



Taiko Community Alliance Regular Board Meeting

Date: Wednesday, June 13, 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

- Agenda -

	Topic	Discussion Lead	Agenda Time	Agenda Minutes
1.	Call to Order at 6:34PM A. Present: Alan, Margaret, Toni, Elise, Alysse, Wynn, Wisa B. Regrets: Derek, Tamiko C. Invited:	Alan	6:30-6:35PM	5 min
2.	Approvals A. Previous Meeting Minutes B. Current Agenda	Alan	6:35-6:40PM	5 min
3.	Comm Comm A. TCA Webinar B. BRANDING SURVEY IS READY. Please fill this out no later than JUNE 30, EOD C. Website Update	Elise	6:40-6:50PM	10 min
4.	Tech Resources	Elise	6:50-7:00PM	10 min
5.	Membership Committee	Margaret and Tamiko	7:00-7:10PM	10 min

6.	Fundraising Committee A. CAC Award	Rome	7:10-7:20PM	10 min
7.	Board Development Committee A. Board Survey	Akemi	7:20-7:30PM	10 min
8.	Programming Committee	Elise and Jane	7:30-7:40PM	10 min
9.	Executive Committee A. Conference Coordinator Discussion B. Hiring of Admin - on hold	Alan	7:40-7:50PM	10 min
10.	Finance Committee A. YTD Financial Report as of 5/31/18	Wisa	7:50-8:00PM	10 min
11.	NATC Committee A. Conference Coordinator B. Subcommittees	Toni	8:00-8:10PM	10 min
12.	New Business	Alan	8:10-8:30PM	20 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 6:34PM Pacific
 - a. Present: Alan Okada (vice-chair), Akemi Imai, Alysse Itatani, Elise Fujimoto, Toni Yagami, Wisa Uemura, Wynn Kiyama, Margaret McKenty
 - b. Regrets: Derek Oye, Tamiko Ooka, Rome Hamner, Jane Lin
 - c. Invited:
2. Approvals
 - a. Current agenda adopted by consent
 - b. May Board meeting minutes - Motion to approve (Toni/Akemi). Motion carried by general consent, with one abstention (Margaret).
3. Committee Reports (received in writing as part of "consent agenda" except where Board discussion or motions noted)
 - a. Comm Comm (Co-chairs: Jen Caballero and Elise):
 - i. Membership: Robie La
 - ii. Met on: Did not meet - conducted business via email
 1. Webinar/TCA Update Post: Scheduled for SATURDAY JUNE 16 (will be posted on YT & FB)
 - a. Will be distributed via newsletter:
 - i. Update Post
 - ii. Strategic Framework
 - iii. Grant announcement

- iv. TAIKO CALENDAR ANNOUNCEMENT :)
- 2. Re Branding
 - a. BRANDING SURVEY IS READY. Please fill this out no later than JUNE 30, EOD
 - b. Please share with your committees (or super-volunteers).
 - c. Robie is working on logo drafts, and we should have a few ready for review at the June meeting.
- 3. Website update:
 - a. Elise is cataloguing materials to keep as we move forward into the new phase of the website.
 - b. Abena O-A and Sarah G (Tech Comm) are helping to organize information and find an updated skin to utilize
- iii. Next meeting:
- b. Tech Resources (Chair: Linda Uyechi): (Elise presenting)
 - i. Membership: Elise, Linda, Sue Yuen, Sarah Gilbert, Abena Oteng-Agipong, Peter Spangler, Kate Walker, Jesse Unick
 - ii. Met on: Saturday, June 9
 - iii. Next meeting: Saturday, July 15, 9 a.m. PST
 - iv. Data Security Update
 - 1. Google: Emails and Docs. As part of data use and security work, Elise is creating @tca emails for all volunteers and developing a process for document migration and maintenance.
 - a. Please double check that all your committee members are included here:
 - 2. Steve has drafted a data use policy focused on 3rd-party data use (i.e., anyone we might share data with would have to agree to & comply with these terms, potentially as appendix to a more comprehensive agreement):
 - a. Elise is working on a process and policy for security access that encompasses onboarding of Discover Nikkei (potentially end of July); and Conf Coordinator, and volunteers, in future. More formal process would encompass this policy plus an NDA. There will be different levels of data sensitivity and access to them will be delimited accordingly.
 - b. Further update will be provided to next Board meeting.
 - v. SF Migration. System release has been delayed, but is currently on track to be completed early July, pending testing and final system tweaks. Goal to debrief with NATC Comm in early July (some important changes re payment processing).
 - vi. Website. The contents of the website need to be catalogued before work begins on re-design. Sarah is initiating that work.
 - vii. 50th Anniversary Projects
 - 1. Calendaring (taikocalendar.org). To be released Saturday, June 16. The amazing team of Sarah, Abena, and Peter have the system running. Sarah has been collecting events to pre-populate the calendar and will serve, for now, as calendar moderator. A separate email address, taikocalendar@tca, will be created with forwarding to the moderator. Sarah has been asked to log the hours of work needed to maintain the calendar (for informational/staffing purposes).
 - 2. Origins. Sarah/Linda will focus after calendar revamp. Start of July.
 - viii. Partnerships: Sue/Linda will meet with Discover Nikkei to discuss status of MOU and data at the start of July. Linda is trying to contact David Leong about sharing Rolling Thunder data. If anyone has current contact information for David, please share with Linda.
 - ix. TCA Support.

