

TCA Transitional Board Meeting
September 11, 2013 7:00-9:00PM
GoToMeeting

AGENDA

1. Call to Order at 7:04PM
 - 1.1. Present: Johnny, Wisa, Sue, Roy, Alan, Iris, Linda, Steve, Sue, Tony
2. Approval of Previous Minutes (5min)
 - 2.1. 8/25/13 Meeting
 - 2.1.1. **Steve motions to accept 8/25/13 Minutes, Alan seconds. All in favor.**
3. "Staff" Reports (5min)
 - 3.1. Launch Meeting Logistics Report from Coordinator
 - 3.1.1. Share these type of files through the info@taikocommunityalliance.org so that account is the owner and retains access/ownership no matter who is on the Board.
4. Treasurer's Report - request access to Googledoc from Sue (5min)
 - 4.1. Launch Meeting generated a bit more revenue and a little less expenses than originally projected.
 - 4.2. Expenses moving forward
 - 4.2.1. 501c3 filing \$800
 - 4.2.2. taikoconference.org still paid for and monitored by JACCC and administered by Kris Bergstrom. TCA will have to transfer ownership.
 - 4.3. Issue: need to project 2014 (off year from NATC), working committees need to come up with an estimated budget before we can apply for 501c3.
 - 4.3.1. Tony was advised to just put in best guess when applying for 501c3
 - 4.3.1.1. Each WC should list unexpected, big items (like facilitators) that might be needed.
 - 4.3.2. There is a 4-month waiting period from time they receive check, so we are already too late for a January filing. Still waiting for narrative pages in addition to the budget.
 - 4.4. **Tony motions to approve Treasurer's Report. Wisa seconds. All in favor.**
5. Committee Reports
 - 5.1. Core Values/Principles Committee Proposal - ACTION ITEM (15min)
 - 5.1.1. No issues with the proposed Committee proposal/Board review process
 - 5.1.2. One suggested revision to original proposal within the *Respect* core value: substitute "while maintaining neutrality" for "without judging" within the action statement.
 - 5.1.2.1. Wisa will go back to the committee with the board request to remove "without judging".
 - 5.1.2.2. Summary of Committee process: 3 conference calls. All women. All were pretty familiar with the process of developing core values/principles within professional work or with other

organizations. Everyone was very respectful and considered launch meeting attendees' perspectives. Overall, it was easy and there were no big hurdles. In the end, it was primarily a lot of wordsmithing to eliminate duplications.

5.1.3. Suggestion: create a "Best Practices" doc that may help other committees run successfully since this worked so well? (Sue) Maybe limiting the size of the committee?(Tony)

5.1.4. Sue motions for Board to approve core values/guiding principles document contingent upon the Committee acceptance of Board revision. Tony seconds. All in favor.

5.1.4.1. Wisa will communicate with committee. Hopeful of answer by end of week.

6. Old Business

6.1. Reimbursements to Jun Daiko and San Jose Taiko for indirect costs associated with Launch Meeting planning.

6.1.1. Jun declines as it has no major projects. Acknowledgement would be appreciated.

6.1.2. SJT to submit a list of indirect expenses for Launch meeting.

6.1.3. Decision to table until next meeting.

7. New Business

7.1. Outlining next steps for nonprofit filing, transition, and NATC based on timeline (10min) *overlapping discussion with 7.2*

7.1.1. Board members who were in various conversations interpreted notes

7.1.2. Discussion on whether timeline was realistic/healthy as each category created deliverables independent of other categories.

7.1.3. Based on Board discussion and Post-Launch Meeting Survey results, the timeline is considered as a suggestion and will be adjusted at the discretion of the respective working committees.

7.1.3.1. Example: hiring of ED in May/June 2014 so that ED can in turn hire NATC Coordinator (following NATC best practices). Depending on work in Nonprofit Status, Money, and NATC, we may have to consider a hybrid where Board/NATC Committee hires NATC Coordinator and ED is brought on later.

7.1.4. Board is in agreement that current TCA priorities are: Incorporation, NATC, Fundraising. Work will continue in other Working Committees, but TCA resources will be focused primarily on these objectives.

