



Taiko Community Alliance Regular Board Meeting

Date: Wednesday, February 21, 2018

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

Location:

Go-To-Meeting

Participants:

Officers

- Derek Oye, Chair
- Alan Okada, Vice Chair
- Wisu 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

- Linda Uyechi, Tech Comm Chair

- Agenda -

	Topic	Discussion Lead	Agenda Time	Agenda Minutes
1.	Call to Order at 6:31PM Pacific A. Present: Derek, Elise, Linda, Rome, Toni, Wisu, Alan, Alysse, Wynn B. Regrets: Margaret, Tamiko C. Invited: Linda	Derek	6:30-6:35PM	5 min
2.	Approvals A. Previous Meeting Minutes B. Current Agenda C. 2/8 Motion Approval via Email	Derek	6:35-6:40PM	5 min
3.	Finance Comm A. 2017 YE Financial Report B. 2018 Operating Budget Proposal C. Tax Filings/Other Reporting	Wisu	6:40-7:50PM	70 min

4.	<p>Tech Comm</p> <p>A. SF Migration - March 16 will be initial deep dive meeting: Committee chairs - Please review committee data needs and communicate them to Linda, Sue, or Sarah.</p>	Elise	7:50-7:55PM	5 min
5.	<p>NATC Comm</p> <p>A. Thank you for email approval (2.C)</p> <p>B. continuing to discuss remaining contracts; coord hiring; program/schedule</p> <p>C. When can we officially announce Portland as venue?</p>	Toni	7:55-8:05PM	10 min
	<p>Program Comm</p> <p>A. Women in Taiko 50th Anniversary Proposals</p> <p>a. Mentoring Program (Chris Kubo, Chair)</p> <p>b. Visibility Campaign (Deb Wong, Karen Young, co chairs)</p>	Elise	8:05-8:15PM	10 min
6.	<p>UPDATES</p> <p>A. Comm Comm</p> <p>a. Branding initiative (per Strategic Framework): Robie</p> <p>B. Fundraising Comm</p> <p>a. Board roll call: each Board member please report status on sending their letters (ok to enter as comment here if you prefer)</p> <p>C. Membership Comm</p> <p>a. Requests submitted for Exec Comm vetting:</p> <p>i. Reduced flat-rate student membership fee for 2019 (to be publicized during Fall 2018 membership campaign);</p> <p>ii. Designated budget for Fall 2018 membership campaign; and</p>	<p>Elise</p> <p>Rome</p> <p>Margaret</p>	8:15-8:25PM	10 min

	<ul style="list-style-type: none"> iii. Designated budget for Lifetime Member corei/recognition. <p>D. Executive Comm</p> <ul style="list-style-type: none"> a. Staffing Process <ul style="list-style-type: none"> i. Phase I (Derek, Elise, Akemi) 2/13 - 2/27 - Initial Pass ii. Phase II (Margaret, Alysse, Alan) - 2/28 - 3/9 - Review and Refine iii. Vote @ March Board Meeting - 3/12 b. Strategic Plan - Work Plan on HOLD until after NEA grant submission - Derek c. REMINDER: Board Retreat - 8/18 - 8/19, Portland OR 	Derek		
11.	<p>New Business</p> <ul style="list-style-type: none"> A. World Taiko Gathering 2020 Meeting <ul style="list-style-type: none"> a. Adding Yui to listen in on NATC Comm Meetings B. PLEASE RECRUIT NEW BOARD MEMBERS <ul style="list-style-type: none"> a. Recruitment begins March 1 b. Deadline to apply April 15 c. Applicant Vetting by BDC by April 30 d. Candidate slate sent to Board May 1 e. Elections at May 14 meeting f. Notifications by May 20 	All	8:25-8:30PM	5 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 6:31PM Pacific

- a. Present: Derek Oye (Chair), Wisa Uemura, Akemi Imai, Alan Okada, Alysse Itatani, Jane Lin, Rome Hamner, Elise Fujimoto, Toni Yagami, Wynn Kiyama
- b. Regrets: Margaret McKenty, Tamiko Ooka

