

TCA Transitional Board Meeting
April 11, 2014 6:30-8:30PM PDT
via GoToMeeting

NOTE: In order make meeting time more efficient, the Board has changed Working Committee reporting protocol.

1. Committee Chairs submit a written report by deadline. Please identify questions requiring Board input in **purple** and items up for vote in **blue**.
2. All Board members review the written reports prior to meeting.
3. Verbal reports at meeting will not repeat written reports, but only bring up the items needing Board feedback and/or vote and allow Board to ask questions about work.
4. Each Committee will be limited to 5 minutes of discussion/vote.
5. Chairs, if you have a topic that you feel may exceed your 5 minutes, we ask that you pose the topic prior to the meeting in an email to get an online discussion started.
6. Following the Board meeting, Working Committee written reports will be added after adjournment so Committee progress/work is still shared.

AGENDA

- I. Called to Order at 6:34PM PDT (Present: Elise Fujimoto, Sue Yuen, Wisa Uemura, Iris Shiraishi, Johnny Mori, Linda Uyechi, Steve Sano, Alan Okada; Committee Chairs: Ben Pachter, Rome Hamner, Shoji Kameda; Absent: Roy Hirabayashi, Stan Shikuma, Jon Campbell)
- II. Approval of March 7, 2014 Minutes - ACTION ITEM (5min)
 - A. **Unanimous approval.**
- III. Committee Reports
 - A. Leaders' Retreat (Chair: Rome Hamner)
 1. No discussion, votes, or questions regarding written report.
 - B. Program Committee (Chair: Elise Fujimoto)
 1. Focus/Topic of TCA led Leadership Forum at WTG
 - a) Priority should be on developing/helping the attendees. Secondary goal to promote and share TCA's purpose.
 - b) In past, brief history of taiko in North America followed by either large group or small group discussion on various topics.
 - c) Push for pre-registration so that we can survey participants ahead of time of interest in 2-3 focus areas (ex: fundraising, people management, performer longevity, etc).
 - (1) TCA to determine the 2-3 focus areas and create discussion agenda and tangible takeaway.
 2. Two other opportunities for TCA to make a case for itself - discussion sessions and/or special presentations.
 - a) Elise to talk to Bryan/Maz about having a TCA session at one or the other.
 3. Fundraising Webinar: 4 paid Charter Members, 0 paid non-Charter Members. 12-15 tuned in free on LiveStream during streaming.

4. Upcoming drumbuilding series with Stuart Paton would take place over a couple of weeks.
- C. Nonprofit Status (Chair: Jon Campbell, absent)
1. Registering in other states
 - a) Based on Alan's research, TCA has a defensible position of only registering in states where we exceed the stated thresholds. States' thresholds vary quite a bit but TCA will most likely only need to register in 3-6 states.
 - b) Alan will share research with Jon for his review.
 - c) No rush to register since we're not yet a 501c3 and it may take years for TCA to exceed thresholds.
- D. Communications (Interim Chair: Wisa Uemura)
1. Board involvement
 - a) If on social media, should (1) like TCA and (2) repost any of TCA's posts.
 - b) Please give Comm Comm any promotional needs 1-2 days after monthly Board meeting as e-newsletter goes out following Thursday.
- E. Transition (Chair: Shoji Kameda)
1. Proposed Nominations/Elections Process Timeline needs revision so Committee will have to review and present at next Board meeting. No need to vote on Process tonight.
 - a) Suggestion from Board to place Nominations/Elections in between July WTG and Nov/Dec membership drive. Aim for September.
 - (1) Change of timeline shouldn't be an issue for Tech Resources support.
 - (2) Biggest challenge is whether desired online voting is feasible.
 - b) Target maximum number of Board members is 12 even though Bylaws do not state a maximum (given to Trans Comm by Nonprofit Status).
 - (1) Remainder of founding Board positions, not up for election in 2014, would have to serve 1-2 more years before seat is up for election. Board member exits will be based on preferences stated in recent Board Survey. 1-2 Board members will be asked to stay longer than preferred.
 2. Executive Director Search has received no submissions yet.
 - a) Trans Comm will discuss course of action to generate submissions as there is only 1 month remaining before May 15 deadline.
- F. Membership&Finance (Chair: Sue Yuen)
1. Most urgent concern is confirming a Chair to head the Membership Committee. Sue will be unable to head May/June or end of year

membership drives as her focus will be on submitting TCA's 990 and fundraising.

