

TCA Board Meeting  
July 15, 2016 6:30-8:30PM PDT  
via GoTo Meeting

## AGENDA

- I. Called to Order at 6:35 PM
  - A. Present: Tamiko Ooka, Alan Okada, Derek Oye, Margaret McKenty, Rome Hamner, Toni Yagami, Stan Shikuma, Elise Fujimoto, Stuart Paton
  - B. Regrets: Johnny Mori, Wisa Uemura, Linda Uyechi, Jane Lin
- II. Approval of Previous Meeting Minutes
  - A. Alan moves to approve June board meeting minutes. Margaret seconds. Unanimous approval. Motion approved.
- III. Committee Reports
  - A. Executive Committee (Chair: Johnny Mori)
    1. Election of officers will occur at the annual meeting. Wisa will be reaching out to gauge interest of board members for specific positions.
    2. Annual meeting will be at a typical board meeting time and will not be in person since we were able to convene in person in February.
  - B. Finance Committee (Chair: Wisa Uemura)
    1. Nothing to verbally discuss beyond written report. Send any comments or questions to Wisa (wisa@taiko.org).
    2. YTD Financial Report
      - a. Wisa to provide a "Budgets 101" to train board members on what we should look for.
    3. Tax Returns
      - a) Still researching tax preparation professionals to contract.
        - (1) Wisa will complete informal bid process and make a decision based on cost, timeline, and ease of process. (Pricing should be within Wisa's assigned fiscal authority threshold.)
      - b) Federal Return (form 990) due August 31, 2016
      - c) California Return (form 199) due December 31, 2016
    2. There were two delayed expenditures for 2015 budget made in June 2016. The total worth is a bit more than \$3k.
    3. Status: monthly expenditures so low that TCA is "okay."
      - a) Expect FY2016-17 CAC grant installment in September 2016..
      - b) Projecting 2016 Membership Drive in Sept/Oct.
      - c) Returning Board Member Loans in December 2016.
      - d) Board member pledges will be due at the annual meeting. It should be a "significant financial contribution". Donations are tax deductible.
  - C. NATC Committee (Chair: Stan Shikuma)
    1. NATC Committee will be meeting with Johnny Nguyen and Diana Wu on Monday, July 18th.
    2. Facilities Reservations:

- a. We have received a contract for overall university policies, but it is not yet a single cohesive contract. Contract for all rooms is still needed
  - b. Current estimate of facility costs is on the conservative time. It is assumed that there are overtime hours, rentals, etc in it but due to lack of detail in contracts, we have not been able to confirm this.
  - c. This cost is slightly more than UNLV.
  - d. Need to confirm if there are any hidden fees or cleaning fees for the rooms.
- 3. Memo of Understanding (MOU)
  - a. Johnny has been compiling letters from Stanford (2011) and Las Vegas (2015) to finalize an MOU with San Diego.
- 4. Workshops
  - a. Mark Rooney is working on a proposal for a new NATC model that considers economic use of space, workshop leaders, equipment.
- 5. Next Steps:
  - a. Email Stan any suggestions for NATC Coordinator.
- 6. Historic Costs of NATC
  - a. We have all the information but it is not compiled anywhere specific.
  - b. We should do a cost analysis and trend participant cost over time.
  - c. Event format and organization has also changed over time:
    - a. Facilities inflation
    - b. Workshop leader support (higher payscale and subsidized travel expenses)
    - c. International guests and performers (travel fees and visa processing)
  - d. Are there any ballpark figures for pricing, or options for payment plans?
    - 1. Not at this time. If you have individuals who have questions about affordability, you can refer to last year's website:
      - a. <http://nadc.taikocommunityalliance.org/registration/>
- D. Programming (Chair: Elise Fujimoto and Jane Lin)
  - 1. The Obon Project
  - 2. Membership Grants
  - 3. Taiko Census Analysis
- E. Fundraising Committee (Chairs: Rome Hamner and Derek Oye)
  - 1. Committee narrowed list of 280 prospects to about 60
    - a. About half are narrowly SD focused, and local committee will approach (with support from TCA Fundraising Cmtee)
    - b. The other half are statewide or national, so TCA fundraising will take the lead
    - c. Each committee member is going to choose 5 to take the lead on

