



## Taiko Community Alliance Regular Board Meeting

Date: Wednesday, January 23, 2019

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

Location: Zoom

### Participants:

#### Officers

- Derek Oye, Chair
- Alan Okada, Vice Chair
- Alysse Itatani, Treasurer
- Akemi Imai, Co-Secretary
- Margaret McKenty, Co-Secretary

#### Board of Directors

- Tamiko Ooka
- Toni Yagami
- Rome Hamner
- Elise Fujimoto
- Wisa Uemura

#### Staff

- 

#### Guests

- 

## - Agenda -

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 Oye (Chair), Wisa Uemura, Akemi Imai, Alan Okada, Alysse Itatani, Rome Hamner, Elise Fujimoto, Margaret McKenty
  - b. Regrets: Toni Yagami, Tamiko Ooka (late)
  - c. Invited: Susan Yuen, Linda Uyechei (regrets), Terry Nguyen
  - d. Discussion of meeting attendance “default” for Sue and Linda. Need to define confidential info for Board vs. for ICs (in addition to obvious HR matters). Any Board member must have discretion to request Sue and Linda to step out of meeting at any time; OR every Board meeting must have a declared segment in-camera (closed) - commencing with first 20 mins of meeting. Minutes will be segmented accordingly.
2. Approvals
  - a. Current agenda adopted by consent
  - b. December 2018 Board meeting minutes - Motion to approve (Margaret/Elise). Motion carried unanimously.
3. Committee Reports (received in writing as part of “consent agenda” except where Board discussion or motions noted)
  - a. Finance Committee (Chair: Alysse Itatani):
    - i. Membership: No Changes

- ii. Met on: January 7, 2019 (as Executive Committee)
  - iii. Draft 2019 budget presented based on 1:1 meeting with Alysse and Committee Chairs, and suggestions from Wisa regarding categories of certain items.
    - 1. Draft Budget reflects strictly operational expenses, based on the conversations, does not project profits, fundraising, or individual donors
    - 2. Asset allocation discussed, but amounts allocated to be determined based on further discussion
    - 3. Alysse waiting on All-Comm meeting to get better sense of direction of committees. Can do asset allocation following this meeting.
    - 4. Pending quotes for additional Insurance coverage, Bookkeeping, and Tax preparation services
    - 5. January Board meeting will need to vote for continuance to February of current budget until 2019 budget is finalized. **Motion to approve continuance of 2018 Budget to February 2019** (Alan/Akemi). Motion carried unanimously.
  - iv. Financial Report YTD 12/31/18
  - v. Next meeting: Sunday, February 3, 2019 (as Executive Committee)
- b. Tech Resources (Chair: Linda Uyechi):
- i. Membership: Linda Uyechi, Elise Fujimoto, Sue Yuen, Sarah Gilbert, Abena Oteng-Agipong, Peter Spangler, Kate Walker, Jesse Unick
  - ii. Met on: Saturday, January 12.
  - iii. 2018 Osoji. End of year doc clean-up attended by TCA Tech members and Derek. Tech may use this as a process for getting other tasks done; encourages other committees to try it, or join us in clean-up activities!
  - iv. Shift to @tca emails and docs. Elise will update email lists to remove non-@tca emails.
    - 1. Committee Chairs: **Please ensure that your committee members conduct TCA business in @tca environment, i.e., (1) use only @tca email for TCA correspondence, (2) ensure that all TCA docs have been moved to @tca google docs.**
    - 2. At All-Comm meeting, it was proposed to create an all-hands email. The suggestion was tabled; to be revisited at next All Comm meeting.
  - v. Data use and agreements. Elise created pages to collect Data Use agreements.
    - 1. Committee Chairs. **Please ensure that your committee members comply with Elise's request by January 31. Data Use Policy with links to forms is [here](#). Also, make sure any new committee members are onboarded similarly (alert Elise to assign email addresses).**
      - a. Elise will send out a list of individuals who still need to submit a form.
  - vi. Use of Zoom. Tech comm. encourages use of cameras during meetings and would like to know what problems (if any) folks might be running into if multiple cameras are in use.
  - vii. NATC support
    - 1. Registration
      - a. Tech work can support target date for opening registration: end February.
      - b. Proposal to offer payment plan for federal workers and students who may benefit from late(r) payment. We have the tech. Will synch with Terry.
    - 2. Communication plan. It's important to have clear content that anticipates the needs of first-timers as well as repeat attendees. Clear messaging and timing for release of messaging needed for website and newsletter; imperative that NATC, Comm Comm and Tech are synched on this. We will align with Terry and Elise. Sue will coordinate website work with Terry and Qris.
    - 3. Workshop Algorithm. Josh initiated python conversion and evaluating some ideas for algorithmic improvements.