- a) Sue has been doing targeted asks for the Chair position.
- b) When Membership Committee is finally formed, Program Committee needs a liaison.

G. NATC (Chair: Stan Shikuma, absent)

1. NATC2011 Local Planning Committee members (Wisa, Sue, Steve, Linda, Roy, and/or Elise) to sit in on next NATC Committee meeting to answer Las Vegas' Committee questions regarding roles/responsibilities.
2. Board suggests pushing up Workshop vetting/selection to Sept/Oct so that Early Registration can be used as a motivator for membership drive starting Nov 1.

H. Tech Resources (Chair: Linda Uyechi)

1. No discussion, votes, or questions regarding written report.

I. Online Resource Content (Chair: Ben Pachter)

1. NATC materials coming from JACCC in May will be held in a rented storage unit.
 - a) First step will be assessing content of the materials.
 - b) Second step will be determining future use of materials.

IV. Old Business

A. Board Retreat on July 16-17, 2014 in Los Angeles

1. Proposed Content
 - a) Mission Statement adoption
 - b) Scope of focus - North America vs. Global
 - c) Mid-term strategy/plan
 - d) Board Training Component - Fundraising or other
2. Logistics
 - a) Lodging: TCA will cover lodging at Miyako for Tues and Wed nights.
 - b) Meals: TCA will provide morning friendly snacks, drinks, and Wed lunch. Social dinner on Wed and lunch on Thurs to be paid by individual Board members.
 - c) Location: Johnny is securing a room at the JACCC.
 - d) Facilitator: a consultant may be brought in for Board training depending on topic. Unlikely that TCA could afford a facilitator for entire Retreat so parts of agenda may be moderated by Executive Committee.

B. WTG - headed by Program (discussed in committee report)

1. Leadership Forum, Thursday July 17, 1-4PMish
2. Marketplace Table

V. New Business

A. Record Approval via Email for the following documents:

1. [Bylaws were unanimously approved via email on December 20, 2013 at](#)

4:15PM PST.

2. Conflict of Interest Policy was unanimously approved via email on January 28, 2014 at 10:23AM PST.
3. Executive Director Job Description was unanimously approved via email on March 15, 2014 at 10:28AM PDT.

B. Tony Jones' resigned from the TCA Board as of April 4, 2014.

1. Board agrees on holding off on filling the position until it becomes absolutely necessary.

VI. Action Items

A. Wisa to include Working Committee reports after official agenda.

VII. Announcements

A. Next Board Meeting: Sunday, May 4 at 6:30-8:30pm PDT.

B. TCA Board meetings will rotate between Sundays, Mondays, Wednesdays, and Fridays of the first FULL week of the month until new Board members enter.

VIII. Adjourned at 7:53PM PDT

Minutes approved at May 4, 2014 meeting.

Working Committee Reports for April 11, 2014 Board Meeting

Leaders' Retreat

Met on March 23

- Membership:
 - Holly Cluff from Odaiko Sonora added to committee
 - Still looking for 2-3 more members
- Activities/Progress:
 - Name changed to Leaders' Retreat
 - Needs Survey
 - Finalized survey content
 - Identified list of people to survey (those who have taught at 4 or more Conferences, and other important leaders in the taiko community; total of roughly 25)
 - Survey sent and has received 10 responses thus far.
 - Ongoing discussion of other activities to recognize leaders, aside from the Retreat
 - Next meeting planned for early May

Program Committee

Met on ?

