



Taiko Community Alliance Regular Board Meeting

Date: Monday, January 8, 2018

Time: 6:30-8:30 p.m.

Location:

Go-To-Meeting

Participants:

Officers

- Derek Oye, Chair
- Alan Okada, Vice Chair
- Wisa Uemura, Treasurer
- Akemi Imai, Co-Secretary
- Margaret McKenty, Co-Secretary

Board of Directors

- Tamiko Ooka
- Toni Yagami
- Jane Lin
- Rome Hamner
- Elise Fujimoto
- Wynn Kiyama
- Alysse Itatani

Staff

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Guests

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- Agenda -

	Topic	Discussion Lead	Agenda Time	Agenda Minutes
1.	Call to Order	Derek	6:30-6:35PM	5 min
2.	Approvals A. Previous Meeting Minutes B. Current Agenda	Derek	6:35-6:40PM	5 min
3.	NATC Comm 1. Jan mtg rescheduled to 1/15...will email Board any updates. 2. Asked Wynn to connect with PSU as to date contracts need to be signed by to keep current quotes. 3. If time allows, possible discussion of "Best Practices" document?	Toni	6:40-6:55PM	15min
4.	Fundraising Comm: 1. No one one the committee can commit to writing the NEA application for NATC2019; can host committee take it on? can we contract someone to write it? 2. Donor acknowledgment letters	Rome	6:55-7:10PM	15 min

5.	<p>Tech Resources</p> <ol style="list-style-type: none"> 1. Would like to hire Datageeks to complete data cleanup and system migration from NPSP 2.0 to NPSP 3.0. 	<p>Linda OR Elise/Derek/ Alysse</p>	<p>7:10-7:30PM</p>	<p>20 min</p>
6.	<p>Membership</p> <ol style="list-style-type: none"> 1. Current Initiatives <ol style="list-style-type: none"> a. Exploring feasibility of “conference special” (discount) for memberships at ECTC and/or ITI. If it’s possible, will Board authorize \$20/\$40 discount rate? b. Budgeting for giveaways for EOY 2018 membership campaign 2. Possible TCA Board member presence/outreach at ECTC February 9-11 (similar to NATC)? 	<p>Margaret</p>	<p>7:30-7:45PM</p>	<p>15 min</p>
	<p>Executive Committee</p> <ol style="list-style-type: none"> 1. Strategic Framework <ol style="list-style-type: none"> a. Public Version <ol style="list-style-type: none"> i. Language for approval <ol style="list-style-type: none"> 1. *Deliverables and work plan made available by request. 2. **Strategic Framework is subject to change for relevance by Board Approval. ii. Outcome - What is measured/A measurement that helps define accomplishments b. Work Plan <ol style="list-style-type: none"> i. Deliverables - What is produced (that enables the Strategies and Activities to be achieved) ii. Outcome - What is measured/A measurement that helps define accomplishments 2. Hiring of Staff - Timeline for Review <ol style="list-style-type: none"> a. Word Doc b. Gantt Chart Simplified 3. Board Retreat - Aug 10 - 12 <ol style="list-style-type: none"> a. Portland? 	<p>Derek</p>	<p>7:45-8:15PM</p>	<p>30 min</p>

	<ul style="list-style-type: none"> b. Unavailable: Margaret (8/10 - 8/11) 4. February Board meeting - 2/21 <ul style="list-style-type: none"> a. Unavailable: Tamiko, Margaret 			
6.	New Business <ul style="list-style-type: none"> 1. Legal Document Review (Consent Forms and Releases) 2. Board Recruitment - REMINDER! 	Alysse	8:15-8:30PM	15 min

