENS ASSOCIATION

MEETING OF THE NATIONAL EXECUTIVE COMMITTEE

Central YMCA,
36 College Street, Toronto

Sept. 13, 1949
8.30 p.m.

A G E N D A

- I. CALL TO ORDER
- II. ATTENDANCE
- III. MINUTES OF PREVIOUS MEETINGS - Vol. II, #16,
Vol. II, #17.
- IV. BUSINESS ARISING OUT OF THE MINUTES:
 1. National Finance
 - a). Finance sub-committee report #2,
 - b). Memorandum from H. R. Okuda, National Treasurer,
 - c). Discussion and recommendations.
- V. NATIONAL EXECUTIVE SECRETARY'S REPORT:
 1. Donation of \$1,000.00,
 2. Receipt of Saskatchewan Quota,
 3. Third National Conference Date,
 4. National Conference sub-Committees,
 5. Ontario JCCA Council Meeting.
 6. Special Names Canvas,
 7. Photographs from THE ASAHI.
- VI. TREASURER'S REPORT:
 1. August Requisition for \$500.
 2. September " for \$500.
 3. July Statement of Receipts and Disbursements.
- VII. FUTURE MEETINGS:
 1. General Meeting,
 2. Sub-Committee Meetings.
- VIII. ADJOURNMENT

A regular monthly meeting of the National Executive Committee was held Tuesday, September 13, 1949, at 8.30 p.m., in Room 19, Central YMCA, Toronto, Ontario.

I. CALL TO ORDER - Mr. Kinzie Tanaka called the meeting to order and presided.

II. ATTENDANCE:

Those Present - K. Tanaka, F. Nogami, T. Umezuki, I. Uchida, T. Kameoka, F. Kayahara, G. Tanaka, S. Shinobu, K. Hidaka, R. Obata, N. Fujita.

Regrets Received - I. Kawajiri, K. Shimizu, M. Kitagawa, Y. Hyodo, T. Sagara.

Seating of Mr. Fred Kayahara - Mr. Kayahara was invited by the National Executive Secretary to attend this meeting on the suggestion of F. Nogami in the belief that it would be worth his while to sit in on some of the Executive Committee meetings in view of his having been chosen as one of the delegates from Ontario to the Third National Conference. It was suggested that Mr. Tammy Marubashi, also resident in Toronto and an Ontario delegate to the National Conference, be invited to sit in on committee meetings to discuss the National Conference. Agreed that Mr. Kayahara be seated at this meeting.

Absenteeism - Some concern was expressed on the persistent absence of some of the committee members at meetings.

MOVED by G. Tanaka and seconded by T. Umezuki

THAT Mr. Kayahara be asked to serve as a National Executive Committee member. CARRIED.

III. MINUTES OF THE PREVIOUS MEETINGS - The Minutes of July 12, 1949 (Vol. II, #16), and of August 5, 1949 (Vol. II, #17), were adopted as published.

IV. BUSINESS ARISING OUT OF THE MINUTES:

1. Finance sub-Committee Report #2 (see page 4, July 12 Minutes) -- The report was reviewed and K. Hidaka explained that it was the intention of his sub-committee, through this report, to make members aware of the financial situation - that the sub-committee felt that members of the Executive Committee were not concerned enough about the acuteness of the situation.

2. Memorandum on National JCCA Finances from H. R. Okuda, National Treasurer -

Copies of a memorandum from the National Treasurer to the National Executive Secretary containing a study on the present financial picture of the national organization were mailed to members prior to this meeting. Excerpt as follows:

"..... Now coming to the 1948/49 affair which is not as yet complete due to the fiscal year-end being August 31st, 1949, I have worked the following schedule on the following assumptions.

1. That the operating expense for the month of August will be \$500.00 or the same as the amount of the transfer.
2. That therefore I can take the July figures as a basis for my calculation.
3. That a sum of \$1.25, being exchange on the \$1,000.00 from the New Westminster Japanese Language School must be added to the \$500.00 figure to make the figures coincide 100%, etc.

