

Record Group 1: Board of Directors

**Series 1: Charter Documents
1946-[ongoing]**

**Series 2: Minutes and Reports
1946-[ongoing]**

7.6 linear feet

**Japanese American Service Committee Legacy Center
4427 N. Clark Street
Chicago, IL 60640
(773) 275-0097 x224
archives@jasc-chicago.org
<http://www.jasc-chicago.org>**

**Prepared by Deborah Mieko Burns, Archivist
2002 (revised 2005)**

Overview of the Collection

- Creator:** Japanese American Service Committee Board of Directors (Chicago, IL)
- Title:** Records
- Dates:** 1946-[ongoing]
- Abstract:** This record group documents the administrative, financial, and programmatic decision-making activities of the JASC Board of Directors. **Series 1** contains charter documents including the articles of incorporation, by-laws, state and federal tax exemption letters, organizational chart, and personnel policies and procedures dating from 1946 to 2002. **Series 2** contains resolutions, minutes, Executive Director reports, committee reports, financial statements, correspondence, handouts, memoranda, affidavits, and rosters dating from 1946 to 2002. Both series are organized roughly chronologically. Additional accessions are added to this record group periodically. Approximately 5% of the collection is in Japanese language. Most Japanese-language materials have an English translation. These records reflect the activities of an evolving social service and cultural center for Japanese Americans, Asian Americans, and other people in the metropolitan Chicago area. Records are open to current members of the JASC Board of Directors, the JASC Executive Director, or other JASC staff members at the discretion of the JASC Board President or the JASC Executive Director. All other researchers must submit a written request to the JASC Board President or the JASC Executive Director asking permission to review the records and then must complete the *Request for Access to Board of Directors Records* form. The JASC Board President or the JASC Executive Director may grant access to these records on a case-by-case basis.
- Quantity:** 7.6 linear feet (18 boxes) [ongoing]

Acknowledgements

The JASC Legacy Center gratefully acknowledges the Chicago Japanese American Council, Japanese Chamber of Commerce & Industry of Chicago, McDonald Corporation's Diversity Initiatives Program, National Historical Publications and Records Commission (NHPRC), and the Woods Fund of Chicago for generously supporting the preservation, processing, and care of these records.

Deborah Mieko Burns, Archivist, and Linda Gillum, Archival Assistant, processed these records.

Provenance

In 1997 the archival consultant (Burns) conducted a preliminary records survey of the JASC premises. At that time, the JASC office staff maintained the Board of Directors records dating back to 1946 in a secured office vault. Currently, all records except for the current fiscal year are maintained in archival storage. The JASC's administrative staff, Executive Director, and Archivist maintain records for the current fiscal year in their offices. Individual board members may have selected records stored off-site for reference purposes.

Access and Restrictions

These records are open to current JASC Board of Directors, the JASC Executive Director, or other JASC staff members at the discretion of the JASC President of the Board or the JASC Executive Director. All other researchers must submit a written request to the JASC President of the Board or the JASC Executive Director asking permission to review the records and then must complete the *Request for Access to Board of Directors Records* form. The JASC President of the Board or the JASC Executive Director may grant access to these records on a case-by-case basis. In addition, records will be administered in accordance with the *JASC Legacy Center Access & Use Guidelines* provided to all researchers. Researchers assume full responsibility for following libel, privacy, and copyright laws as they may apply to use of this collection.

The preferred citation for this collection is: [Item Name, Folder Number, Box Number]. Record Group 1, Board of Directors Records. Series [#, Series Name]. Japanese American Service Committee Legacy Center, Chicago, Illinois.

Container lists available upon request, archives@jasc-chicago.org or (773) 275-0097 x224.

History of the JASC and its Board of Directors

The Japanese American Service Committee (JASC) is a non-profit, community-based organization providing social services and cultural and community programming. It was founded in 1946 to assist in the resettlement of over 20,000 newly arrived Japanese Americans to Chicago who had been interned in U.S. concentration camps during World War II. Originally called the Chicago Resettlers' Committee (CRC), the agency sought to help Japanese American resettlers with housing, job placement, educational, medical, social service, translation, and recreational needs. At the end of the resettlement era, the agency renamed itself the Japanese American Service Committee in October 1954.

After the initial postwar period of resettlement, the JASC undertook a new priority and sought to provide comprehensive services for seniors including English language classes, employment doing piece work (called the Sheltered Workshop begun in 1960), home visitations, and healthcare programs. In addition, the JASC began coordinating community-wide programs and cultural events such as arts and music programs, lectures, festivals, and special celebrations. Eventually the JASC expanded their activities to include other social services such as individual and family counseling, a nutrition program, meals on wheels, adult day services, and household care and general assistance for seniors. The agency constructed a 200-unit home for seniors in 1980 called Heiwa Terrace (920 W. Lawrence in Chicago) and a 180-bed skilled nursing care facility in 1993 called Keiro Extended Care Center (3919 W. Foster in Chicago).

The JASC has been a center of the Japanese American community in Chicago since its founding. As a Japanese American social service agency, the JASC has been keenly aware of the important role it can and should play in preserving, promoting, and passing on Japanese and Japanese American traditions, history, culture, and arts. The agency has made that heritage an integral part of its programming and services.

