

TCA Transitional Board Meeting  
August 8, 2014 6:30-8:30PM PDT  
via GoTo Meeting

## AGENDA

- I. Called to Order at 6:33PM PDT
  - A. Present: Johnny Mori, Stan Shikuma, Susan Yuen, Wisa Uemura, Alan Okada, Elise Fujimoto, Linda Uyechi, Steve Sano, Roy Hirabayashi; Exec Dir: Bruce Davis; Committee Chairs: Ben Pachter, Rome Hamner
  - B. Regrets: Iris Shiraishi, Aya Ino, Jon Campbell, Shoji Kameda
- II. Approval of July 9, 2014 Minutes - ACTION ITEM (5min)
  - A. Alan motions to approve the July 9, 2014 Minutes; Stan seconds; unanimous approval
- III. Committee Reports
  - A. Transition (Chair: Shoji Kameda) - written report only due to absence
  - B. Membership (Chair: Aya Ino) - tabled to next meeting due to absence
  - C. Finance and Fundraising (Chair: Sue Yuen)
    1. Fiscal Sponsorship: Exec Comm/ED/Finance Committee recommends MarinLink as fiscal sponsor (reasons listed in committee written report). Estimated budget for pledge collection: \$4,400 (MarinLink 8% fee), \$4,000 in contract labor to fulfill data entry and acknowledgement fulfillment.
      - a) Application is drafted and just requires Board members to review/edit their bios. If approved tonight Sue can send out over weekend. 2-3 week application review. Possible Sept 1 start on pledge collection process.
      - b) MarinLink considers this a bridge fiscal sponsorship - until TCA gets 501c3 or moves elsewhere.
      - c) Unanimous approval of Exec Comm/ED/Committee recommendation.
      - d) Announcement will focus on pledge collection and take place most likely in late August.
    2. Payroll/Benefits for ED position: Paychex will be TCA's payroll service. Board agrees that Exec Comm can make decisions regarding types of benefits to include.
      - a) Sue will research options and terms and bring to Exec Comm. Board will be informed of final benefits package.
    3. Bookkeeping: TCA will be contracting someone to conduct financial record keeping and prepare process in prep for pledge collection.
  - D. NATC (Chair: Stan Shikuma)
    1. Ben Pachter and Elise Fujimoto recuse themselves.
    2. NATC Coordinator Search: 6 applicants were forwarded to Bruce. Of 6 forwarded, 5 were interviewed and 1 withdrew. Post-interview, Bruce has

selected a top candidate. Identity will remain confidential as negotiation of terms is still pending.

- a) Remaining process: salary/terms negotiation, official offer letter sent (hopefully accepted) in late August, Sept 1 start.
  - 3. GTM call with Las Vegas Local Committee on Wed, Aug 20 at 4PM. Stan, Bruce, and possibly Sue to attend from TCA.
    - a) Additional consideration: JAACL National Convention to be hosted in LV in July 2015 - how will this affect LV JAACL involvement in NATC?
  - 4. NATC Survey will most likely remain open as NATC Comm would like more feedback, particularly re: workshop structure.
  - 5. LV Site Visit by TCA representatives pushed back to late August/early September.
  - 6. Budget: hopes to be solidified by Oct 1, including fundraising plan.
- E. Tech Resources (Chair: Linda Uyechi)
- 1. Main concern is meeting tech needs of upcoming pledge collection and NATC registration. Please let Linda know if something is needed.
    - a) Tech Comm encouraged to consider cost of manpower needed to meet pledge collection/NATC registration.
- F. Online Resource Content (Chair: Ben Pachter)
- 1. Ben has met with Bruce re: ownership of taikosource.com
    - a) Currently a partnership arrangement but requiring clarification of roles/responsibilities.
    - b) Option: transfer ownership from Ben to TCA.
    - c) Decision could affect other websites under the TCA umbrella - taikoexplorer, taiko mapping project, NATC.
  - 2. NATC material archival: still in early stages of discussion with Stanford University Archives.
- G. Leaders' Retreat (Chair: Rome Hamner)
- 1. Discussion on Committee Focus - pioneers or broader definition of leaders, professional development or recognition/monetary compensation.
    - a) Committee asked to continue research with "pioneers" on what is fair/ideal compensation for workshop instruction, including travel, per diem, lodging.
      - (1) pioneers temporarily defined as those who have taught workshops for all NATC.
      - (2) data collected will then be passed on to NATC Comm and Fundraising Committee to be considered in projections of NATC 2015 Budget.
    - b) Will continue moving forward with viability studies and planning of professional development retreat for pioneers, prior to NATC.
      - (1) Focus on pioneers for this first year, then broaden out to a

more general definition of leader within the taiko community in subsequent offerings.