1948/49 Budget:		Actual Expense to July:	Aggregate Estimated to August
\$2,800.00	Exec. Secy Salary	\$2,567.00	\$2,800.00
1,600.00	Office Secy "	1,752.42	1,910.00
200.00	Rent	173.50	185.00
300.00	Telephone & Teleg.	134.58	145.00
650.00	Travelling Exp.	690.76	700.00
150.00	Public Rel.	117.98	120.00
800.00	Supplies	781.23	845.83
350.00	Political Action		
100.00	Literature	40.34	50.00
<u>1,700.00</u>	B. C. Special Project	1,700.00	1,700.00
<u>\$8,650.00</u>			
	Transportation	64.60	65.00
	Depreciation	59.20	60.00
	Bank Charges	19.22	20.00
		<u>\$8,100.83</u>	<u>\$8,600.00</u>
<u>100.00</u>	Equipment		
<u>\$8,750.00</u>			<u>1.25</u>
			<u>\$8,602.08</u>

You will note from the above that I have increased the expense items for August by exactly \$500.00 plus an additional \$1.25 for exchange, as mentioned previously.

1948/49 Income:		In	Balance Due
\$2,000.00	B. C.	300.00	\$1,700.00
1,200.00	Alberta	400.00	800.00
100.00	Saskatchewan		100.00
450.00	Manitoba	450.00	
3,000.00	Ontario	2,500.00	500.00
<u>800.00</u>	Quebec	<u>600.00</u>	<u>200.00</u>
<u>\$7,550.00</u>		<u>\$4,250.00</u>	<u>\$3,300.00</u>
	Re Ont. 47/48		^x \$500.00
	Contingent		\$700.00
	Organization	2,046.07	
	Individual	25.00	
		<u>\$6,321.07</u>	

The actual amount of cash in from all sources as at the end of July, 1949, is \$6,321.07. The actual amount of cash outlay to same date is \$8,100.83 less \$1,700.00 earmarked for B. C. special project or \$6,400.83

More on this point later, since I do not have the sequence of figures prepared in chronological order, and am typing out these points as they occur to me.

On the above, I observe as follows:

1. That the \$1,700.00 earmarked can be wiped out providing B. C. reimburses the national treasury \$955.83. (\$462.25 outstanding from 1947/48 and \$493.58 for crown timber and franchise trips).
- ^x2. That the Ontario 47/48 of \$500.00 can likewise be struck off, since having this sum in for 1947/48 or 1948/49 is immaterial.

3. That the contingent \$700.00 is likewise to be struck off, unless of course the Trustees to be appointed or in the process of appointment should deem that \$700.00 in the supposed trust account could be transferred to the running account.

Going on the above premises and adding the deposits made in August to date of \$1,000.00 (with \$1.25 exchange) and \$12.00 from 3 individuals, I get the following figures:

(Eliminating the \$1,600.00 still due from the provincial chapters and only including the Receivables set forth in the July trial balance.)

Bank	\$2,073.38		
National Headquarters	<u>349.33</u>		
	\$2,422.71		
Receivables:		National JCCA	(1,099.63)
B. C.	\$462.25	National JCCA	
Sask.	<u>1.28</u>	Special Project	4,485.87
	463.53		
Equipment	<u>500.00</u>		
	\$3,386.24		<u>\$3,386.24</u>

In the above, I have depreciated re Equipment \$59.20 if you take the July figures as indicated previously to bring it to a round figure of \$500.00. The national head-quarter amount is the same as for July since I went on the assumption that the \$500.00 transferred will be all spent in August, no more, no less.

The special project includes the \$1,402.80 on a previous page plus additional donations and contributions from organizations and individuals to August 23rd.

Thus the National JCCA which showed \$1,552.45 in the 1947/48 Balance Sheet is in the red to the extent of \$1,099.63 or a difference of \$2,652.08.

