



Taiko Community Alliance Regular Board Meeting

Date: Friday, November 16, 2018

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

Location: Zoom

Participants:

Officers <ul style="list-style-type: none"> • Derek Oye, Chair • Alan Okada, Vice Chair • Alysse Itatani, Treasurer • Akemi Imai, Co-Secretary • Margaret McKenty, Co-Secretary 	Board of Directors <ul style="list-style-type: none"> • Tamiko Ooka • Toni Yagami • Rome Hamner • Elise Fujimoto • Wisa Uemura
Staff <ul style="list-style-type: none"> • 	Guests <ul style="list-style-type: none"> •

- Agenda -

	Topic	Discussion Lead	Agenda Time	Agenda Minutes
1.	Call to Order at 6:XXPM A. Present: Derek, Alan, Alysse, Tamiko, Toni, Rome, Elise, Wisa, Margaret B. Regrets: Toni, Akemi, C. Invited: Terry, Linda, Sue	Derek	6:30-6:35PM	5 min
2.	Approvals A. October Meeting Minutes B. Current Agenda	Derek	6:35-6:40PM	5 min
3.	Membership Committee	Margaret/Tamiko	6:40-6:50PM	10 min
4.	Tech Comm A. Data Security Transition Reminder	Elise	6:50 - 7:10PM	20 min
4.	Finance Committee 1. YTD Financial Report 2. Asset Allocations	Alysse	7:10-7:30PM	20 min
5.	Committee Reports <ul style="list-style-type: none"> • NATC Comm • Program Comm • Fundraising 	Derek	7:30-8:00PM	30 min

	<ul style="list-style-type: none"> • Exec Comm • Board Development Comm • Comm Comm 			
12.	<p>New Business</p> <ul style="list-style-type: none"> • Follow-up on Board Reshuffling 	Derek	8:00-8:30PM	30 min

via Zoom

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 6:33PM Pacific
 - a. Present: Derek, Alan, Alysse, Tamiko, Rome, Elise, Wisa (from 6:38pm), Margaret
 - b. Regrets: Toni, Akemi
 - c. Invited: Terry, Linda, Sue

2. Approvals
 - a. Current agenda adopted by consent.
 - b. October meeting minutes
 - i. **Motion to approve (Margaret/Tamiko). Motion carried unanimously.**

3. Committee Reports (received in writing as part of “consent agenda” except where Board discussion or motions noted)
 - a. Membership (Co-chairs: Margaret & Tamiko):
 - i. Membership: Margaret McKenty, Tamiko Ooka, Toni Yagami, Tyrone Nakawatase, Anne Kessing
 - ii. Met on: Oct 25 & Nov 6, 2018
 1. Fall membership drive official dates were Oct 10 - Nov 9, but expecting memberships will continue to trickle in
 2. All Board got daily “dashboard” updates during campaign (thank you Sue!), results summarized here (to EOD 11/11/18):
 - a. Total members: **546**
 - b. New members: **182**
 - c. Student members: **128**
 - d. Lifetime members: **3**
 - e. Campaign income: **\$30.9K**
 3. Next steps: Final prize draw, campaign debrief, incentive/orei fulfilment.
 - iii. Future project: membership value proposition analysis
 - iv. Next meeting: Tuesday, Nov. 20
 - b. Tech Resources (Chair: Linda Uyechi)
 - i. Members: Elise, Linda, Sue Yuen, Sarah Gilbert, Abena Oteng-Agipong, Peter Spangler, Kate Walker, Jesse Unick
 - ii. Met on: Nov. 10, 9 a.m. PST
 1. Membership Drive successfully supported!
 - a. Quick ramp up by Sue and Sarah (thank you!) on new SF instance, FormAssembly, and other support tools. New skills and tools are critical for supporting NATC registration and beyond!
 - b. New feature support for membership