- Membership:
 - Carrie Carter (will work on programs remotely from Morocco, and will follow along

- recorded GTMs, but is unable to make most meetings)
 - Potential new members:
 - Jon Campbell (Colorado)
 - Eric Chang (Hawaii)
- Activities/Progress:
 - March: Grant Writing Workshop (paid)
 - Income: \$60
 - April: AMA (Ask Me Anything) with Johnny Mori (free)
 - May: Online Resource Committee Taikoblog Launch! (free)
 - To kick off ORC's Taiko blog, Pro-Comm will be having a live Q&A with blog contributors about studying taiko in Japan
 - June: Taiko building workshop (paid)
 - Stuart Paton will be leading an online practice drum building workshop.
 - Participants will pay a fee, and receive practice drum building kits in the mail.
 - They can then follow along with Stuart via GoTo Meeting.
 - Stuart is proposing a budget at the next Pro-Comm meeting.
 - July: WTG
 - Leadership Forum: Considering a D-School process OR panel depending on facilitator availability. **FEEDBACK: Topic?**
 - TCA info table reserved. Ben Pachter is the table lead. Please contact Ben if you would like to have space or materials available. We may purchase swag.

Nonprofit Status

- **Discuss whether to register TCA in other states (since TCA does solicit membership/donations online outside of CA) and timeline for doing so.**

Communications Committee

Met on March 10

- Membership
 - Added 3 new members - Chelsea Koga, Terry Nguyen, and Meg Suzuki Hudson
- Activities/Progress:
 - Website - Elise
 - FAQ page updated. Need a better answer to "Why should I join TCA?"
 - Separate testimonials page can complement. Will put out a targeted ask for members to state why they joined TCA.
 - Social Media - Jacob, Elise, Jane, Brian
 - Taiko Tuesday: Considering alternating requests with taiko community video posts that are "vined" - like instagram but video content, limited time (#taikotuesday)
 - First Tuesday - video posts
 - Second Tuesday - topic

- Third Tuesday - video posts
 - Fourth Tuesday - break
- E-Newsletter - Jane, Wisa, Wanda
 - Timing: Will wait until Thursday after Board meeting. One per month with special editions as needed.
 - Community announcements:
 - Using Jotform to collect submissions. (image certain size 180 x 110 pixels, 2-3 sentences each, include an external link. - Jane will set up.
 - Willing to post 4 TCA topics and up to 2 community events. If TCA doesn't have 4 topics, we can list more community events. Community events will be posted only in monthly (not special editions).
 - Larger list of announcements on one of the TCA websites, most likely Taiko Source if they are interested.
 - Don't want that section to dominate newsletter so will "randomly" select from all submissions, all will be posted on website.
 - Mandatory TCA membership to submit event.

Transition

Met on March 10

- Membership:
 - Added Matt Ogawa to Trans Comm. His background/training in HR will be a benefit.
- Activities/Progress:
 - **Board Nomination and Election Process. Need feedback on the basics of the Trans Comm's election and nomination process.**
 - **Need vote to okay the timeline set forth for first board elections.**

Membership&Finance

- Financial Report: balance in accounts: \$38,833
- Structure:
 - Seeking to split into 2 committees: Membership, and Finance/Fundraising. Sue will retain chairmanship of Finance/Fundraising, but we need a new chair for Membership. Urgency - Final charter membership push needs to be planned for June.
- Activities/Progress:
 - Met with a potential bookkeeper/consultant to request assistance in setting up our systems. Determined that we probably can wait until the ED is hired to see what skillsets are needed.
 - Investigating Salesforce-integrated accounting packages with Tech Comm.
 - Up next for Finance: Filing of 990 for 2013 (due May 15th)
 - Up next for Fundraising: Prospecting and preparing grant applications for NATC.

NATC

Met on March 23

- Membership:
 - Additions from Las Vegas Local Planning Committee: Gene Sugano, Wendy Dwyer, Mike Fenocchi
- Activities/Progress:
 - UPDATE from Las Vegas Host Committee
 - Two meetings: First discussed what will be done locally and picked chairs for Welcome Reception (?name) and Volunteers (Wendy). Second meeting we discussed responsibilities.
 - Ham Hall is reserved for Sat, June 13 for Taiko Jam -- contract can only be completed one year out (July).
 - Need to confirm when we can reserve the rest of the rooms; probably end of March or early April
 - QUESTIONS:
 1. Who is financially responsible for pre-conf dinner? ANSWER: local host committee generally covers via donations
 2. What does the budget/salary for Coordinator cover? Does it cover rent and food? or is the local committee responsible?
 3. Are we hiring an assistant conference coordinator? Is this in the budget? How about other staff? e.g. interns?
 - a. LV Local Committee says they may have the expertise/time to help Conference Coordinator with a lot of this; Maybe other staff not necessary?
 4. What are the boundaries/responsibilities of the Local Host Committee RE: input and planning of workshops, concerts, programming? How much of the following will be handled by the Host Committee and how much by the Conference Coordinator?
 - a. Logistics: Facilities, Lodging, Equipment, Registration, Marketplace, Transportation, Taiko Central (info and support)
 - b. Program: Concerts (Taiko Ten, Taiko Jam), Workshops, Opening Reception, Plenary Sessions, Other (Discussion sessions, Lunch-time programs, Field Trips, Matsuri Battle Tournament, Sunrise Yoga, etc)
 - TIMELINE:
 - April-June 2014 -- Outreach to regional communities (AZ, SoCal, NorCal) for equipment; Venues confirmed and contracts signed
 - April 2014 -- Job Description finalized for Conference Coordinator