1. NATC. Tech comm wants to be part of on-boarding process for conf. coordinator.
 2. Membership. Sue/Linda will meet with Margaret/Tamiko to discuss needs for membership drive, the first significant use of the new system.
- c. Membership (Co-chairs: Margaret & Tamiko):
- i. Membership: Margaret, Tamiko, Toni, Tyrone Nakawatase, Anne Kessing
 - ii. Met on: N/A (meeting postponed from June 6 to June 20)
 - iii. Current tasks:
 1. Outreach at/during ITI (May) & RTG (August).
 2. EOY 2018 membership campaign - ongoing prep
 3. LT member recognition also in development
 - iv. Next meeting: Wed, June 20, 7:30PM Pacific
- d. Fundraising (Chair: Rome) (Wisa presenting):
- i. Membership: Mary Jane Blystone, Sue Yuen, Kelly Kuwabara, Evelyn Liu
 - ii. Met on:
 - iii. SRN CAC grant approved: \$28,500. YAY TEAM!
 - iv. Song commission grant app still under consideration.
 - v. NEA federal grant for NATC, ditto.
 - vi. June 4th meeting rescheduled to June 18
 - vii. Next meeting: June 18
- e. Board Development Committee (Chair: Akemi)
- i. Membership: Akemi, Wisa, Toni, Rome, Ron Miyamura
 - ii. Met on: N/A
 - iii. Will send out Board survey by this Friday (June 15). Think about what you can bring & what TCA needs in the near future.
 - iv. Next meeting: August (committee plans to meet on a quarterly basis)
- f. Programming (Co-chairs: Elise and Jane): (Elise presenting)
- i. Membership: Tamiko, Rome, Ai Matsuda, Ben Pachter
 - ii. Met on: 6/12/18
 1. 50th Projects:
 - a. TAIKO CALENDAR IS LIVE (starting 6/16)
 - i. Check it out: <http://taikocalendar.org>
 - ii. Permissions language FYI: Does anyone have expertise in this area? Need standardized terminology.
 1. Trademark:
 2. Privacy:
 3. Non Endorsement:
 - iii. Alysse & Margaret will look over wording.
 2. CTAG advisory group needs tweaking when Jane off-boards. Steve & Linda still committed to helping collegiate taiko community.
 - iii. Next meeting: (50th - TBD JULY)
- g. Executive Committee (Chair: Derek) (Alan presenting):
- i. Membership: Derek Oye, Alan Okada, Wisa Uemura, Margaret McKenty, Akemi Imai, Alysse Itatani
 - ii. Met on: May 30
 - iii. Finance Committee - no changes
 - iv. Conference Coordinator
 1. Short Term Employee vs Contractor - Decided Short Term Employee
 - a. Payroll

- 2. Management structure discussed
 - 3. Hiring process
 - v. Other TCA Employee on hold until Conference Coordinator hired and management structure in place.
 - vi. MOU with Taiko Community of Portland (TCOP) revised
 - vii. Next meeting: June 27
- h. Finance Committee (Chair: Wisa):
- i. Membership: no changes
 - ii. Met on: May 30 as Exec Comm
 - iii. YTD Financial Report as of 5/31/18
 - 1. No significant changes/concerns as hirings have not yet occurred.
 - 2. Tech transition and upgrade expenses continue to roll in.
 - 3. Alysse and Wisa meeting on June 15 to discuss Treasurer transition.
 - iv. Next meeting: Jul 27 as Exec Comm
- i. NATC Committee (Co-chairs: Toni & Alan):
- i. Membership: Toni, Derek, Alan, Wynn, Mark Rooney, Terry Nguyen, Stan Shikuma, Stuart Paton, Dan Kubo, Heidi Varian, Jen Caballero, Yui Kawamoto
 - ii. Met on: June 12
 - iii. Conf Coord (CC) job description/call for applications is out (thanks Elise!)
 - iv. Sub committees working on Taiko Jam; workshop instructor selection process
 - v. Meeting with Tech Resources July 3
 - vi. Email to NATC mailbox currently being checked by Terry; should be migrated to admin staff
 - vii. Next meeting: July 10
4. Board Retreat: Does TCA want to have food & drinks at local mixer Sat August 18th (evening), and if so, who pays for that? Yes, and Alan has offered to pay.
5. New Business:
- a. Akemi is relocating to Oakland this month. Officially transitioning from Makoto Taiko ED, but looking to stay active playing.
 - b. Recommendation was given to prepare content such as board trainings to supplement meetings with less agenda items.
6. **Action Items (all Board unless otherwise noted):**
- a. **BRANDING SURVEY IS READY. Please fill this out no later than JUNE 30, EOD. Please share with your committees.**
 - b. **TCA Google emails will be arriving shortly (48 hour window to activate).**
 - c. **Please double check that all your committee members (& anyone who we may share Googledocs with) are included on this spreadsheet:**
 - d. **Review draft data use policy, and relay any questions arising to Tech Resources team:**
 - e. **Please complete Board development survey (to be sent Friday June 15).**
 - f. **Review of proposed policy wordings for Taiko Calendar (Alysse & Margaret must; everyone else invited to).**
7. Announcements:
- a. Next Exec Comm meeting: Wednesday, June 27, 7:00-8:30PM Pacific
 - i. Regrets:
 - b. Next regular Board meeting: Friday, July 13, 6:30-8:30PM Pacific
 - i. Regrets:
 - c. 2017-18 TCA Board Meeting Schedule
 - d. TCA Meeting Scheduler

8. Meeting adjourned by consent at 7:55PM Pacific (Margaret/Alysse).