- i. Gifting as individual
 - ii. Gifting as a group (primarily for Lifetime Memberships)
 - iii. Registering group members simultaneously
 - iv. Lifetime payment plan (default: quarterly payments)
 - c. Issues: PayPal glitches are a PayPal problem; will likely change payment processor for NATC to avert problems.
 - d. Sarah is on duty for membership@tca. As a result, there's quick response to TCA members!
 - 2. NATC
 - a. NATC and Taiko Jam website design and development aligned with Terry's timeline.
 - b. Sarah is Tech liaison to NATC.
 - c. Registration
 - i. Josh Yoon will revive the Workshop Algorithm to support NATC registration.
 - ii. Sue and Sarah have tools needed to implement registration. TJ will be on retainer for SF tech support.
 - 3. TCA website
 - a. Qris Yamashita has expressed a strong interest in creating logo and style guide for TCA, in addition to continuing design work for NATC.
 - b. Website subcomm (Elise, Robie, Abena, Linda) updating content on current website and moving forward on design/development of new website.
 - 4. Data Security
 - a. Data Security Policy: UPDATED DOCS FOR REVIEW
 - i. Elements:
 - 1. Data Use Policy
 - 2. Security Requirements for TCA Partners
 - 3. Website Privacy Policy
 - 4. Data Use Agreement
 - ii. Next Steps:
 - 1. Legal review
 - 2. Consultant review
 - 3. Tech Comm will build mechanism for volunteer agreement
 - iii. Adoption Timeline:
 - 1. TRANSFER TO GOOGLE BY END OF 2018
 - 2. POLICY APPROVAL - 12/9 board meeting
 - 3. VOLUNTEER FORM COMPLETIONS - 1/31
 - iv. Asking for a vote in DECEMBER
 - b. Please be sure that all TCA docs are transferred/copied to @tca domain, and that all correspondence uses @tca email. Note Linda & Sue available during their Monday office hours to those who need help with transfer.
 - iii. Next meeting: Dec. 8, 9 a.m. PST
- c. Finance Committee (Chair: Alysse):
 - i. Membership: No Changes
 - ii. Met on: Nov 7, 2018 (as Executive Committee)
 - iii. 2017 Financial Review Draft - Wisa presented.
 - 1. Review not same as an audit; high-level overview, tested for reasonableness. Wisa has some Qs (short notice) to clarify; all non-NATC programming all under under education & outreach heading. TCA is well within recommended 70-80% of

receipts to programming. Once review is approved, will form nucleus of 990 tax forms. **Motion to approve (Alan/Alysse) - carried unanimously.**

- a. Federal and State tax forms e-submitted on Nov 15.
- iv. 2019 Budget Process
 1. Alysse will reach out to committee heads for potential asks for 2019. Will try to prepare a draft for January 2019 but will request a continuance to February in case any issues arise at the December 2018 board meeting.
 2. 50th Anniversary projects - very little spent to date (some spent on the archiving project and community building)
 3. Paychex & added expenditures - Payroll for Subcontractors, processing fees, and EDD are new expenses to be carried forward
- v. Treasurer Transition - files transferred from Wisa to Alysse on November 10. Executive Committee made aware of the physical transfer of files, travel, and software investments made for this role - factors for the Board to consider down the road. Akemi, Derek, and Alysse will meet on November 20 to update signors as approved at the October Board Meeting.
- vi. Board Pledges - Alysse has received copies of the forms from Akemi - will generate invoices for Board members choosing to pay via installments around Thanksgiving.
- vii. Next meeting: Dec 4, 2018 (as Executive Committee)
- d. NATC Committee (Co-chairs: Toni & Terry):
 - i. Membership: Toni Yagami, Derek Oye, Alan Okada, Wynn Kiyama, Mark Rooney, Terry Nguyen, Stan Shikuma, Stuart Paton, Dan Kubo, Heidi Varian, Jen Caballero, Yui Kawamoto, Kathy Fuller
 - ii. Met on: Nov 5
 - iii. Mtg highlights:
 1. local committees making progress
 2. Terry and Toni visiting PSU 11/14-16, meeting with PSU staff, Buddhist Temple and trying to arrange meet with some of the local groups
 3. Workshop RFP closed 10/31, over 55 applicants (8 international, 19 new, 14 women, 3 groups, 14 mini intensives) - sub committee will be meeting on 11/17 to discuss/vet/select
 4. Best Practices document...Linda and Sue will work on with input from Stan
 5. NATC Comm asked if they could read Roy's report, since it probably pertains to many things coming up -
 - a. Derek - will redact & send to Exec Comm and/or Board to vet before sharing with NATC Comm.
 6. Taiko Jam: Alan update....
 7. Insurance renewal info needs to be sent to PSU when renewed on 12/1.
 - iv. Next meeting: Dec 5
- e. Programming (Co-chairs: Elise Fujimoto):
 - i. Membership: Tamiko Ooka, Rome Hamner, Ai Matsuda, Ben Pachter
 - ii. Met on:
 - iii. Mini-Grants
 1. 16 applications received, \$35,029 in requests
 2. Scoring panel will meet 11/25 at 1 PM Pacific time
 - iv. Taiko Voices (song composition project)
 1. Coordinator position posted; 2 applications received
 - v. Time Capsule Project:
 1. Moving to a Spring launch to align with planned Taiko Group census
 2. Time Capsule will be accepting submissions through end of 2019
 3. Sarah will serve as main recipient of submissions and back up files on an external hard drive

