

PLANNING COMMITTEE MEETING FOR J.C.C.A. REDRESS FUND RAISING

Oct. 1, 1985 7:30 P.M. 316 East 1st Ave.

Attended by: Ken Isomura, Charles Kadota, Ken Shikaze.

Minutes and Organization Outline prepared by: Ken Isomura.

1. Ken Isomura advised that due to the pressure of other commitments, he could not act as chairperson to oversee the local fund-raising campaign.
2. General Discussion on all forms of fund raising programs and events. Ken Shikaze pointed out that because so many other community organizations will be competing, some form of liasson and co-operative input may be necessary. He also explained that some ventures such as raffles would require expertise, financial risk, and a wide organizational network of resources & volunteers. However, Ken Isomura stressed the fact that competition is always keen and that strong motivation and commitment must be present for any campaign to be successful. He agreed that diplomacy and community goodwill is essential but he also stressed that we should not be afraid to take some risk or to step on the odd toe.
3. The consensus was that the major thrust of our campaign could not be carried out without " Tax-Deductible " status and that we should not expect or plan on having it before Feb. 1, 1986. Therefore, except for one event before year-end, the main campaign period will be Jan. 2nd to June 30, 1986.
4. Our Action Plan for the next four (4) months is as follows:
  - A. Kick-Off Event - Fund Raising TESTIMONIAL DINNER honoring Grace McInnes around the end of November or beginning of December. This may be done jointly with the J.C.C.A.
  - B. Establish Terms of Reference for campaign including position of various levels of authority. i.e. N.A.J.C., J.C.C.A., Redress Committee, Fund Raising Committee, Campaign Director, by year-end.
  - C. Appoint or elect Greater Vancouver Campaign Director by year-end.
  - D. To do in JANUARY 1986.
    1. Establish program of fund raising events.
    2. List of Volunteers for sub-committees and Committee chairpersons for each event.
    3. Press Kit for Campaign.
    4. Finalization of Direct Solicitation Letter and dates for mailing & follow-up call.

## ORGANIZATION OF TESTIMONIAL DINNER HONORING

### GRACE McINNES

On or about the last week of November or the first week of December, 1985.

Possible Co-hosting this event with Vancouver J. C. C. A. to be discussed.

Guest Speaker - Justice Thomas Berger

Honorary Guests - Mayor Mike Harcourt, Bob Skelly, Margaret Mitchell

- Thomas Shoyama

#### 1. Feasibility Study by Ken Shikaze:

(a) Availability of Grace McInnes - confirmed Oct. 3/85.

Availability of Guest Speaker - to be confirmed by Oct. 15/85

(b) Investigate Halls and Catering Services available for project dates.

(c) Present options for menus, catering costs, volunteer help required

to determine economic feasibility with respect to Ticket Pricing and

Fund Raising profit.

#### 2. Publicity Preparation:

A. Write-ups Required - ads, press releases, posters, tickets, articles.

B. Publicity Media - National Japanese Press

- Other Publications - Ethnic, Trade Union, Church

- Public Media - Newspapers, Radio - coverage should  
be timed close to event date and to include event.

C. Lay-outs for Posters, Tickets, Press Advertising - volunteered by

Ken Shikaze.

Prepared by: Ken Isomura

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TERMS OF REFERENCE AND OPERATING GUIDE LINES FOR

REDRESS FUND RAISING COMMITTEE

Preamble: It must be recognized that -

- (a) the Redress Fund Raising Committee is a sub-committee of the Greater Vancouver J.C.C.A. Redress Committee.
- (b) the Greater Vancouver J.C.C.A. Redress Committee is a sub-committee of the Greater Vancouver J. C. C. A.

therefore, jurisdiction and authority shall descend from committee to sub-committee while accountability shall rise so that every sub-committee must be accountable to the committee presiding over it.

OPERATING GUIDE LINES:

1. The J.C.C.A. Board of Directors must approve the Program of Fund-Raising Events submitted by the Greater Vancouver Redress Committee.
2. The J.C.C.A. Redress Committee must sanction all major financial expenditures and commitments made by its fund-raising committee and save harmless the J.C.C.A. from such debts or encumbrances.
3. The Fund-Raising Committee shall insure that all of its functions and events shall always maintain a break-even level.
4. All fund raising events and functions shall receive formal sanction or approval of the J.C.C.A. Redress Committee.