- c. Invited: Linda Uyechi
- 2. Approvals
 - a. Current agenda adopted by consent
 - b. January Board meeting minutes - Motion to approve (/). Proposal to table approval for January minutes to March board meeting.
 - c. Approval Outside Regular Board Meeting: On Feb 7, Derek (Board chair) advised all Board by email that NATC Committee recommended approval of (a) contract with Portland SU as NATC 2019 venue, with 25% deposit of \$19,188 to be paid by March 15/18; and (b) contract with PSU Lincoln Hall as Taiko Jam venue, for \$2,000 fee with 50% deposit of \$1,000 payable upon signing. Following discussion, motion was made to approve both contracts (Elise/Margaret).
Motion carried by unanimous written approval of all Board members Feb 8/18, as per By-Laws, Wynn Kiyama recusing.
- 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. Thank you for approving 2.C. above.
 - ii. We are continuing to discuss additional contracts and deposits, as well as 2019 budget, hiring of Coord, conference program/schedule
 - iii. **When can we ‘officially’ announce Portland as venue?**
 - 1. Question to Comm Comm about the optimal time to generate the most visibility. EF recommends getting the information out there as soon as possible. Releasing the location sooner can provide more time for participants to prepare for traveling to Portland.
 - 2. A suggestion was made for NATC Comm to discuss with Jen (Comm Comm) on the release materials prior to their next meeting. TCA board only needs a notification of the materials being prepared-they do not need to obtain board approval.
 - 3. A question was raised if there are additional time-sensitive approvals required of the board. Unanimous written (email) consent is not ideal for making critical decisions.
 - iv. Next mtg. Mar 5 8pm PST
 - b. Comm Comm (Co-chairs: Jen Caballero and Elise Fujimoto):
 - i. Membership: Robie La
 - ii. Met: 2/12
 - iii. 2018 Priorities:
 - 1. Newsletter/website/tech: Elise
 - 2. Social Media: Jen
 - 3. **Branding initiative (per Strategic Framework):** Robie
 - a. Logo redesign
 - b. Style Guide
 - c. Website reskin & WP package update
 - d. Other assets:
 - i. ppt deck
 - ii. Social Media
 - e. Tentative Timeline:
 - i. Feb/March: Develop Branding survey and solicit feedback on branding elements. The survey may sent out before the March board meeting.
 - ii. April/May: Develop initial designs for feedback
 - iii. June/July: Finalize designs and create assets
 - iv. August: Asset distribution and usage training
 - v. September: Public debut of new look and feel with Membership Campaign
 - vi. Q3 delivery (Membership Campaign debut)
 - iv. 2018 Initiatives and liaisons:

1. 50th Anniversary Publicity (Elise)
 2. NATC Publicity (Jen)
 3. Branding Update (Robie)
- c. Finance Committee (Chair: Wisa Uemura):
- i. Membership: no changes
 - ii. Met: as Exec Comm on 1/31
 - iii. 2017 YE Financial Report
 - iv. 2018 Operating Budget Proposal
 1. Includes “asset allocation” line item which identify funds carried over from 2017.
 2. TCA is not intending to hire the NATC Coordinator till August 2018 - a recommendation was raised for NATC Comm to begin creating the NATC budget.
 3. A comment was raised about the sustainability of TCA’s baseline operating income/expenses during a non-NATC year. Currently, the general operating income from a non-NATC year does not cover the general operating expenses. Reserves should not be used to sustain TCA’s operations.
 - a. Another comment was shared emphasizing how part of 2018 investments will be critical in building TCA’s capacity to realize additional funding specifically in long-term revenue streams.
 4. Creative Work Fund is inviting TCA for a full proposal (due early April and has a long review process). TCA will not receive notification regarding the proposal review until June or July.
 5. A suggestion was shared about whether TCA wants to consider investing in its leadership at the board level. For example, professional development, travel expenses for board members to represent TCA at events. An added suggestion is to give more attention to volunteer appreciation.
 - a. Another suggestion was raised about finding a way to recognize board contributions when they are not strictly cash donations (ex: a board member’s travel expenses to go to an event to represent TCA). This kind of contribution can likely be itemized as “in-kind”.
 6. Discussion of TCSD status.
 7. Discussion of TCA’s regular operating expenses in context of Tech Comm needs.
 - 8. Motion to approve 2018 budget (Alan/Toni). Motion passes unanimously.**
 - v. Tax Filings/Other Reports
 1. 2015 Late Filing
 - a. Received informal notification that we got the late penalty for 2015 filing waived. It is unclear what specific reason resulted in getting the penalty fee waived. Wisa will request a copy of the last letter submitted.
 2. 2017 CPA Review
 - a. Considering CPA audit/review for 2017. TCA has received a quote for a partial audit at \$4,000. Wisa would like to get one more quote.
 - vi. **Next meeting:** as Exec Comm on 2/28
- d. Board Development Committee (BDC) (Chair: Wisa Uemura)
- i. Membership: no changes
 - ii. Met: n/a
 - iii. 2018 Elections
 1. Board Recruitment List
 2. 2018 will be first election year with full class of current board members eligible for renewal
 3. Candidate List and current Board priorities for skills need to be discussed/ revised
 4. Process:
 - a. Recruitment begins March 1
 - b. Deadline to apply April 15

