

TCA Transitional Board Meeting
January 8, 2014 6:30-8:30PM PST
via GoToMeeting

AGENDA

- I. Call to Order at 6:36PM (Present: Johnny Mori, Stan Shikuma, Sue Yuen, Wisa Uemura, Elise Fujimoto, Roy Hirabayashi, Steve Sano, Linda Uyechi, Alan Okada, Iris Shiraishi; Working Committee Chairs/Reps Present: Jon Campbell, Ben Pachter, Jen Caballero)
- II. Approval of December 10, 2013 Minutes - ACTION ITEM (5min)
 - A. [Unanimous Approval](#)
- III. Committee Reports - written reports submitted separately
 - A. NATC (Chair: Stan Shikuma)
 1. UNLV selected as site for NATC15 after receiving updated information
 2. July/August dates open, Las Vegas Kaminari suggests earlier when not as hot
 - a) Will ask facilities about availability May - August.
 3. Using the NATC2011 Memorandum of Understanding (MOUs) as a model for contracts between TCA and Las Vegas Host Committee as well as eventual Conference Coordinator(s)
 4. NATC Committee recommends STI remain a component of NATC in the week prior.
 - a) Will need to work with Masters' Retreat Committee to work out any overlap/conflicts.
 5. Looking to announce site mid/late-January pending other important announcements
 - a) Board would prefer to have a date announced as well.
 - b) NATC Comm will try to determine date and send out to Board via email by end of the month.
 - c) Will share NATC15 site with working committee members before public announcement.
 - B. Tech Resources (Chair: Linda Uyechi)
 1. Mitchell Fukumoto shared Taiko Explorer with Launch Meeting participants on December 25 to gather feedback.
 2. Main question committee membership of Online Resource Content. Tabled to New Business during discussion of new committees.
 - C. Online Resource Content (Chair: Ben Pachter)
 1. Need to define the purpose of this new committee based on the purpose of the existing committees.
 2. TCA Next Steps email thread amongst all Working Committees (WCs) has been very informative for the future work of this committee.
 3. Taiko Source is in a holding pattern until server transition is complete to Amazon Web Services (AWS), but should be able to move quickly once that is resolved.

D. Masters' Retreat (Sub: Iris Shiraishi)

1. In holding pattern until survey of past NATC workshop leaders is finalized and distributed.
 - a) Will work with Comm Comm about distribution of survey if necessary.
2. Looking at a 4-hour pilot near to NATC15 due to fundraising constraints.
3. Note: List of this committee on taikocommunityalliance.org is "Retreat" to avoid the inevitable question of "who is a master?" (Caveat: subsequent posted Board Minutes does refer to this committee as Masters' Retreat as it was originally titled).
 - a) Discussion of change of name to Leaders' Retreat.
 - b) Board agrees that Committee should come up with another name.

E. Nonprofit Status (Chair: Jon Campbell)

1. Bylaws were approved via unanimous written approval in December 2013.
 - a) Revisions to include provisions about membership voting will wait until Transition Committee's process recommendation have been approved at a later time.
2. Submission for 501c3 status should occur within the next few weeks now that membership pledge campaign is over and budgets for each WC has been collected.
 - a) Conflict of Interest Policy is not mandatory. If Board feels such a Policy is necessary prior to submission, we can do approval via email.
 - b) IRS states that approval can take up to 4 months, but with past government shutdown there may be more backup than usual.
3. Nonprofit Status Committee directed to look into the allowable parameters of operation for an organization with pending 501c3 status according to federal, State of California, and State of Nevada regulations.

F. Communications (Sub: Wisa Uemura)

1. Website: (1) focused on readying landing pages before e-newsletter mailing and social media posting; (2) online feedback indicates that a FAQ page would be helpful in transparency, especially regarding how startup fees will be used.
 - a) Board agrees that Comm Comm can decide verbiage on FAQ page without Board approval.
2. Social Media: (1) fearing oversaturation on FaceBook during and following Pledge Drive; (2) Still figuring out optimal posting schedule; (3) Moving to HootSuite in order to make social media output more efficient.
3. E-newsletter: moving to once per month.
 - a) Staggering big announcements is usually better so special edition newsletters may be necessary.
4. Next big announcements: Asano Drum Auction, NATC15 Site/Date

G. Transition (Sub: Wisa Uemura)

1. Board Survey: working on incorporating feedback from Board and HR professionals.
2. Nominations/Elections Process still in progress.

