

TCA Transitional Board Meeting  
February 5, 2014 6:30-8:30PM PST  
via GoToMeeting

## AGENDA

- I. Call to Order at 6:33PM PST (Present: Johnny Mori, Wisa Uemura, Elise Fujimoto, Tony Jones, Alan Okada, Sue Yuen, Linda Uyechi, Steve Sano, Stan Shikuma, Roy Hirabayashi; Working Committee Chairs: Shoji Kameda, Ben Pachter, Jon Campbell)
- II. Approval of January 9, 2014 Minutes - ACTION ITEM (5min)
  - A. Alan moves, Tony seconds, unanimous approval
- III. Committee Reports
  - A. Transition (Chair: Shoji Kameda)
    1. Board Survey: finished and asking current Board to complete the survey by Wed, Feb 12, 2014.
      - a) Purpose of survey is to help Trans Comm figure out skillset of current Board and preferences for length of term
      - b) please make comments about the survey itself to improve future surveys
    2. Nomination/Election Process: hope to present recommendation at next month's Board meeting.
    3. Executive Director (ED) Hiring Process: Board agrees that Trans Comm to draft of ED job description, circulate for Board review and approval, then post publicly.
  - B. Tech Resources (Chair: Linda Uyechi)
    1. Membership changes: Added-Yoko Okano. Left-Alyssa Fanning and Ben Pachter.
    2. Tech best practices: Collected tech information on a central document. Will place internet keys, thumbdrive and paper, along with important TCA documents into a safety deposit box. After 501c3 status is granted, will apply for grants to help with IT best practices.
    3. Asano Auction: Mitchell Fukumoto will be on-hand to provide technical support at end of auction.
    4. Account management system for Taiko Mapping Project, TCA, and NATC websites so people will be able to open accounts and access various portions of our website. Hope to have a prototype in next month or so.
    5. NATC website: taikoconference.org ready to transfer ownership to TCA. natc.taikocommunityalliance.org has been reserved to attach TCA to address, but will simply forward to original website.
      - a) Discussion to do something similar with Taiko Source at a later point and to make all aspects of TCA website (Taiko Source and NATC) have similar branding (look/feel/message).
    6. Tech Skills needed: recruiting for specific skills. Please contact Linda if you have recommendations.

- a) Salesforce custom programming (Apex, Visualforce, etc.),  
Salesforce administration, Salesforce communities, Salesforce  
integration with accounting software
    - (1) applying for a Taproot Grant for pro bono services of  
Salesforce integration support
  - b) Small/med enterprise level accounting software set-up, admin and  
maintenance
  - c) Security advisor/auditor
  - d) Paypal & credit card best practices
  - e) Admins to add and curate video content (TaikoExplorer)
- C. Resource Content (Interim Chair: Ben Pachter)
- 1. First meeting past Saturday, 2/2. Only 3 members able to attend.
  - 2. Membership: Ben Pachter, Kris Bergstrom, Mitchell Fukumoto, Wendy  
Jedlicka, Adam Weiner, and Franco Imperial.
    - a) Doing an open call for more members.
  - 3. Proposed Committee Purpose: (1) curatorial role over existing resources  
(taiko source, taiko explorer), (2) looking to create new resources
    - a) Evaluating current resources to figure out next steps
    - b) Discussing archiving/digitization of past NATC materials.  
Gathering scope of job.
      - (1) Franco/Adam are looking into NATC materials that are  
already on hand at SJT to help determine scope of work  
needed.
      - (2) Looking at grant support to help with costs.
    - c) Suggestion to use Launch Meeting online resource components to  
drive new projects.
  - 4. Next meeting in March will finalize wording of committee purpose and  
discuss Chair position
- D. Masters' Retreat (Sub: Iris Shiraishi) - no updates
- E. Program Committee (Chair: Elise Fujimoto)
- 1. Proposed Purpose for first year: (1) utilize TCA's existing resources -  
GoTo meeting, Livestream, Survey Monkey - to provide services to taiko  
community, (2) record/archive programs to be housed on Taiko Source
    - a) Will start a forum among membership to brainstorm programming  
ideas for first year.
    - b) Beyond first year: will keep track of long-term programmatic  
possibilities, but will hold back until ED is in place. Eventual  
programming should be done by a staff member. Board will do  
strategic planning for programming and how it fits into overall TCA  
vision.
  - 2. Membership: Elise Fujimoto, Darren Endo, Jen Caballero, Ben Pachter,
    - a) will recruit from general membership
    - b) membership brainstorm forum