- 4. Tamiko has developed a usage waiver as part of the Time Capsule with approved language that can be repurposed for other projects
 - vi. Taiko Then Recording:
 - 1. The first wave of recordings have been digitized by an external house
 - 2. Additional meeting is needed to identify and execute next steps
 - vii. Transition to new chairs:
 - 1. Elise needs to meet with Rome and Margaret to officially transition
 - viii. Next meeting:
- f. Fundraising (Chair: Sue Yuen (acting)):
- i. Membership: Mary Jane Blystone, Sue Yuen, Kelly Kuwabara, Evelyn Liu
 - ii. Met on: no meeting this month
 - iii. Kelly K had to withdraw as Chair elect of the committee (other time commitments); Sue will take on this role for now
 - iv. Next meeting: TBD
- g. Executive Committee (Chair: Derek) :
- i. Membership: Derek Oye, Alan Okada, Margaret McKenty, Akemi Imai, Alysse Itatani, Wisa Uemura
 - ii. Met on: Nov 7, 2018
 - iii. NATC Updates
 - 1. Derek will sift through Roy's Report to prepare to sharing with NATC Comm
 - 2. Alysse will look at old files and budgets during Northern California Trip this weekend
 - 3. Discussion on Diversity and Inclusion/Women and Taiko, specifically forming of subcommittees and workshop selection process.
 - iv. Sue and Linda
 - 1. Introductions
 - 2. Sharing current initiatives
 - a. Membership Drive last push and clean up
 - b. Qris Yamashita engaged for Communications
 - c. Fundraising
 - i. Sue to become Fundraising Committee Chair
 - ii. 50-for-50 campaign in development
 - d. Offered assistance with 2019 Budget creation
 - e. Mail and receivables process - who is taking care of and what is the new process with Treasure transition
 - 3. Office Hour concept and weekly availability
 - 4. Quarterly Reviews
 - v. Finance Committee (see Finance Committee Board Meeting Notes)
 - vi. Next meeting: Dec 4, 2018
- h. Board Development Committee (Chair: Akemi)
- i. Membership: Akemi Imai, Wisa Uemura, Rome Hamner, Ron Miyamura
 - ii. Met on:
 - iii.
 - iv. Next meeting: TBD
- i. Comm Comm (Co-chairs: Jen Caballero and Elise):
- i. Membership: Robie La, Abena Oteng-Agipong (new), Cathy Tio (new- Fall only)
 - ii. Met on: 10/22 and 11/6
 - 1. Website migration:
 - a. Planning to migrate website content aligned with the NATC website move (mid February)
 - b. Linda and Abena are working on updating website menus

- c. Abena is working on a proposal to utilize Elementor (modernized version of Wordpress) with lots of future flexibility and themes to choose from
 - 2. TCA Rebranding:
 - a. We are engaging with a designer to develop the new TCA branding elements:
 - i. Style Guide
 - ii. Logo
 - iii. Branding Guidelines
 - b. We would like to tie in the branding elements of NATC with a new look and feel for TCA.
 - c. Onboarding documents are being transitioned and designer will submit project scope.
 - 3. NATC Support:
 - a. Migration of NATC website and development of new NATC and Taiko Jam sites will start in January.
 - b. Action item: Need to sync with TCA consultants to align on NATC comms needs.
 - 4. Monthly communications:
 - a. Newsletter: 11/27 (Giving Tuesday)
 - i. Simpson Taiko
 - ii. Membership Drive lookback:
 - 1. Raffle Prize winners
 - 2. Membership stats
 - 3. 50 for 50 campaign
 - iii. Please let me know if there is anything else to be included
 - b. December newsletter: 12/13 (maybe 12/27 as well)
 - i. End of year newsletter
 - iii. Next meeting: First week of December
4. New Business:
- a. Board re-shuffling: Follow guidelines in doc as circulated. Only delay will be with Program Comm. Derek will do check-ins with everyone at start of 2019.
5. **Action Items (all Board unless otherwise noted):**
- a. **Look at draft (revised) Data Use Policy, & get comments or questions to Elise ASAP so that Board vote to approve policy is possible at Dec 9 Board meeting.**
 - b. **Please be sure that all TCA docs are transferred/copied to @tca domain, and that all correspondence uses @tca email by end of 2018. Training doc available (linked in Nov meeting minutes). Also, note that Linda & Sue available during their Monday office hours to those who need help with transfer.**
6. Announcements:
- a. Next Exec Comm meeting: Tuesday, Dec 4, 7:00-8:30PM Pacific
 - i. Regrets:
 - b. Next regular Board meeting: Sunday, Dec 9, 6:30-8:30PM Pacific
 - i. Regrets:
 - c. 2017-18 TCA Board Meeting Schedule
 - d. TCA Meeting Scheduler
7. **Meeting adjourned by consent at 7:22PM Pacific.**