I have mentioned this distorted picture if no further payments are made by the chapters owing money.

Bank	\$2,073.38		
National Headquarters	<u>349.33</u>		
	\$2,422.71	National JCCA	\$ 993.95
Receivables	2,557.11	National JCCA	
Equipment	<u>500.00</u>	Special Project	4,485.87
	\$5,479.82		<u>\$5,479.82</u>

This Balance Sheet as at August 31st, 1949, was prepared on the assumption that the following Receivables can be registered and entered on the records.

B. C.	\$ 462.25
Sask.	1.28
Alta.	800.00
Sask.	100.00
Ont.	500.00
Que.	200.00
B. C.	493.58

You will note from the last balance sheet that the National JCCA amount has deteriorated by \$558.50.

Looking at the entire picture from another angle, by incorporating certain assumptions, etc., previously made this can be itemized as follows:

Expenses as at July 31st (See July trial balance)		\$8,041.63
Depreciation to bring Equipment to net of \$500.00		59.20
		<u>8,100.83</u>
Add August expenses (assuming all running expenses)		500.00
		<u>8,600.83</u>
Add exchange on \$1,000.00		1.25
		<u>8,602.08</u>
Deduct B. C. special project earmarking		<u>1,700.00</u>
		<u>\$6,902.08</u>
Deduct \$493.58 from expense and including same as receivable from B. C. being money spent directly by the national treasury re crown timber and franchise problems in B. C. at the request of the B. C. Chapter		493.58
		<u>\$6,408.50</u>
Provincial Payments to date	\$4,250.00	
Provincial balances due	<u>1,600.00</u>	
		<u>5,850.00</u>
Excess of expense over income and delayed receipts		558.50
Balance under National JCCA		<u>993.95</u>
		<u>\$1,552.45</u>

You will note that \$1,552.45 was the balance we started with in the 1947/48 August 31st Balance Sheet, and that the deterioration would only be \$58.50 which is not too bad, since we have done away with the possible income source of \$700 from contingent.

In other words, I would say that the 1948/49 expenditures worked way within the estimated budgeted expense items, and that if requirements are necessary for making recommendations that an additional \$200.00 be paid to bring the executive secretary's annual amount to \$3,000 for this year, I do not see any reason why the same cannot be made.

The one important point I must emphasize here is this: namely, that if the \$1,600.00 due from the Provincial Chapters are not forthcoming by the end of August of this year, likewise the \$955.83 from B. C. and the \$1.28 from Sask. it might be in order for the national headquarter or the special committee in charge to write to the various chapters in order to get their assurance that the obligations will be met in due course. A good example is Alberta which at the end of the 1947/48 fiscal year still owed \$425.85, which was made good subsequently.

If these assurances are obtained, providing the same will not have any adverse effect upon the 3rd budget figures the different provinces are willing to underwrite, then I'd say that for the fiscal year ending August 31st, the financial setto is not half as bad as thought on the surface.

Similar to last September, etc., the national treasury will once again have to dip into the reserve fund for the coming fiscal year, but as at August 31st, 1949, if the 2nd balance sheet set forth is taken at its face value, then the Special Project amount is covered by the Bank Balance and the Receivables account without touching the national headquarters balance of \$349.33.

-- H.R. Okuda "

3. Discussion and Recommendations:

MOTION #1 - MOVED by the Executive Secretary and seconded by S. Shinobu THAT we retain the Receivables Account insofar as it is advisable to have such an account in the 1948-'49 fiscal year financial report, and also as this committee is of the view that such accounts be retained until the Third National Conference date when our responsibilities will end with recommendations to the Conference from this committee with regard to the Receivables Account.

