

# GM Report to Board of Directors

March 10, 2025

## **BOARD KEY DISCUSSION/RESOLUTION ITEMS:**

- Discussion: Chamber of Commerce memberships.
- Discussion: FPIJ costs.
- Resolution: Barter with Raine for website operating system update.

## **CLUB & FACILITY**

- ANAC understanding is that they have permission from the Board for the model plane and use of logos on menus and name tags.
- House & Property Chair informed the club can register cars for automatic access to the club's two parking slots, but it is limited to three cars for each slot and registration plates that include alphabet letters cannot be accommodated.
- Discussion is underway with Ricoh regarding a barter in exchange for a new membership card printer and the necessary software (value 2.3 million yen).
- An initial review of club archival content for potential monetization took place on March 6.

## **STAFF**

- There has not been a social gathering for club staff since pre-Covid. Planning to hold a lunch or dinner offsite in March or April at a maximum cost to the club of 5,000 yen plus tax per person. This event will not include ANAC or BOS employees.
- The club needs an AGM, to be in charge in my absence and also to share workload and lead change. As such I am appointing Hattori-san to this position. He has, without being asked, already been performing as AGM in many ways, most notably in managing payroll and work rules reform. The change will be official from his new contract in July, but I plan to enable his use of the title immediately.
- The union formally accepted the salary increase as proposed at 2.5%, approximately the same as last year, but it only took one meeting to reach an agreement.
- One maintenance staff was off work for a week to have minor surgery.
- Plan to enter a staff team into the TELL Tokyo Tower club in May and inform the membership for possible sponsorship. Depending on the event format, we may enter more than one team or a staff/member combined team.
- Iwamura-san has been presented with a new contract which would begin in May.
- A replacement for the Haken staff who resigned as of the end of this month has been found and will start late-March. Interviewing other applicants for a possible contract position to replace another Haken staff.
- The staff work rules have not been updated since 2017 and in accordance with the Ministry of Health, Labour and Welfare directives we have to make some updates to be compliant. As such we have incorporated new regulations regarding childcare and family care leave, and workplace harassment, and submitted to the staff union for their required review (not approval).

## **MEMBERSHIP**

- The club has eight, perhaps more, membership exchanges for Honorary memberships with various chambers of commerce in Tokyo, including the ACCJ. Since the move to this facility in 2018 there has been just a few uses of the club by these chambers. In accordance with Bylaws Paragraph 2-9, “an Honorary membership shall be limited to persons who have rendered important service to the Club, in principle shall be for six months or one year duration, and may be extended for a maximum of one year.” All of the Honorary memberships with the various Chambers have had multiple extensions, should we **continue with extensions or inform the Chambers they will not be renewed** and propose they join as full members.
- The Board approved to cease conversions to Senior membership from 2023 to stem the loss of revenue during the pandemic. Management has been asked by members on occasion about the resumption of this program, and while it is desirable to recognize long-term members, the dues revenue would decrease by 3M in 2025 and again in 2026, then 1M in 2027, 1.75M in 2028 & 2029, and 15M in 2030. Management therefore recommends no change to this status. Note these losses would be cumulative.
- Of the 130 FPIJ Members, only 25% are FCCJ Members and therefore contributing towards the cost to the club for staff time and other expenses incurred for FPIJ. Staff time alone is estimated at between half to a full individual fulltime staff every month.

### **BYLAWS Paragraph 18-2**

1. The Club's support of FPIJ shall include the following:

- a. The FPIJ may use Club premises as its headquarters and may have reasonable use of Club facilities for meetings, mail, reception, and distribution of notices, telephone service, office work, and logistical support, as well as a reserved place on the Club's bulletin board.
- b. The Club will pay reasonable stationery, reproduction, postage, and similar charges incurred by the FPIJ on behalf of its membership, subject to Board approval.

**2. The Club reserves the right to require individual FPIJ members who are not FCCJ members to pay a reasonable fee to defray the Club's FPIJ-related expenses.**

3. For liaison purposes, the President of the Club and the Chair(s) of the Club's Professional Activities Committee are ex-officio officers of the FPIJ.

### **BYLAWS Paragraph 18-3**

However, the Club shall have no control over, nor be liable for any act of, the FPIJ or its elected officers or members as such. **Should questions arise involving relations between the Club and the FPIJ, the decision of the Club Board shall be final.**

## **MAIN BAR**

- Entertainment committee is planning themed SNL performers with menu items to match.
- Entertainment committee is planning a Comedy Night on May 24.
- F&B committee and management met with Baird Brewery to sell their beer in the Main Bar.

## **MASUKOMI SUSHI BAR**

- Improved revenue trend continued in February, however BOS still struggling to find lunch service staff.

## **RECEPTION**

- Donation box for Hanif placed at Reception.
- Limited edition “Hanif - oh my god” coffee cup planned with net profit to go to the Hanif fund.

## **LIBRARY**

- Reviewing printer and copy machine system as the current cash operated system does not function with the new 1,000 yen notes or coins and is costly to replace. There may also be an option for using membership cards to charge to member's accounts.
- Currently printing is free up to 50 pages per day..., while copy machine is not free.

## **VENUES CURRENTLY RESERVED FOR CLUB EVENTS (EXCLUDING PAC AND DEEP DIVE)**

March 12 Movie Screening

March 18 Sake Dinner Kai

March 25 Wine Tasting

March 27 GMM

March 28 Noh

March 31 Book Break

April 2 Exhibition

April 3 Setouchi Night

April 7 Ninja Night

April 8 Book Break

April 10 Sake Seminar

April 15 or 16 Movie Screening

April 26 Shakespeare

April 30 Exhibition Reception

May 7 or 8 Movie Screening

May 14 Book Break

May 16 Tokyo Sinfonia

May 22 Freedom of the Press Awards

May 26 Wine Tasting