- May 2014 -- Announce Conference Coordinator position/collect applications
- June 2014 -- Conference Coordinator application deadline; initial vetting of applications by NATC Committee
- June-July 2014 --Disseminate a Survey to identify types of workshops or lectures desired (repeats? new?)
- July 2014 -- TCA ED conducts final interviews and chooses Conference Coordinator
- August 2014 -- Conference Coordinator hired and starts work; Publicize request for proposals for workshop leaders and workshop topics
- November 2014 -- Workshop proposals and leaders vetted and choices made
- December 2014 -- Early Reg opens for Charter Members; first call for volunteers
- January 2015 -- Regular registration opens; repeat call for volunteers
- NATC Comm Budget items in 2014 and beyond
 - Using a template based on the 2011 NATC, so we need to start filling in actual numbers for expenses and revenue (facilities rentals/deposits, grants/donations, etc); Caitlin will look into it locally for Las Vegas committee
- NATC Website
 - 2011 NATC site will be transferred over to the TCA website in the next few months per the Tech Comm report;
 - Since Tech Comm does not deal with content, Kristi Tsukida volunteers to serve as **NATC Webmaster** to oversee site, at least until the Conference Coordinator is on board
- NATC Comm Responsibilities

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|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Survey | <ul style="list-style-type: none"> a) workshops b) other activities (specific to Las Vega) c) performances (Taiko Jam, Taiko Ten - theme, like "new works") - Mark Rooney, Jen Caballero -- will draft Survey questions |
| Website | <ul style="list-style-type: none"> - Kristi Tsukida to serve as the NATC Webmaster - Kristi also set up an NATC Comm Google Group |
| Budget | <ul style="list-style-type: none"> - Stan, Johnny and Jen to oversee? |
| Theme | <ul style="list-style-type: none"> - Should we have one for 2015? - Everyone post suggestions to the NATC Comm Google |

Group

Tech Resources

Met April 7

- Committee Activities:
 - NATC website
 - taikoconference.org DNS transfer imminent.
 - Target date for NATC website: June 1, 2014
 - Target date for NATC registration launch: October, 2014 (per Finance Comm. proposal that NATC revenue start in 2014).
 - Salesforce. Preparations underway to determine nature of services we will need to engage (consulting, other applications)
 - Preparing features/needs list that Elise will circulate to relevant committees (Membership, Program, NATC, ORC, Taiko mapping)
 - Documenting current tech resources and functionalities.
 - TCA branding: Sandi Fanning to present mock-ups to Comm Comm at 4/13 meeting.

Online Resource Content

Met March 30

- Committee Activities:
 - TaikoSource Article Series Launching end of April/beginning of May
 - First authors: Chris Holland, Joe Mignano, Joe Small
 - In collaboration with Program Committee, Online Q&A to be held with authors in mid-May
 - Currently working out date/details
 - TaikoExplorer general release planned in approx. one month
 - Mitchell Fukumoto to collaborate announcement with Communications Committee
 - NATC materials to be picked up by members of San Jose Taiko Memorial Day Weekend, following Intercollegiates
 - Estimated 30 boxes, according to Johnny Mori
 - Additionally, VHS tapes from 1st 2 conferences at SJT studio
 - ORCC members will help staff TCA table at WTG
 - Ben Pachter will coordinate details in June