



## Taiko Community Alliance Regular Board Meeting

Date: Wednesday, April 24, 2019

Time: 6:30-8:30PM Pacific

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

- Terry Nguyen, Conference Coordinator
- Linda Uyechi, Consultant
- Susan Yuen, Consultant

#### Guests

- Sabrina Moore

## - 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 6:31PM Pacific
  - a. Present: Derek Oye, Tamiko Ooka, Alan Okada, Alysse Itatani, Toni Yagami, Akemi Imai, Rome Hamner, Wisa Uemura, Margaret McKenty
  - b. Regrets: Elise Fujimoto
  - c. Invited: Sue Yuen, Linda Uyechi, Terry Nguyen, Sabrina Moore
2. Approvals
  - a. Current agenda adopted by consent.
  - b. Numbering conventions for Board agenda (table) and narrative minutes should correspond; Akemi & Margaret will resolve for minutes from January/19 onward.
  - c. March Board meeting minutes. **Motion to approve (Rome/Toni). Motion carried unanimously.**
3. Executive Session
4. Committee Reports (received in writing as part of "consent agenda" except where **Board discussion** or **motions** noted):
5. NATC Committee (Co-chairs: Toni Yagami & Terry Nguyen):

- a. Membership: Toni Yagami, Derek Oye, Alan Okada, Mark Rooney, Terry Nguyen, Stan Shikuma, Stuart Paton, Dan Kubo, Heidi Varian, Jen Caballero, Yui Kamiya, Kathy Fuller.
  - b. Met on: mtg scheduled for 4/17...canceled and rescheduled for 4/23
  - c. August Board mtg location PSU:
    - i. Lincoln Hall has mtg room space available, but because of carpet (!), cannot not have food or drinks (no coffee) in the room!
    - ii. Terry working on possibility of University Place Hotel or maybe Radisson Red
    - iii. Portland site visit - PT Benefit dinner, PSU room reconfiguration, TT & vol local comms
    - iv. Volunteer 'options' needing Board participation. A formal signup list is in the works.
      - 1. TCA/Membership table - sign-up sheet to be created by Margaret
      - 2. Assistance at Registration - Fri 1 to 7pm
      - 3. Possible "Greeters" at start of Taiko Jam Sat and Sun concerts
      - 4. "VIP" airport pick-ups and end of conference returns
      - 5. Would be wonderful (but not required) if Board members would "pitch in" with locals and volunteers to help with 'clean-up' after Fri and Sat receptions (!)
    - v. Next meeting: 5/21
6. Fundraising (Chair: Sue Yuen (acting)):
- a. Membership: Derek Oye, Paul Sakamoto, Tyler Moriguchi, Cathy Tio, Rome Hamner (on-call), Ben Pachter (as needed), Carly Okamura (crowdfunding only)
  - b. Met on: Monday, April 8th, Guests: Sarah Gilbert, Paul Comery (for TCOP)
  - c. Discussed status of NATC contributed revenue goals - very good (esp because there has been no big "ask" yet -- just gentle ask during registration)
    - i. Confirmed Sponsorships: Goal met. [Link Here](#) [Prospects Here](#)
    - ii. Drummer's Circle: 50% met.
    - iii. Next steps:
      - 1. Sponsor "splash" announcement scheduled for May 7th with website (logos, etc) showing committed sponsors + form to become a sponsor
      - 2. Paper letters to 2017 sponsors who have not yet renewed.
      - 3. [Request to Board: If you have heard of anyone who was thinking/planning to sponsor, please circle back to them and tell them about the upcoming "splash". Let Sue know contact info and conversation thus far.](#)
      - 4. [If you have any additional prospects, please email Sue.](#)
  - d. "50 and Beyond" Crowdfunding Campaign (June 2019)
    - i. Cathy Tio taking lead on coordinating the campaign
    - ii. Focus will be less on NATC, more to future of TCA overall
    - iii. Brainstorming ideas for incentives and community engagement throughout June
    - iv. [We would like Board Members to serve as regional team captain or start teams.](#)
  - e. Currently working on 2019-2020 California Arts Council (CAC) Statewide and Regional Networks proposal
    - i. Deadline: May 1st
    - ii. Activity Period: June 30, 2019 to May 31, 2020
    - iii. Incorporating NATC redesign, Census 2020, Program Comm updates
    - iv. [If you would like to help with the final \(proofreading\) review \(Monday 9am-5pm\) let Sue know.](#)
  - f. Next meeting: Monday, April 29th, 7pm
7. Tech Comm (Chair: Linda Uyechi):
- a. Membership: Linda Uyechi, Elise Fujimoto, Sue Yuen, Sarah Gilbert, Abena Oteng-Agipong, Peter Spangler, Kate Walker, Jesse Unick, Josh Yoon
  - b. Met on: Saturday, April 6, 9 a.m.
    - i. Potential Volunteer, Krystin Eng, joined the call. Elise will follow-up with her.
    - ii. Tech Team plans to arrange a meeting at NATC. Somewhere between a meet-up for coffee and a one- or multiple-day hackathon.