4. Conference assessment. Kate on-board.
    - a. Awaiting committee budget approvals before moving forward with assigning tasks/projects.
  - viii. Taiko Census. Will likely hold this activity for 2020 so that it is not in conflict with NATC, can align with Programming Comm and Board activities, and evolve to a sustainable TCA program. There is negative impact on Time Capsule project, which was delayed in anticipation of census 2019; will explore alternatives with current dataset.
  - ix. TCA Website Branding and Upgrade. Updating activities continue: building pages to create new content and updating old pages. Next significant change will be re-organization of pages per Website Content Strawman.
  - x. Next meeting: 9 a.m. PST/Noon EST Saturday, 2/9
- c. Board Development Committee (BDC) (Chair: Akemi Imai)
- i. Membership: Akemi Imai, Wisa Uemura, Rome Hamner, Ron Miyamura
  - ii. Met on: N/A
  - iii. Board recruitment page and application form have been updated. **Please relay any changes to Akemi.**
  - iv. **Prospect List - Please review and send Akemi any new names to add for 2019.**
  - v. Board members with terms expiring in 2019: Elise, Tamiko, Alan, Toni.
    1. **Confirm term renewals & retirements.**
  - vi. 2019 Recruitment
    1. Priority qualities & skills: fundraising, HR, admin/mgmt, available for active donation solicitation, connections to philanthropic orgs and/or corporations, good communicator, visionary, ages 19-34, ages 35-60
    2. Priority regions: Midwest, Hawaii, outside of CA
    3. Strategies:
      - a. Letter/Copy for recruitment materials
      - b. Promote Board recruitment via ECTC and email/social media. BDC to sync efforts w/ Membership & Comm Comm schedules.
        - i. Akemi to follow up with Elise on promo ideas.
      - c. Board Member presentation/Q&A/panel on Zoom/other profile-raising effort after ECTC?
    4. Application submission deadline is currently set for April 15th; adjusted to April 30 since 4/15 is Tax Day.
      - a. Slate of incoming members to be approved at May Board meeting; they are strongly encouraged to onboard by attending first two meetings as observers in June & July & must attend August meeting. Outgoing members continue to attend meetings with voting power until the August Annual Meeting, and are formally released at that meeting.
  - vii. Next meeting:
- d. Membership (Chair: Tamiko Ooka):
- i. Membership: Tamiko Ooka, Toni Yagami, Margaret McKenty, Anne Kessing
  - ii. Met on: January 16th
  - iii. 50th "Jubilee" gifts (for all 2019 and Lifetime members) are in production & nearing delivery.
  - iv. Planning membership table (giveaways/literature/etc.) for upcoming gatherings (ECTC/ITI/NATC)
    1. **We will have a sign-up sheet for volunteers at our table. Please let Tamiko know if you are looking for volunteers and any specific skill sets/interest areas. Actual JDs not so necessary at this stage. Also, please let Tamiko know if you're attending and able to help staff table!**
    2. **Buttons & postcards are in preparation.**

- v. Next meeting: Wednesday, Jan 30, 7:30PM PST
  
- e. Programming (Co-chairs: Rome Hamner and Margaret McKenty):
  - i. Membership: Elise Fujimoto, Tamiko Ooka, Ben Pachter
  - ii. Met on: Co-chair sync on Jan 15
  - iii. Taiko Voices commission
    - 1. Heidi Varian contracted
    - 2. Collaborating composers have started meeting
  - iv. Currently setting next meeting date and recruiting new members
  - v. All other project statuses pending next committee meeting
  - vi. Next meeting: TBD
  
- f. Executive Committee (Chair: Derek Oye):
  - i. Membership: Derek Oye, Alan Okada, Margaret McKenty, Akemi Imai, Alysse Itatani, Wisa Uemura
  - ii. Met on: Jan 7, 2019
  - iii. Finance Comm
    - 1. Draft Budget for 2019 Discussion. Reviewed contract positions, expansion of expenditure for some committees and ability to sustain current operations.
      - a. Second iteration of budget will be submitted to Exec Comm at next meeting after Alysse has more discussion with staff and Committee Leads.
    - 2. Considering CC for recurring expenses
    - 3. Worker's Compensation (WC) Insurance discussed. Will research additional information on language to include.
    - 4. **Motion to approve Treasurer transition reimbursement. (Alan/Margaret). Alysse abstains. Motion passes.**
    - 5. **Motion to approve continuance of 2018 budget into February 2019 (Akemi/Alan). Motion passes unanimously.**
  - iv. Sue and Linda Review
    - 1. October - December Milestones
      - a. Alignment and coordination between committees
      - b. Membership Drive
      - c. TCA Website
      - d. Movement on rebranding and logo design
    - 2. January - April Goals
      - a. Rebranding and website updates
      - b. Supporting Comms for strategic thinking and alignment
      - c. Fundraising Plan discussion
        - i. Needs
        - ii. Long term plan
    - 3. Taiko Census discussion - decided to put on hold until 2020 due to NATC
    - 4. Giving access to 2019 budget proposal
    - 5. Will continue Quarterly Reviews
  - v. New Business
    - 1. Clarification made that donation acknowledgement letters with tax receipt should be coming from TCA Chair, not from anyone else.
    - 2. Rescheduling Exec Comm meetings until May. Reschedule to first Wednesdays until May. Will send out Doodle for February meeting.
  - vi. Next meeting: Sunday, February 3rd, 4:30-6:00PM Pacific
  