via GoToMeeting

ITEMS REQUIRING BOARD INPUT IN PURPLE

ITEMS REQUIRING BOARD VOTE IN BLUE

Info to inform discussion only

MINUTES

Minutes approved

1. Call to Order at 6:30PM Pacific
 - a. Present: Derek Oye (Chair), Alan Okada, Alysse Itatani, Jane Lin, Rome Hamner, Elise Fujimoto, Tamiko Ooka, Toni Yagami, Wynn Kiyama, Margaret McKenty
 - b. Regrets: Akemi Imai, Wisa Uemura
 - c. Invited:
2. Approvals
 - a. Current agenda adopted by
 - b. December 2017 Board meeting minutes - **Motion to approve** (Alan/Alysse). Motion carried unanimously.
3. Committee Reports (received in writing as part of "consent agenda" except where **Board discussion** or **motions** noted)
 - a. **NATC Committee** (Co-chairs: Toni Yagami & Mark Rooney):
 - i. Membership: Alan, Stan, Terry, Derek, Dan, Heidi, Wynn, Stuart, Jen (Elise)
 - ii. Met: 12/4/17
 - iii. No news since last Board mtg and approval of Portland venue. Mtg was scheduled for 1/1/18, but rescheduled for 1/15/18. Working individually on addendum possibilities.
 1. Wynn connecting with venue to find out when contract must be signed to receive costs as quoted; and when deposits are needed
 2. Contract will be reviewed by key individuals (informants) before signing.
 - iv. **"Best Practices" document - needs to be 'written' as somewhere to begin; and amended as necessary.** Elise has some more up-to-date docs she can share from NATC '15. **Could we pay past Coords. to write? (Terry - Elise - both or together?)** Budget implications for undertaking this - will pursue & get back to Board in future.
 - v. **Next meeting: 01/15/18**
 - b. **Comm Comm** (Co-chairs: Jen Caballero and Elise Fujimoto):
 - i. Membership: adding Robie La, LATI (yay!)
 - ii. Met: 12/19/2017
 1. Very excited to add Robie La to our team! She is a graphic designer with lots of Wordpress experience and is eager to help with marketing and branding of TCA.
 2. 2018 Activities:
 - a. Supporting TCA initiatives:
 - i. 50th Project
 - ii. NATC announcements
 - iii. Strategic Plan - Branding
 3. Next newsletter: 1/18
 - a. 50th Teaser

- b. NATC Youtube materials
- iii. **Next meeting: Should be between 1/14 and 1/20**
- c. **Finance Committee** (Chair: Wisa Uemura):
 - i. Membership: no changes
 - ii. Met: as Exec Comm on 11/29
 - iii. 2017 YE Financial Report not available yet due to holidays
 - 1. No significant changes to prior projections for year-end
 - 2. If needed, Treasurer can send out report via email with link to googlesheet as soon as it is ready
 - i. Tax Filings - no updates
 - iv. 2018 Budget Planning and Asset Allocation:
 - 1. Early January: Proposals for 2018 for both 50th Anniversary and Infrastructure Investment are being collected.
 - 2. Mid-late January: Alysse and Wisa will review proposals and work with submitting parties to pull together initial operating budget proposal.
 - 3. Early February: Plan to share proposed budget with entire board with accompanying notations for ample review time prior to vote.
 - 4. February Board Meeting: Approve 2018 operating budget.
 - 5. **Treasurer recommends a later February meeting date to accommodate all of the above.**
 - v. **Next meeting:** as Exec Comm on 1/31
- d. **Board Development Committee (BDC)** (Chair: Wisa Uemura)
 - i. Membership: no changes
 - ii. Met: n/a
 - iii. Board Orientation Packet
 - 1. Working on additions suggested at last Board meeting
 - iv. 2018 Board Prospect Cultivation ongoing
 - 1. potential board members
 - v. **Next meeting:** to be scheduled in January
- e. **Fundraising** (Chair: Rome Hamner):
 - i. Membership: Mary Jane Blystone, Sue Yuen, Kelly Kuwabara, Evelyn Liu
 - ii. Met: 12/17
 - iii. Committee members taking active roles in upcoming grant applications/compliance: CAC (Sue), DataArts profile renewal (Evelyn)
 - iv. TCA SAM status updated 12/27/17
 - v. Final report to NEA submitted 12/30/17 - payment requested at this time
 - vi. NEA application was discussed.
 - 1. SF 424 due 2/15/18
 - 2. Full application due 2/27/18
 - vii. Donor acknowledgment letters: each Board member will be receiving about 4 to sign via email; will have 2 weeks to print, sign and mail them (filing for reimbursement, or considering the postage/envelopes a TCA donation). OK to print on ordinary paper - plus personalized note.
 - viii. **Next meeting: TBD**
- f. **Programming** (Co-chairs: Elise Fujimoto and Jane Lin):
 - i. Membership: Ben Pachter, Rome Hamner, Ai Matsuda, Tamiko Ooka
 - ii. Met: 12/10 - have not met in Jan yet
 - 1. 50th Anniversary Project:
 - a. Received 6 proposals for 50th projects including:
 - i. Song Commission
 - ii. Supporting Local Taiko Communities (Community gatherings)
 - iii. Time capsule
 - iv. Taiko Then (recorded materials archive)
 - v. Taiko Census