- c. Applicant Vetting by BDC by April 30
 - d. Candidate slate sent to Board May 1
 - e. Elections at May 14 meeting
 - f. Notifications by May 20
 - 5. TCA website and applications to be updated to prior to March 1.
- iv. Board Orientation Packet in the works.
- e. Fundraising (Chair: Rome Hamner):
 - i. Membership: Mary Jane Blystone, Sue Yuen, Kelly Kuwabara, Evelyn Liu
 - ii. Acknowledgment letters
 - 1. Board roll call: each Board member please report status on sending their letters (ok to enter as comment here if you prefer)
 - iii. 424 for NEA submitted (thank you Derek et al!)
 - 1. full proposal due 2/27
 - 2. will request \$60k (same as last time; last time, \$10k was awarded)
 - iv. CAC SRN for FY18 submitted (that you Sue, Linda, and Evelyn!)
 - 1. \$30k requested (max award)
 - v. Invited to submit full proposal to Creative Work Fund for 50th Anniversary Song Commission Project: due 4/6
 - 1. \$40k requested (max award)
- f. Programming (Co-chairs: Elise Fujimoto and Jane Lin):
 - i. Membership: Ben, Rome, Tamiko, Aichan
 - ii. 50th Anniversary
 - 1. Project Lineup: Project worksheets and budgets are included in the 2018 Budget
 - a. Taiko Then (Ben Pachter, chair)
 - b. Song Commission (Rome Hamner, Chair)
 - c. Time Capsule Project (Tamiko Ooka, chair)
 - d. Supporting Local Communities (Derek Oye, chair)
 - e. Community Calendar (Sarah Gilbert, Chair)
 - f. Taiko Group Origin Stories (Linda Uyechi, Chair) - shared with Tech Comm initiative
 - 2. Status Update:
 - a. Q1 (Jan/Feb/March): Project planning and organization
 - i. We are meeting individually as project committees this month to organize project timelines and plans with the deliverable of a project announcement and website coming in April.
 - iii. Women in Taiko 50th Anniversary Proposals
 - 1. Some concerns over the lack of clarity on TCA subcommittee formation process.
 - a. An additional concern was raised about if these programs become TCA's programs, TCA needs to be in alignment with the language used in its programs.
 - b. EF & MM have been liaising with the Women & Taiko group to create a clear mission & goal statements. These statements have not been written up yet.
 - c. Question was brought up whether W&T wants to be a program under TCA, or if they are only seeking TCA support and being an independent initiative.
 - d. A suggestion was given about inviting a W&T representative to be involved in the NATC workshop selection process to demonstrate TCA's responsiveness.
 - e. Derek reiterated his willingness to meet with W&T to assist with the dialogue.
 - f. A suggestion was given to invite representative from W&T to meet with TCA board to discuss the optimal arrangement for both groups to work together. EF will set up a meeting.
 - 2. Mentoring Program (Chris Kubo, Chair)