7.1.4.1. These priorities need to be communicated to Working Committees and larger taiko community.

7.1.4.2. There may be overlap, or new priorities that arise once committees start working together.

7.2. Discussion and decision of which timeline objectives should be handled directly by board (requiring more expedient action) and which by Working Committees (okay for extended action) - ACTION ITEM (20min)

- 7.2.1. Discussion on current membership of TCA Board in regards to the “Create Transitional Board” deliverable on TCA timeline
 - 7.2.1.1. West-Coast/Bay Area heavy- somewhat due to needing a centralization of Board members to sign necessary paperwork with proper safeguards in place.
 - 7.2.1.2. 42% of Launch Meeting attendees responded to survey. Of those, 3 verbalized unhappiness with Board action of adding 3 members at the 8/26/13 meeting without input from others. Comments were well-crafted and shouldn't be discounted.
 - 7.2.1.3. Decision to not add any more members at this time, and leave Board membership in hands of the Transition Committee.
- 7.3. Discussion and Adoption of Working Committees (Transition, Nonprofit Filing, Money, Communications, NATC, Masters' Retreat, Tech Resources Committees) based on Executive Committee Proposal - ACTION ITEM (20min) *overlapping discussion with 7.4*
 - 7.3.1. Transition Committee- fine as is, but can be extended to 8 ppl considering other outside members
 - 7.3.1.1. Concern about large committee size, but not sure if that many will actually apply
 - 7.3.2. Nonprofit committee- will only exist through nonprofit filing.
 - 7.3.2.1. Should be small, and contain 2 board members.
 - 7.3.2.2. Board in agreement to limit this Committee to Launch Meeting participants only in order to expedite progress.
 - 7.3.3. Money Committee
 - 7.3.3.1. Finance Committee, membership committee, fundraising committee: descriptions and development forthcoming. Possibly a charge for the Money committee to develop.
 - 7.3.4. Communications committee
 - 7.3.5. NATC Committee
 - 7.3.5.1. IMPORTANT: Current board is not an NATC advisory board anymore. This working committee becomes the new NATC advisory board.
 - 7.3.6. Masters Retreat Committee
 - 7.3.6.1. Short discussion on whether to fold into NATC. Consensus to keep separate in honor of heritage core value and culture component.
 - 7.3.7. Tech Resources Committee
 - 7.3.7.1. Specific skill set needed, so description is long.
 - 7.3.7.2. Committee most likely to include larger numbers of non-Launch Meeting participants.
 - 7.3.8. Consensus between committees and board must be achieved for any proposals put forth, with attention to timeline.

7.3.9. Steve motions to approve the slightly revised Working Committees Proposal. Roy seconds. All in favor.

7.4. Discussion and Decision of nomination/selection process for Working Committee members (based on example of Core Values Committee) - ACTION ITEMS (20min)

7.4.1. Identify Board member to serve as the Interim Chair

7.4.1.1. Will make committee membership selections from collected nominations/applications

7.4.1.2. Organize and run first meeting.

7.4.2. Slight revision to original proposal to (1) include an option for committees to add one or three members from the non launch community, (2) committees to choose their chair during first meeting.

7.4.2.1. Chair responsibilities to be outlined in First Meeting Agenda.

7.4.3. Timeline for nominations, selections, first meetings

7.4.3.1. Identified Interim Chairs for each committee and listed on Working Committee Proposal googledoc

7.4.3.2. Accepting nominations by 9/20

7.4.3.3. Selections made by 9/25

7.4.3.4. First meeting ideally before 9/30

7.4.4. Alan motions to approve the nomination/selection process for the Working Committees as revised, Steve seconds. All in favor.

8. Working Time/Action Items

8.1. Wisa will email out Update Email with Core Values and Working Committee Process by Friday, 9/13

9. Announcements

9.1. Next Meeting - Wed, October 9, 2013 7-9PM PST

10. Adjourned at 9:34PM

Approved at October 9, 2013 Meeting