Currently the JASC serves the Japanese American community in the Chicago metropolitan area as well as various parts of the Midwest. The JASC distinguishes itself by being the only Japanese American social service organization in the Midwest, but it has also grown into a community center used by many other Japanese American and Asian American organizations to hold meetings and events. The primary population the agency serves is Japanese American, but through its various social service programs, the JASC serves a diverse group of people regardless of age, race, gender, religion, sexual orientation or disability.

Today the JASC runs a wide variety of programs including Adult Day Services; Casework & Counseling; Home Support Services; educational workshops on topics such as health insurance, social security, senior driver's education, and estate planning; health screening and flu shot clinics; arts and cultural classes such as ceramics, ikebana (flower-arranging), origami, and tai chi; Japanese American community events and festivals; and the Legacy Center (an archive and library). The JASC also serves as a meeting place for many community groups such as the Tohkon Judo Academy,

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Tampopo-kai (pre-school), Northside Friends (Quakers), Asian American Law Enforcement Association, Angel Island Theatre Company, Chicago Nisei Post (veterans), New Horizons (a senior singles group), Nisei Minyo Dance Group, Ukulele Club, and the Quilting Club. The JASC is a partner with other groups in programs such as the Lunar New Year celebration, a citywide Japanese American community picnic, periodic Intergenerational Dialog programs, and the annual Day of Remembrance event honoring the U.S. Presidential signing of Executive Order 9066 (authorizing the internment of Japanese Americans). Today the JASC extends its services not only to Chicago' s Japanese American population, but also other Asian American groups and seniors.

Since its founding in 1946, the JASC has been governed by a paid Executive Director and a volunteer Board of Directors. Through 1993-1994, the board included the Executive Committee/Board members, directors, ex-officio board members, Advisory Board members, and often Nominating Committee members. From 1994-1995, the board consisted of the Executive Committee members and directors. Throughout its history, the Executive Committee/Board has consisted of the President, Vice Presidents (of Programs, Finance, Public Relations, Fundraising, and other functions), Treasurer, and Secretary. Board rosters can be found throughout the minutes (Series 2). Generally, the Board of Directors has met nearly monthly with approximately eight to ten meetings per year.

The JASC Board Presidents have included:

Kohachiro Sugimoto, [1945-1946]
Harry K. Mayeda, 1946-1949
Thomas S. Masuda, 1949-1951
Noboru Honda, 1951-1953
Corky T. Kawasaki, 1953-1955
Richard H. Yamada, 1955-1958
Abe Hagiwara, [1958-1960]
Daniel K. Kuzuhara, 1960-1966
Lincoln Shimidzu, 1966-1972
Lillian C. Kimura, 1972-1978
Thomas S. Teraji, 1978-1980
Arthur T. Morimitsu, 1981-1993
Calvin Manshio, 1993-1997
Sandra Yamate, 1997-1999
Lisa Sakai, 1999-2002
Steve Takaki, 2002-2003
Rebecca Nakamura, 2003-2005
Mike Takada, 2005-present

Scope and Contents

This record group documents the administrative, financial, and programmatic decision-making activities of the JASC Board of Directors. The records consist of charter documents, resolutions, minutes, Executive Director reports, committee reports, financial statements, correspondence, handouts, memoranda, affidavits, and rosters dating from 1946 to 2002. Additional accessions are added to this record group periodically. These records appear to have been maintained in multiple by the general office staff. Currently, all records except for the current fiscal year are maintained in archival storage. The JASC's administrative staff, Executive Director, and Archivist maintain records for the current fiscal year in their offices. Individual board members may have selected records stored off-site for reference purposes. Approximately 5% of the collection is in Japanese language. Most Japanese language materials have an English translation.

Series 1 contains charter documents including the articles of incorporation, by-laws, state and federal tax exemption letters, organizational chart, and personnel policies and procedures dating from 1946 to 2002. **Series 2** contains resolutions, minutes, Executive Director reports, committee reports, financial statements, correspondence, handouts, memoranda, affidavits, and rosters dating from 1946 to 2002. Both series are organized roughly chronologically. Related materials can be found in Record Group 3, Executive Director's Records.

The Board of Directors records reflect the activities of an evolving social service and cultural center for Japanese Americans in Chicago. From 1946 to 2002 the agency has grown and changed. It evolved as a social service agency primarily for Japanese American seniors to a social service center for ethnically and racially diverse seniors mostly from the North Side of Chicago. The agency has transitioned from a social service provider to a social service, cultural, and educational center not only for Japanese Americans but also for other Asian Americans and other people interested in Japanese American culture.

These records are open to current JASC Board of Directors, the JASC Executive Director, or other JASC staff members at the discretion of the JASC Board President or the JASC Executive Director. All other researchers must submit a written request to the JASC Board President or the JASC Executive Director asking permission to review the records and then must complete the *Request for Access to Board of Directors Records* form. The JASC Board President or the JASC Executive Director may grant access to these records on a case-by-case basis. In addition, records will be administered in accordance with the *JASC Legacy Center Access & Use Guidelines* provided to all researchers. Researchers assume full responsibility for following libel, privacy, and copyright laws as they may apply to use of this collection.

Generally information and dates listed on the folders and container lists were copied directly from the original folders. Information added by the processor is indicated in

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brackets [XX]. The JASC fiscal year runs from July to June. For example, fiscal year 1999 is July 1998 to June 1999.