- g. NATC Committee (Co-chairs: Toni Yagami & Terry Nguyen):
  - 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 Kamiya, Kathy Fuller

- i. Met on: Jan 9, 2019
- ii. continuing to work on:
  - 1. Taiko Jam performers
    - a. all performing groups have committed, details being worked out
  - 2. Workshop Instructors
    - a. contracts distributed Jan. 18, due back Feb. 1
  - 3. Discussion Sessions
    - a. committee 'brainstormed' topics, will be discussed by sub-committee to be narrowed down
  - 4. Registration
    - a. Aiming for end of Feb. pending Taiko Jam ticket and STI information.
- iii. Next meeting: Feb. 13, 2019

h. Comm Comm (Co-chairs: Jen Caballero and Elise Fujimoto):

- i. Membership: Jen Caballero, Elise Fujimoto, Robie La, Abena Oteng-Agipong
- ii. Met on: did not meet this month
  - 1. Website update project moving forward in Tech Committee
  - 2. Seeking a Social Media manager to assist with increasing visibility and to help with supporting NATC comms needs.
  - 3. Newsletter process is being created and executed by Linda
    - a. Next newsletter: 1/24
- iii. Next meeting: TBD

i. Fundraising (Chair: Sue Yuen (acting)):

- i. Membership: (confirmed so far for 2019) - Derek Oye, Paul Sakamoto, Carly Okamura, Cathy Tio
- ii. Met on: Not yet - aiming for first meeting to happen before next Exec Comm
- iii. Fundraising Comm is currently being reorganized. Past members are being asked to confirm their commitment for 2019; new members (including those who were involved with the Classy Campaign in 2017) have been invited. Still welcoming more members. Emphasizing training. Good for people who want to learn fundraising basics (grant-writing, crowdfunding, stewardship). **Please email Sue if you have any additional names to add.**
- iv. Next meeting: TBD

4. New Business

- a. **Permission for observation of Board meetings (Akemi) by classmate in Master's program needing to do fieldwork. Presume she would attend only "open" portion of meeting & sign off on some sort of NDA? Akemi will circulate more info by email (including planned use of info) for consideration.**
- b. **Wisa will be at ETC during February 22 Board meeting; any requests for TCA representation? Materials prepped for ECTC could be overnighted to Wisa also. Volunteers always welcomed (note European time zones for convening committee meetings). International members always welcome, but TCA lacks capacity to serve them as fully.**
- c. Share out of California Arts Council Conference (Akemi and Derek):
  - i. Wonderful way to get to know Arts org's outside of the usual "bubble". Biggest topic was how to address challenges of diversity, equity and inclusion; addressing implicit bias, lots of other weighty topics.
  - ii. Invitees were those who received state & local grants (as TCA had); event resumed after 16-yr hiatus due to funding cuts.
  - iii. Meaningful contacts & networking, but especially the conversations on D/E/I. Year-long training held. How to apply lessons designed for majority-led org's in a minority-led cultural org?
- d. World Taiko Conference update from Derek & discussion arising.
- e. **Women and Taiko - Next Steps TABLED TO NEXT MEETING**

f. Thank you for attending All Comm!

**5. Action Items**

- a. **Committee Chairs, please ensure that your committee members comply with Elise's request by January 31. Data Use Policy with links to forms is here. Also, make sure any new committee members are onboarded similarly (alert Elise to assign email addresses).**
- b. **Board Development Committee: Please relay any changes to Akemi regarding Board recruitment page and application form. Please review Prospect List and send Akemi any new names to add for 2019. Promote Board recruitment via ECTC and email/social media. Akemi to follow up with Elise on outreach efforts.**
- c. **In addition to Board recruitment, committee heads please let Tamiko know if you are looking for volunteers and any specific skill sets (will implement through TCA outreach table at ECTC & other taiko gatherings). Also, please let Tamiko know if you're attending and able to help staff table.**
- d. **Fundraising Comm is currently being reorganized & still welcoming more members. Please email Sue if you have any additional names to add.**
- e. **Derek will re-ping Exec Comm regarding format & extent of info to share with WTG.**

**6. Announcements:**

- a. Next Exec Comm meeting: Sunday, February 3rd, 4:30-6:00PM Pacific
- b. Next regular Board meeting: Friday, February 22nd, 6:30-8:30PM Pacific
- c. 2019-20 TCA Board Meeting Schedule
- d. TCA Meeting Scheduler

**Adjourned by consent at 8:41PM Pacific**

Minutes approved 2/22/2019



Akemi Imai  
Co-Secretary