- b. Next Steps:
 - i. Elise to meet with Alysse and Wisu to collect concerns and go back to Project chairs with feedback
 - ii. Expected finalized slate of projects: 1/31
 - iii. **Next meeting:**
 - g. **Tech Resources** (Chair: Linda Uyechi):
 - i. Membership: unchanged
 - ii. Met
 - 1. full comm: Dec. 13
 - 2. SF Roadmap meetings: Dec. 14 (Sue, Linda, TJ Warfield - consultant), Jan. 4 (Sue, Sarah, Alysse, Linda, Derek, Wisu, Elise)
 - iii. SF Roadmap has been submitted by SF consultant, TJ Warfield (Datageeks). Strong confidence in TJ's proposal and ability to work with TCA. Sue made presentation (TCA Salesforce Roadmap Meeting) to Alysse, Derek, Wisu and Elise.
 - 1. [Request to hire Datageeks to complete data cleanup and system migration from NPSP 2.0 to NPSP 3.0.](#)
 - a. More user-friendly interface & reliable data. Enhanced member services such as self-service portal would incur additional costs.
 - 2. Budget would have to be revised in light of this - upgrade to SF is not included in Tech Resources' original ask, although some portion of that is not yet allocated. Data privacy upgrade not costed yet.
 - a. Many on Board would appreciate a comprehensive proposal from Tech Resources so that all tech-related upgrades are prioritized, & associated costs are covered. Target to have this ready in time for Exec Comm meeting Jan 31, or Board meeting in February.
 - iv. Proposal for TCA Tech contribution to 50th Anniversary submitted to Elise: Taiko Census 2018.
 - v. TCA Tech comm members are compiling list of volunteer tasks to share with Derek re: TCA staffing.
 - vi. Derek made introduction to Steve La re: data security. Linda and Abena to follow-up.
 - vii. Tamiko made introduction to Akemi Ooka (sister) re: Intellectual Property. Elise and Linda to follow-up.
 - viii. **Next meeting:** Jan. 20, 9 a.m. PST
 - h. **Membership** (Chair: Margaret McKenty):
 - i. Membership: Margaret, Tamiko, Toni, Yuri, Wynn & Anne K; Derek (as advisor)
 - ii. Met: Dec 13, 2017
 - iii. Current initiatives:
 - 1. Report & recommendations from EOY 2017 membership campaign: still in prep
 - 2. Exploring feasibility of "conference special" (discount) for memberships at ECTC and/or ITI. If logistically possible, will Board authorize \$20/\$40 discount rate for those events? **Motion to approve** (Margaret/Toni). Motion carried unanimously.
 - 3. New member outreach (to identify drivers for joining TCA)
 - 4. Heads-up that Memb Comm is researching & will seek funding for giveaways for EOY 2018 membership campaign
 - iv. Query re current/past TCA Board member presence at ECTC February 9-11 (similar to NATC).
 - v. Next meeting: TBD
 - i. **Executive Committee** (Chair: Derek Oye):
 - i. Membership: Derek, Alan, Wisu, Margaret, Akemi, Alysse
 - ii. Met: No meeting December
 - iii. Strategic Framework
 - 1. Public Version
 - a. Language for approval
 - i. *Deliverables and work plan made available by request.
 - ii. **Strategic Framework is subject to change for relevance by Board Approval.

- 2. Work Plan
 - a. All Board please review this month. Derek will carry on filling in leads & other cells in consultation with rest of Board - comments & suggestions invited
 - iv. Hiring of Staff - Timeline for Review
 - 1. Word Doc
 - 2. Gantt Chart Simplified
 - a. Timeline for hire: last half of June
 - b. Consensus to attempt ad hoc committee to expedite process (rather than Exec Comm)
 - c. Resource individuals were suggested to assist this process
 - 3. Reference
 - a. Survey Responses
 - b. All Officers (existing doc) and Committee Heads (existing doc)
 - v. Board Retreat - Aug 10 - 12
 - 1. Portland: Oregon Buddhist Temple is viable. Wynn will look into housing options as well as handle venue logistics.
 - 2. Unavailable: Margaret (8/10 - 8/11) (TBD)
 - vi. February Board meeting - re-scheduled to 2/21
 - vii. **Next EC meeting: Wednesday, January 31st 7:00PM - 8:30PM PST**
4. New Business
- a. Alysse: Emails (before Xmas break) regarding photo permissions highlighted need for TCA to address issues of privacy & intellectual property from the outset, rather than after the fact. NATC is our most important program, but we should review all releases to ensure best-practices. Better to make this a Board responsibility rather than offload to NATC Comm. Alysse will take lead on reviewing those documents in coming months.
5. **Action Items (all Board unless otherwise noted):**
- a. **Donor stewardship: Each Board member will be receiving about 4 donor acknowledgment letters via email, and will have 2 weeks to print, sign (personalize) and mail them.**
 - b. **Everyone please review Strategic Plan Work Plan this month and comment/make suggestions if so inclined; also, be ready if Derek reaches out to add one to outcome lead.**
 - c. **Derek will reach out to individuals to help form ad hoc hiring committee - please contact Derek if personally interested.**
 - d. **Alysse will review collected photo & any other permission documents as time permits in coming months.**
6. Announcements:
- a. Next Exec Comm meeting: Wednesday January 31, 7:00-8:30PM Pacific
 - b. Next regular Board meeting: Wednesday, February 21 6:30-8:30PM Pacific (re-scheduled)
 - i. Regrets: Tamiko, Margaret
 - c. 2017-18 TCA Board Meeting Schedule
 - d. TCA Meeting Scheduler
7. Meeting adjourned by consent at 8:36PM Pacific