- iii. March Osoji was a success. Forms were cleaned up. Committee chairs please expect a form process. A Summer Osoji is being planned; likely to occur in May.
- iv. Launched by Sarah.
  - 1. Taiko Ten applications. Closes April 30.
  - 2. Marketplace applications. Closes May 1.
  - 3. Workshop selection. Closes May 15.
  - 4. Taiko Calendar with new elements.
- v. TCA Website
  - 1. Re-branding team plans to choose a theme before NATC, so photos at NATC can support re-branding. Abena, Sue, Sarah will work in conjunction with Qris. Note: NATC is a TCA photo opp.
  - 2. Target rollout: 2020 Membership Drive in Fall 2019.
  - 3. Other stakeholders identified: Elise, Akemi.
  - 4. [Are there other stakeholders in the TCA Website Rebranding that we should include in these discussions?](#)
- vi. Tech Tools. These will be purchased in the short-term.
  - 1. Creative Cloud license. 1 license = 2 machines: Sarah, Abena. Will use this for Photoshop and, potentially, for data storage and synching needed to preserve large data assets.
  - 2. Zoom 10 lines to be opened up, one per committee. No more traffic jams! Calendar should be used to resolve potential scheduling conflicts (due ot overlap in committee personnel). Will cancel GTM subscription once this is done.
- c. Next Meeting: Saturday, May 4, 9 a.m. PST

8. Finance Committee (Chair: Alysse Itatani):

- a. Membership: Derek Oye, Alan Okada, Margaret McKenty, Akemi Imai, Wisa Uemura
- b. Met on: April 17th
- c. October - December 2018 Reports - this includes revenue collected via PayPal
- d. Updated Agreement - Sarah Gilbert - [updated to reflect approved 2019 budget](#)
- e. [Updated Agreement - Peter Spangler - updated to reflect approved 2019 budget](#)
- f. [January and February 2019](#)
  - i. NATC reconciliations have been time consuming with new Stripe Reconciliation
  - ii. Note: TRNA will be revised - currently verifying all grants and amounts
- g. 2018 Draft of Tax Filing received on 4/17 and under review by Finance Comm
- h. Some logistical challenges have become apparent due to Treasurer's locality change
  - i. Certain invoices not received timely - some have been able to be processed online, others require payment to be mailed
  - ii. Due to address, some contractors believe Treasurer is located in San Jose, which has led to time sensitive documents being returned to vendor
- i. [Committee Chairs - please forward any subcontractor agreements \(graphic design\)](#)
- j. Next meeting: Wednesday, May 8th (as Executive Committee)

9. Board Development Committee (BDC) (Chair: Akemi Imai)

- a. Membership: Akemi Imai, Wisa Uemura, Rome Hamner, Ron Miyamura
- b. Met on: N/A
- c. Status of applications discussed.
  - i. Deadline of April 30 is firm.
- d. Sue generated additional prospects list from Salesforce membership data accessible here.
  - i. Board members asked to identify people who should not be contacted on the list.
- e. Next meeting: to be scheduled after 4/30 deadline