It was stated by R. Obata that it was necessary for the national organization to do away with Accounts Receivables and that this Committee should decide to adopt such a policy. He stated that from the Provincial Chapter point of view, it was a hardship to impose two year's quotas on a Chapter, as for instance in Alberta where a balance of \$800 remains payable at the end of the '48 - '49 budget year. R. Obata was supported by K. Hidaka who further stated that, according to the constitution, the Provincial allocations should be in by the first half of the fiscal year with even penalties provided. He believed that the problem basically was that a Chapter could be conducting the '48 - '49 drive at the same time it is conducting the '49 - '50 drive and that there was a question in his mind as to whether organizations of this kind can operate if money is placed in Accounts Receivable, as for instance, the Welfare Chest does not carry Accounts Receivable.

It was pointed out by the Executive Secretary with regard to the above opinions expressed that there was a difference between the Welfare Chest and the JCCA organization as the Provincial Chapters and the National Headquarters constitute a closely knit group. The Executive Secretary further stated that he did not favour writing off Accounts Receivables as such action would be too arbitrary in the face of assurances of payment from some Chapters and the criticisms which may arise from those groups who have fulfilled their obligations for the year. It may very well set a bad precedence. In the case of the Alberta JCCA Chapter, the Executive Secretary reported that their delay in remittance last year was a result of handicaps arising from organizational difficulties they were encountering and the fact that money is collectable only at certain times in the year by virtue of their being primarily a farming community. He asked that the point of goodwill between the Provincial Chapters and the National Organization be given an important place when considering this matter, and stated that actually this question could only be finally decided upon by National Council at their meeting in November and as far as the Executive Committee was concerned, they could only deal with this account in terms of recommendations to the Third National Conference and, therefore, the better course of action possibly was to decide to cite this matter to the National Conference suggesting alternative procedures in dealing with it - including the suggestion of writing off the account.

It was agreed by all that the relevant point was the making of a recommendation to the Conference on the question of Accounts Receivable.

Other opinions expressed were that although we must be business-like in the preparation of our Budget, it was of prime importance to maintain goodwill in the matter of Chapter obligations and that it be left to the Chapters to pay when they can as we are acting in good faith with each other. It was also suggested that a deadline might be set, and that the National Office might inform the Provincial Chapters at regular monthly intervals as to the financial picture of the organization.

It was reported that those Chapters delinquent in meeting their '48-'49 quotas in full were written to in July and it was agreed, on the proposal of the Chairman that National Office write again to such Chapters at this date requesting them again for their assistance in meeting the Budget in view of the changes in the financial picture and the termination of the fiscal year as of August 31st.

MOTION #1 CARRIED:

AGREED - THAT in answer to the request of the National Treasurer for a decision on the amount of the B. C. Special Projects Expense Account which is to be charged on the books, that the actual expenditure of \$955.82 be taken rather than the figure of \$1,700.

(The National Executive Secretary reported that the B. C. Chapter informs us that the matter of B. C.'s commitment to the National Budget has been referred to the three delegates to the Second National Conference).

MOTION #2 - MOVED by R. Obata and seconded by K. Hidaka
THAT we accept the recommendation of the sub-committee on Finance that use of the Trust Fund be limited to a \$1,000 balance up to the date of the National Conference in November.

The Executive Secretary stated that he could not favour a policy of establishing a hard and fast rule as to the retention of specified balances in the Trust Fund, as there is a danger that such a policy could hamper an important piece of work that needs doing.