H. Membership&Finance (Chair: Sue Yuen)

1. Campaign results:
 - a) 594 members (520 regular, 74 student, 88 with no group affiliation)
 - b) \$56,895 in pledges (\$26,825 in membership, \$15,070 in additional donations, \$15,000 in matching grants)
 - c) Mailing list has 4,000 addresses. Converted 1 in 7.
2. Campaign evaluation:
 - a) It took a lot of volunteer hours.
 - b) Biggest surges following e-newsletters, Taiko-thon day and Christmas Eve.
 - c) TaikoTuesday seen as a success.
 - d) Social Media channels quite exhausted. Need more strategy on future social media campaigns.
 - e) Improve communications between the committees and between Board and committees.
 - f) Decision making norms of working committees and Board need to be more explicit.
3. Recommendations:
 - a) Extend charter membership title into 2014.
 - (1) Definite terminus - June 30, 2014
 - (2) Sue moves. Stan seconds. Unanimous approval.
 - b) Use some of these funds to invest in infrastructure: a Salesforce consultant to help with automation and financial/website integration (prior to pledge collection and definitely before NATC15).
 - c) Need a stewardship plan (keeping major donors engaged and feel included in the taiko community).
 - (1) We should assign someone (whether Board or WC member) to steward the donor in absence of an Executive Director.
 - (a) Will share donors list for Board to evaluate who is best to contact before next significant solicitation.
 - d) Need better means to communicate cross-committees and between Board and committees.
 - (1) Share Board unapproved minutes to working committee members only, with note that it's not approved/for public dissemination?
 - (2) Use all-comm@taikocommunityalliance.org email or direct

email to a committee if your committee is faced with a potentially major decision.

IV. Old Business - none

V. New Business

- A. Discuss Exec Comm's recommendation to create a Program Working Committee
 - 1. Reasons: capitalizes on energy created by campaign drive within working committees and of general public. Would help TCA to have published deliverables. Program committee will speak to what TCA is about. This is how public (member or not) will experience TCA.
 - 2. Goes beyond Online Resource Content Committee as it will deal with activities/events beyond the tech/online resource. There will be overlap so inter-committee communication is key.
 - 3. Sue motions to form a Program Working Committee. Wisa seconds. Unanimous approval.
 - 4. Membership: Interim Chair: Elise Fujimoto. Representatives of each working committee to help inter-committee communication for initial committee. Committee will decide permanent chairmanship and # of position for open call to charter members.
- B. Discuss Exec Comm's recommendation to create a Volunteer Coordinator - tabled until Program Committee meets
- C. Discuss Online Resource Content Committee Infrastructure
 - 1. Membership: combination of invited and open call of Launch meeting participants and/or Charter Members
 - a) Should include representatives of Taiko Source, Taiko Explorer, and possibly Taiko Mapping Project.
 - 2. Most likely volunteer work (continuing wiki-based submissions).
- D. Should all Working Committee members be Charter Members?
 - 1. Committee Chairs should check their membership against TCA charter member list. There are some anonymous members - ask Sue or Linda if you don't immediately find a member's name.

VI. Action Items

- A. NATC Comm will try to determine date and send out to Board via email by end of January.
- B. Invite/solicit new Program and Online Resource Content committee membership via processes specified above.
- C. Improve Inter-committee communications
 - 1. Post Board unapproved minutes to working committee members only, with note that it's not approved/for public dissemination?
 - 2. Encourage committees to use all-comm@taikocommunityalliance.org email or direct email to a particular committee if committee is faced with a potentially major decision that could affect other's work/processes.
- D. Working Committee Chairs should check their committee membership against posted TCA charter member list.

1. If you don't find a member's name in list, ask Sue or Linda to check anonymous members in SalesForce.
2. Non-TCA members should be encouraged to pledge.

VII. Announcements

- A. Next Board Meeting: Wed, Feb 5 at 6:30-8:30pm PST.

VIII. Adjourned at 8:58pm.

Minutes approved at February 5, 2014 meeting.