2. Discussed coordinating Marketplace vendor outreach with sponsorship outreach
    - a. Will be updating sponsor packet in the near future, but grants are a higher priority for now
    - b. Derek has Grantwriting 101 training he's going to offer to SD folks
  3. ACTA grant, up to \$5k (Alliance for California Traditional Arts)
    - a. Derek finishing proposal and submitted today
- F. Tech Resources (Chair: Linda Uyechi)
1. Primary work focused on TCA Census
    - a. Data clean-up is mostly done. New data should be uploaded to Salesforce by mid-August.
    - b. Elise is driving analytics work to prepare for webinar. Kate Walker finished first pass at the Communications section. Date of webinar to be determined.
  2. TCA request (thanks Sue!) for SF Pro Bono program was placed in their queue at the end of June. We asked for help to implement the first phase of a calendaring project. No response from SF volunteers yet. The longer we wait, the less likely we will be matched with a volunteer.
  3. As Linda steps off the board, we will need a board member to sit on the Tech Resources committee.
- G. Comm Comm (Chair: Jen Callabero and Elise Fujimoto)
1. Supporting Program Committee with Obon Project
  2. Elise to send out committee list to the board.
- H. Membership Committee (Chairs: Margaret McKenty and Derek Oye)
1. Committee met Wednesday, July 13th
  2. Partner Program in Development
    - a. Timeline
      1. Templates and List of Vendors - August 2016
      2. Finalize Partners and Perks - September 2016
      3. Launch for Membership Campaign - October 2016
    - b. Items Working on
      1. Pamphlet/flyer
      2. Informal Contract/Letter of agreement
      3. Email Template (for asks)
      4. Protocols (internal and external)
    - c. Next steps:
      1. Board member input needed for materials (pamphlet/flyer, email templates, etc)
    - d. Questions:
      1. Are there any costs to TCA?
        - a. No. Everything is electronic.
        - b. Additional labor needed 1x/year.
      2. What is the mechanism for presenting membership cards?
        - a. There may not be a secure way to monitor this. It is entirely on the vendor to ascertain.
      3. Does this mean that membership cards are going to be issued per person?
        - a. Yes, but electronically.

4. Concern for duplicate asks of vendors, as sponsorship asks are coming soon for NATC.
    - a. Membership raffle prizes will be scaled back this year.
    - b. Partnership Program is also looking at this relationship as a true partnership with more support for the vendor partners.
    - c. Asks will have to be more strategic.
    - d. Trying to expand TCA beyond NATC
    - e. Is it possible for the two asks to be combined strategically?
      - i. Margaret, Derek, and Rome to connect offline and align.
  3. Recruiting New Board Members to Committee....!!!?? Or recommendations for committee members.
  4. Beginning to plan for Membership Campaign - BE PREPARED! :D
    - a. Target timeline of October to November
  - I. Board Development Committee (BDC) (Chair: Wisa Uemura)
    1. Nothing to verbally discuss beyond written report. Send any comments or questions to Wisa (wisa@taiko.org).
    2. Officer elections will occur at TCA Annual meeting on August 14.
      - a. Current Exec Comm reaching out to individuals.
      - b. Officers:
        1. Chair
        2. Vice Chair
        3. Secretary
        4. Treasurer (Finance Committee Chair)
        5. Board officer pipeline: Shadowing board members (next round of officers)
    3. New Board members can reach out to either Wisa or Jane if they have any questions about googledocs, duties, etc.
    4. Scope of BDC involves identifying new board members and organizing board elections each year.
    5. BDC does not handle committee signups.
- II. New Business
- A.
- IV. Action Items
- A. NATC Comm:
1. Meeting with San Diego folks on Monday Night
  2. List of reg fees over time
  3. Send NATC Coordinator requests to Stan
- B. Comm Comm:
1. Elise will request new board member bios
  2. Elise to send out committee list
- C. Membership Comm:
1. Partner Program docs will be circulated soon, board members please be on the lookout to review.
  2. Connect with Fundraising Committee to align on NATC outreach

3. Connect with Comm Comm to create membership calendar
- D. Finance Comm:
  1. Request for Board "Budgets 101" Session (at AGM?)
  2. Feedback: Financial report formatting for column width
- E. Tech Resources/Program:
  1. Provide Taiko Census analysis draft
- F. Fundraising Comm:
  1. Send out date for Grantwriting 101 with San Diego
- V. Announcements
  - A. RTG- Seattle happening August 21
  - B. Regional Taiko Gathering Bay Area is this Weekend
  - C. Spall Fragments (Joe Small) in LA (this weekend) Nor Cal (next weekend)
  - D. Next Board Meeting: Sunday August 14, at 6:30-8:30pm PDT (ANNUAL MEETING)
    1. Margaret will be phoning in to meeting (not able to access docs in real time)
  - E. 2016 TCA Board Meeting Schedule
- VI. Adjourn at 8:30pm