He considered it was not so important that we have a balance of \$1,000 over that, for example, of \$700, but the important point was the work that amount had done and whether the expenditures were related to the work that had been accomplished: that if criticism were to be received from the National Conference, criticism would only be legitimate on that score. The organization, he stated, was operating on a minimum Budget and had even effected savings during the year, e.g., rent expense would be at least \$700 higher if it were not for the special arrangements the Executive Secretary has been fortunate enough to be able to make at the 84 Gerrard St. address, and, also, the Executive Committee has not seen any extravagance in the monthly reports of expenditures which have been submitted. It was suggested by the Executive Secretary that the matter of the balance in the Reserve Account be watched and that if a danger point is reached, the Provincial Chapters be notified immediately -- the recommendation that action be taken to close the National Office when a certain balance was reached, he believed, was not within the power of this Committee. The situation at this date could be considered as at that danger point as payments from the Reserve Account for the President, Executive Secretary and Treasurer's travel expenses to the National Conference would reduce the balance considerably, but at the same time, as the organization is now operating in its new fiscal year, '49 - '50, the launching of a finance campaign, would help to minimize the acuteness of the over-all situation. The Executive Secretary asked in conclusion that the Committee take this matter on the understanding that we will be as careful as possible in expenditures taking the balance of \$1,000 as an approximate minimum figure to aim at.

R. Obata, supporting his motion, stated that National Conference might ask why expenses were not pared down and that they might ask the organization

to carry on with a 4,000 Budget next year. Writing to the Provincial Chapters, he felt, when a danger point is reached, would not be effective action as some Chapters may take a month to reply to the letter.

F. Kayahara expressed the opinion that discussion on this subject should be directed to the ways and means of securing the required funds rather than all the discussion taking place on setting forth the dark and gloomy side of the picture. He also stated that no comparable national organization could operate on a budget figure of 4,000 and such a proposal would be tantamount to dissolving the organization.

Another opinion expressed was that the Executive Committee could trust in the Executive Secretary's good judgment and it was unnecessary to set a minimum limit for money expenditures.

MOTION #2 DEFEATED.

MOTION #3 - MOVED by Fred Kayahara and seconded by S. Shinobu THAT the Provincial Chapters be contacted again and acquainted with the seriousness of the financial situation.

MOTION #3 CARRIED.

It was suggested by the Executive Secretary that the recommendations of the Finance sub-committee be referred to the Committee to draft the 1949 - '50 Budget.

V. NATIONAL EXECUTIVE SECRETARY'S REPORT:

1. Donation of \$1,000 - The former New Westminster Japanese Language School, represented by Messrs. T. Baba, S. Nakamura and T. Ohashi, have contributed the sum of \$1,000 to the National JCCA. The donation has been publicly acknowledged through the New Canadian, and it has been explained to the donors that the money will be put into the National JCCA Reserve Account from which account, money is sometimes borrowed to meet necessary current expenditures.
2. Receipt of Saskatchewan Quota - It was reported that the Saskatchewan JCCA Chapter's quota of \$100 for the '48 - '49 Budget has now been received and forwarded to the National Treasurer in Montreal.
3. Third National Conference Date - The Executive Secretary reported receipt of a letter from the Alberta JCCA Chapter advising that they had decided on the dates of November 4th to 7th, incl., as the most preferable for them as the dates for the Third National Conference to be held in their Province, in Lethbridge. The National Office has written the Provincial Chapter Secretaries informing them of these dates, tentative to confirmation from the National Executive Committee.

MOTION #4 - MOVED by the Executive Secretary and seconded by T. Umezuki THAT the National Executive Committee accept the Alberta JCCA Chapter's proposal that the Third National Conference be held in Lethbridge, Alberta, on the dates of November 4th to 7th, inclusive. CARRIED.

- 4. Third National Conference sub-Committees - Matters required to be discussed in sub-committee are: the National Conference Agends, the 1949 - '50 Budget, the 1949 - '50 National JCCA Finance Campaign;

AGREED THAT the Executive Committee constitute a sub-committee of the whole to consider the matters relating to the Conference, the Budget and the Finance Campaign, and that an invitation be extended to Mr. Tammy Marubashi to act on the Committee by virtue of his being an Ontario delegate to the Conference.

- 5. Ontario JCCA Council Meeting - The Ontario JCCA Chapter Council will meet in all-day session, Sunday, September 25th, at London, Ontario. The National Executive Secretary has been invited and will attend the meeting in view of the contents of the Agenda. The matter of the finance campaign for Ontario will be before the Conference, and it would afford the national organization an opportunity to present the present-day financial picture to the Ontario Chapter.