3. Asano Auction Update: every item has multiple bids, some items have bidding "wars".
    - a) Biggest concern is close of auction, last minute bids.
    - b) Total right now is \$6,275.
- F. Nonprofit Status (Chair: Jon Campbell)
1. Application: delay of submission into 2014 meant that forms had to be redone (new forms and actuals for 2013). Application being reviewed by committee lawyers and then ready for submission.
  2. Operating parameters with pending 501c3 status: can do pretty much anything if financially feasible.
    - a) Collecting pledges: *OPTION FOR IMMEDIATE COLLECTION* could go through a fiscal sponsor, donations go through them, collect money, tax deduction from fiscal sponsor *INTERMEDIATE* could accept donations now, as long as we eventually get status and give tax deduction receipt retroactively (up to 27 months following incorporation). *LONGER* wait it out for approval, possible to expedite if there is a significant grant pending
      - (1) TCA Finances stable for now. Hope is to collect pledges before any hires or NATC deposits are due.
      - (2) Membership&Finance Comm will put a plan in place in May and execute in June if 501c3 status is still pending. Nonprofit Status Comm can assist.
  3. Article written by nonprofit attorney in CA: what every nonprofit board member should know. Jon will review and then pass on nuggets.
- G. Communications (Interim Chair: Wisa Uemura)
1. Leadership change: Wanda Kurtcu is stepping down as Chair due to personal commitments. Wisa will serve as Interim Chair until new membership is finalized.
  2. Website: monitoring Asano Auction, drafting TCA FAQ page, waiting to post Dec and Jan Minutes until NATC15 announcement is made
  3. Social Media: Relaunched Taiko Tuesdays, working on engaging TCA members to assist to broaden pool of people posting on TCA's behalf
  4. Enewsletter: special edition announced Asano Auction, Feb edition slated to announce NATC15 date
- H. Membership&Finance (Chair: Sue Yuen)
1. TCA phone number: **408-753-5920**. Use sparingly because it gets forwarded to Sue's phone. Address: PO Box 26895, San Jose, CA 95159.
  2. Membership&Finance Comm (aka Money Comm) splitting into Finance, Fundraising, and Membership.
    - a) Finance: needs an approved budget with 2 more years of projections. accounting software. 990 submission.
    - b) Membership: end of charter member drive push before deadline. rate changes should be discussed prior.

- c) Fundraising: stewardship plan for major donors, cultivate additional major donors for June 30 push, grant strategy in place so that we can submit applications as soon as we have status
  - 3. Membership&Finance Comm is offering targeted mailing of our database for other committees.
- I. NATC (Chair: Stan Shikuma)
  - 1. Last meeting Jan 26.
  - 2. Recommended Dates: (1) June 11-14, 2015, (2) June 18-21, 2015.
    - a) Neither of those weekends work for Stanford, but we won't make everyone happy.
    - b) No dates before June possible.
    - c) Hold can be made, but formal reservations cannot be made until March 2014.
    - d) Charter membership to vote between these two weekends.
  - 3. Presenting Partner in Las Vegas: LV Kaminari operates under the umbrella of LV JACL (who has 501c3 status). Other LV taiko group is an LLC. Preference to work with a nonprofit.
    - a) want to be sure that the financial/liability/resource obligations are clear to whomever the presenting partner is.
  - 4. Coordinator: hiring timeline? follow NATC Best Practices or Launch Meeting timeline? who will make the hire?
    - a) Coordinator will be a contractor of TCA.
    - b) Board hires ED first, ED then hires Coordinator (Board may have to post the Coordinator position and do initial vetting/interviewing depending on actual date of ED hire.)
  - 5. Announcement of site/date: recommends postponing until presenting partner is clarified.
    - a) Opinion: if info is already out there, TCA should be announcing.
    - b) Opinion: site should be vetted for conference spaces.
      - (1) Steve volunteering to visit UNLV within the week.
    - c) Do a special enewsletter edition in 1-2 weeks with link to survey to vote between the recommended dates.

#### IV. Old Business

- A. Program Committee - approval of committee purpose and initial course of action
  - 1. Wisa moves. Steve seconds. Unanimous approval.
- B. Resource Content Committee - approval of committee purpose and initial course of action - tabled to March meeting
- C. Discuss basic considerations for Decision-making within the Working Committees (this will become basis for written policy that will have to be approved by Board) - for Exec Comm to draft
  - 1. Financial threshold?
  - 2. Affecting the work of another Working Committee?
  - 3. Addition of New Business to Board Meeting agendas?

V. New Business

A. WTG

1. Programming mirrors NATC. 3 talking sessions - Leadership discussion by TCA, on Thurs before? Lots of support for this idea.
  - a) presentation/participation at Leadership discussion
  - b) formal announcement of NATC15 at WTG
  - c) have an information table at taiko marketplace with taiko source present
  - d) banner?
  - e) hold a reception for new ED?
  - f) TCA Comm Comm to help promote WTG
    - (1) be careful that it doesn't come off that TCA is claiming credit for it or that it's a TCA program
    - (2) future enewsletters can have a section publicizing other conferences (maybe March)

B. Board Retreat following ED hire, just before WTG

1. Wed, July 16 in LA - all day. Check Iris and Tony.

C. TCA at ECTC

1. NATC15 site has been selected. More info coming soon.
2. Still taking charter member pledges until June 30.
3. Still taking donation pledges.

VI. Action Items

A. Complete Board Survey by Wed, Feb 12

1. <https://www.surveymonkey.com/s/RR3YT3W>

B. Nonprofit Status to review current application by next week

C. Exec Comm to draft the Working Committee Decision-Making Policy before March meeting

VII. Announcements

A. Next Board Meeting: to be determined during first week of March

1. Doodle poll of select dates from Exec Comm

VIII. Adjourned at 8:58PM PST

Minutes approved at March 7, 2014 meeting.