10. Executive Committee (Chair: Derek Oye):

- a. Membership: Derek Oye, Alan Okada, Margaret McKenty, Akemi Imai, Alysse Itatani, Wisa Uemura; Linda and Sue invited.
- b. Met on: 4/16/2019
  - i. Sue and Linda Quarterly Check-in
    - 1. January through March - Milestones and Projects
      - a. Continuing Office Hours
      - b. All-Comm Meeting and Calendar
      - c. NATC support (registration, website, etc.)
      - d. Communications support (Newsletter and NATC)
      - e. Grant Writing and Fundraising Chair
      - f. Volunteer Engagement
    - 2. April through June Goals/Projects - Initiatives and On-going tasks
      - a. Consolidate and streamline Communications
        - i. Sarah created Trello
        - ii. Volunteer recruited to assist
      - b. Fundraising
        - i. NATC
          - 1. Drummer's Circle and Sponsorships
          - 2. Small/easy grants for NATC
        - ii. CAC due May 1st
        - iii. Crowdfunding Campaign ("50 and Beyond")
        - iv. Reignite old grant prospects
      - c. Continue presence on TCA meetings
    - 3. Compared tasks completed to original contract. There has been little deviation. Bigger team involved, but also higher expectations
- ii. Finance Committee
  - 1. PY October - December 2018 Reports - this includes revenue collected via PayPal
  - 2. Updated Agreement - Sarah Gilbert
  - 3. Updated Agreement - Peter Spangler
  - 4. Finishing up compilation of January & February
  - 5. Spoke with Accounting Firm today, expecting draft of 2018 filings
- iii. Board Development
  - 1. Applications status updated
  - 2. Assistance needed
    - a. Identifying additional viable candidates to approach personally
    - b. Prospect research
- iv. Mapping out 2020-2021
  - 1. NATC RFP
    - a. Revamp of NATC for 2021 - possible? desirable?
  - 2. Board Retreat 2020
    - a. Vision 2020: (facilitated) Stakeholders Meeting ( = Launch Meeting 2.0)
    - b. To be followed by Board Retreat for current Board members
  - 3. Advisory Council/Circle (in development)
    - a. Loose framework created
    - b. Provide input on higher level topics related to vision and long-term issues.
  - 4. Next steps: Derek will continue to pursue this concept; Wisa willing to assist with general planning (up to the end of her Board term). [Everyone please continue to think about how to embody this & email/text Derek with your ideas.](#)
  - 5. All materials relating to original launch meeting are on TCA website for reference.
- v. New Business
  - 1. 2020 ECTC (UConn College, CT) has asked Collegiate Taiko Advisory Group (CTAG) for advisory support.
    - a. Alan, Jane, Linda and Steve willing to provide support.

- b. Recommended that once Alan completes term in Aug 2019, a Board member should step on to committee as official liaison
  - 2. Executive Session meeting notes storage.
- c. Next meeting: May 8 @ 7:00-8:30PM PST

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

- a. Membership: Jen Caballero, Elise Fujimoto, Robie La, Abena Oteng-Agipong
- b. Met on: 4/24
  - i. Supporting Board Recruitment: Thank you for your submissions. We are releasing board testimonial videos this month to aid in the BDC's efforts to recruit new board members.
    - 1. Videos created: Teaser, Elise, Derek, Margaret
    - 2. Article created: Alysse
  - ii. Branding Efforts: Meeting with Qris Yamashita on Wednesday 4/24 to go through initial planning and ideas for TCA Branding.
    - 1. Rough Timeline: post NATC delivery, for membership campaign due to Qris' schedule and availability.

12. Membership (Chair: Tamiko Ooka):

- a. Membership: Tamiko Ooka, Toni Yagami, Margaret McKenty, Anne Kessing, Lisa Shiota
- b. Met on: 4/9
- c. New Member: Keiko Yamamoto
- d. Taikothon - discussed Taikothon 2019
- e. NATC Table - discussed ideas for Membership table
- f. ITI - Tamiko will ship tablecloth and other items to ITI crew
- g. Next meeting: 5/7

13. Program (Co-chairs: Rome Hamner and Margaret McKenty):

- a. Membership: Elise Fujimoto, Tamiko Ooka, Ben Pachter
- b. Met on: Wed, March 27 and Wed, April 24, 5:00-6:00PM Pacific
- c. Taiko Voices
  - i. collaborating composers continuing to meet, & have the elements of an obon dance in place; next composer session May 17
  - ii. meeting May 1 of TCA TV Subcomm, Heidi, Teri (+1) and maybe composers as well to nail down NATC Taiko Voices event or benchmark
- d. Taiko Then (Ben; Elise/Tamiko/Sarah/Amy)
  - i. all video currently available has been uploaded to Dropbox; lots of video on VHS; working on how to tag it and releases
  - ii. working towards partial release in January 2020
- e. Taiko Calendar
  - i. Sarah still working on upgrade that we talked about last month
- f. Time Capsule
  - i. working on handoff to new volunteer
  - ii. discussed launch in July and integration with TCA table at NATC
- g. Next meeting: Wednesday May 22/19, 5:00-6:00pm Pacific

14. New Business

- a. Derek supervised a D&I exercise

15. Action Items

- a. **EVERYONE: Review additional 2019 prospect list here and indicate individuals who should not be contacted (no need to disclose reason).**

16. Announcements:

- a. Next Exec Comm meeting: Wednesday, May 8th, 7:00-8:30PM Pacific
  - i. Regrets: Margaret
- b. Next regular Board meeting: Friday, May 24th, 6:30-8:30PM Pacific
  - i. Regrets: Margaret
- c. 2019-20 TCA Board Meeting Schedule
- d. TCA Meeting Scheduler

**Adjourned by at 8:32PM Pacific.**

Minutes approved 5/24/2019

A handwritten signature in black ink, appearing to read 'Akemi Imai', written in a cursive style.

Akemi Imai  
Co-Secretary