- a. Question regarding the intended outcome of this program: is this mentorship program intending to cultivate more workshop leaders for the next NATC?
 - i. There needs to be clarification about the assumptions being made that are informing the content and intention of this program.
 - b. A recommendation to provide a definition of what gender inequity means in this proposal, drawing on available data sources & reports.
 - c. A suggestion was raised about including clear outcomes/deliverables for the mentoring program, as well as seeing if this kind of program is aligned with TCA's broader strategic goals.
 - 3. Visibility Campaign (Deb Wong, Karen Young, co chairs)
- g. Tech Resources (Chair: Linda Uyechi):
 - i. Membership: no change.
 - ii. Met: January 27.
 - iii. SF Migration Kickoff!
 - 1. TJ Warfield (Datageeks) held kickoff meeting Feb. 13.
 - 2. Set tentative targets and schedule: Soft Launch: May 15; Go Live: May 29; Training: week of June 4.
 - 3. SF will be available as a read-only system tentatively from April 30 until new system goes live on May 29.
 - 4. TJ will hold regular check-up meetings with the team.
 - 5. March 16 will be initial deep dive meeting: **Committee chairs - Please review committee data needs and communicate them to Linda, Sue, or Sarah.**
 - a. Clarification was provided that data will be accessible during the migration. If anything becomes inaccessible, Tech Comm will provide notification.
 - iv. SF Enhancement. Initially, we planned to explore Soapbox Engage after SF migration complete. Currently, we are exploring the possibility of adding Soapbox Engage during the SF Migration. TJ's estimate for adding Soapbox Engage to our system (to support donations, self-serve, 3-5 forms, directory) is _____ [expect estimate morning of 2.21]
 - v. Data Security. Will start discussion with Steve La on Monday, Feb. 26.
 - vi. Tech Tools. Zoom acquired. Will allow TCA to hold simultaneous on-line meetings. More directions forthcoming.
- h. Membership (Chair: Margaret McKenty [Toni/Tamiko]):
 - i. Membership: Wynn & Derek have stepped off due to pressure of other duties. Many thanks for all their work! Current members: Margaret, Tamiko, Toni, Yuri, Anne, Tyrone
 - ii. Met: Jan 17, Feb 6
 - iii. Outreach at ECTC coordinated by Tamiko & Anne (with thanks to Sarah G for ensuring up-to-date membership sign-up).
 - iv. **Requests submitted for Exec Comm vetting:**
 - 1. Discussion of adjusted student membership price for 2019 celebrating 50th Anniversary year. (to be publicized during Fall 2018 membership campaign). No Early Bird for this fee.
 - 2. A comment was raised about the relevance of TCA for student taiko practitioners. A suggestion was given to involve the current directors/officers of collegiate groups to increase likelihood of students signing up.
 - 3. Designated budget for Fall 2018 membership campaign; and
 - 4. Designated budget for Lifetime Member orei/recognition.
 - v. Next meeting: March 7/18
- i. Executive Committee (Chair: Derek Oye):
 - i. NATC Discussion - Addendum
 - ii. Staffing
 - 1. Looking to contract both administrative and fundraising positions

2. Process

- a. Phase I (Derek, Elise, Akemi) 2/13 - 2/27 - Initial Pass
- b. Phase II (Margaret, Alysse, Alan) - 2/28 - 3/9 - Review and Refine
- c. Vote @ March Board Meeting - 3/12

- iii. 2018 Budget Discussion and initial vetting
- iv. Strategic Plan - Work Plan on HOLD until after NEA grant submission - Derek
- v. Board Retreat - 8/18 - 8/19, Portland OR
 - 1. May form a small committee to take care of retreat logistics.

4. New Business

- a. European Taiko Conference (will create write-up for next Board meeting)
 - i. Initial Impressions
 - ii. Importance of involvement moving forward
 - iii. World Taiko Gathering 2020 Meeting
 - 1. Adding Yui to listen in on NATC Comm Meetings. No objections were stated to this suggestion. Derek will connect Yui to NATC Comm.
- b. SJT is celebrating its 45th anniversary this year. Wisa shared information about 2018 programs and events.

5. Action Items

- a. **Committee chairs - Please review committee data needs and communicate them to Linda, Sue, or Sarah.**
- b. **Derek will connect Yui to NATC Comm.**
- c. **Elise will set up a meeting for TCA Board and W&T.**

6. Announcements:

- a. Next Exec Comm meeting: Wednesday, February 28, 7:00-8:30PM Pacific
- b. Next regular Board meeting: Friday, March 16, 6:30-8:30PM Pacific
 - i. Regrets:
- c. 2017-18 TCA Board Meeting Schedule
- d. TCA Meeting Scheduler

7. Motion to adjourn (/).

Adjourned at 8:32PM Pacific