In view of the date of the Ontario Council meeting on September 25th, it was suggested that at least two meetings of the sub-committee on the National Conference and National Finance be held prior to that date in order that the most up-to-the-date information as possible may be presented to the Ontario Council.

- 6. Special Names Canvas - The Executive Secretary reported a talk he had had with Mr. E. Trueman on the subject of finance campaigns and presented in detail the procedure followed by Mr. Trueman and his committee in raising a \$50,000.00 financial objective for the purpose of erecting the new Islington Church just outside of Toronto. Mr. Trueman believes that a fundamental principle in the raising of financial objectives is that 50% of the total sum should be earmarked for special names category, and in securing this category of donations, the canvassers need to adopt a very aggressive attitude. The aggressive method however should not be adopted by door-to-door canvassers among the general public. The Executive Secretary has written the National Treasurer, Mr. H. R. Okuda, asking for his comments on the launching of such a special names canvas this year for the National JCCA, and suggesting that it be tried first in Toronto and Montreal. If this proves successful in these two centres, than it can be recommended to the other Provinces.

- 7. Photographs from the ASAHI - The Asahi paper in Japan has sent to the New Canadian office in Toronto a collection of 200 photographs which are a graphic description of the most important events in Japan in the 1½ years up to July of this year (1949). These are being mounted by the New Canadian and are being offered to the JCCA to make use of them for display purposes across the country. It was suggested that perhaps two sets could be made up of a 100 each from the 200 photographs and treated as a series.

VI. TREASURER'S REPORT:

- 1. August Requisition for \$500:

Exec. Secy's salary	233.00	
Office Secy's "	156.00	
Petty Cash	50.00	
Supplies, etc.	<u>61.00</u>	\$500.00

MOVED by S. Shinobu and seconded by T. Kameoka for adoption. CARRIED.

2. September Requisition for \$500:

Exec. Secy's Salary	233.00	
Office Secy's "	156.00	
Petty Cash	50.00	
Supplies, etc.	<u>61.00</u>	\$500.00

MOVED by T. Umezuki and seconded by S. Shinobu for adoption. CARRIED.

3. July Statement of Receipts and Disbursements - (as attached)

MOVED by F. Kayahara and seconded by T. Kameoka for adoption of the Statement. CARRIED.

VII. FUTURE MEETINGS:

1. General Meeting - Tuesday, September 27th, 1949.
2. Sub-Committee Meetings • Sun., Sept. 18, 2:00 p.m. at National Office for discussion on Third National Conference Agenda.
Tues., Sept. 20, evening, at National Office for discussion on National Finance.

VIII. ADJOURNMENT - 11:30 p.m.

STATEMENT OF RECEIPTS AND DISBURSEMENTS

July, 1949

Receipts:

July 20 - July Requisition \$ 600.00

Disbursements:

Salary, Executive Secretary (\$233.00)	\$ 210.65
" , Office Secretary (\$156.00)	146.75
Income Tax	31.60
Supplies	82.04
Telephone and Telegraph	11.71
Rent	24.50
Equipment	29.50
Transportation	9.00
Bank Charges	1.53
	\$ 547.28

Cash Balance - in Bank\$299.33
- Petty Cash ... 50.00
\$349.33

BREAKDOWNS:

Supplies - Human Rights Bulletin Expense - extra help for cutting stencils and compiling, E. Shintani \$3.38, Bob Umezuki \$24.58.
Postage Stamps \$8.06,
6 tubes mimeo ink \$19.50,
12 M shts. mimeo paper \$26.52.

Rent - regular office rent for 4 wks. \$12.00
rental to Labour Temple for meeting room April 10, \$6.50
contribution to YMCA for use of meeting rooms, \$6.00.

Equipment - 1 metal stationery cabinet \$29.50.

NF