- H. Program (Chair: Elise Fujimoto)
  - 1. Nothing beyond written report.
- I. Nonprofit Status (Chair: Jon Campbell)
  - 1. Nothing beyond written report.
- J. Communications (Interim Chair: Wisa Uemura)
  - 1. Nothing beyond written report.
- IV. Executive Director's Report (Bruce)
  - A. Thank you for warm welcome into TCA and assistance provided thus far.
  - B. Board Retreat and WTG was a great orientation/introduction.
  - C. Primary focus will be budget and fundraising.
- V. Old Business
  - A. Central Repository for Conference Organizing - specifically regarding the Invitational (requested by Linda, directed to Program and ORCC) - tabled to September meeting
    - 1. Steve and Linda met with most of the workshop leaders from most recent Invitational. Compilation of notes available upon request.
    - 2. Central Repository including but not limited to
      - a) Equipment Etiquette
      - b) Collegiate Contacts
      - c) Templates for workshop leader contracts, ideal fees, etc
      - d) Workshop Leader info
- VI. New Business
  - A. Business from Board Retreat:
    - 1. Approval of working mission: Taiko Community Alliance empowers the people and advances the art of taiko.
      - a) Alan moves to approve the mission as stated; Roy seconds; unanimous approval
      - b) To be posted on TCA website and announced in newsletter (somehow).
    - 2. Sharing of determined scope/TCA talking points:
      - a) International members welcomed
      - b) Primary service area is North America, but reaching globally through technology
      - c) TCA is still in formative period, learning what we can provide and what the community needs
      - d) Additional points if needed:
        - (1) Scope may change as resources/capacity increases
        - (2) Will still come from a North American perspective (program times, English language, US\$)
        - (3) Based/incorporated in CA
- VII. Action Items

- A. Check/update your bio for the fiscal sponsorship application.
- VIII. Announcements
  - A. Next Board Meeting: Sunday, September 7 at 6:30-8:30pm PDT
- IX. Adjourned at 8:36PM PDT

Minutes approved at September 7, 2014 meeting.

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### **Transition**

No meeting in July

- Next goal is to focus on board member search and nomination/election process.
- Need to meet with Bruce re: concerns with board elections.
  - Could not meet before this board meeting will reschedule with Bruce soon.

### **Membership**

Tabled to next Board meeting as Aya is in Japan.

### **Finance & Fundraising**

No meetings (primarily working with Bruce & Exec Comm). Will probably resume committee work when a fundraising strategy is established.

- **Fiscal Sponsorship:** After meeting with representatives from both MarinLink and Tides, the Exec Comm recommends MarinLink to serve as fiscal sponsor for TCA in order to collect on the approx \$55k in pledges from the charter membership drive.
  - Selection of MarinLink was based on (1) ease of set-up; (2) flexibility (no contract term obligation); and (3) no minimum dollar threshold.
  - Downside is lack of administrative support for processing payments and printing thank-you letters. Letters must be printed by TCA, with MarinLink's EIN referenced as the entity receiving the funds.
  - Cost will be 8% (roughly \$4400, based on \$55k in current pledges). Additional cost will be for administrative support required to collect and fulfill pledges: Estimated at \$4,000 (approx 200 hours of labor) based on the number of transactions.
  - Application is very simple -- bulk of text taken from our 501c3 application.
  - 2-3 weeks to process. Collection could begin September 1st.
  - [Vote needed to accept Exec Comm's recommendation of MarinLink and approve additional administrative expenses.](#)
  - If approved, application will be sent to MarinLink this weekend. Please [review/edit your BIO](#) here by Sunday noon.
- **Payroll:** Paychex selected as the vendor for payroll processing. Enrollment process being handled next week by Sue with goal of getting Bruce his first paycheck on 8/15. Also reviewing quotes for benefits packages via Paychex. [Can Exec Comm be](#)

delegated to make selection? If so, what concerns do board members have about package selection (peer organizations to compare with, etc)?

- **Bookkeeping:** Bruce and Sue will be interviewing a potential bookkeeper on Wednesday, August 20th.

## NATC

Met on 07/27/14

- NATC 2015 Facilities Rental - Jen
  - left message with contact person at UNLV, has not gotten back at time of last NATC Comm meeting
  - Bruce and one or more Board members will be doing a site visit in the next few weeks (hopefully)
  - GOAL: to have facilities contracts signed before (or during) that visit
- NATC Conference Coordinator search - Stan
  - three applications received thus far - B, E, T
  - all three applications seem complete and all individuals seem viable candidates
  - consensus agreement to forward all three to Bruce for further review/consideration
  - deadline is after this meeting so Stan to check post-deadline to see if other applications come in; if any, will forward to committee members for review
    - **\*\*\* UPDATE:** NATC mailbox checked on 07-30-14 and THREE more applications found there: S, J, D; these have been forwarded to NATC Comm members for review; plan is for NATC Comm to decide on which, if any, to forward for further consideration; Bruce will then set up additional initial interviews for next week as needed and continue the process as outlined
  - PROCESS: Bruce will set up initial interviews with viable candidates this week; at least one Board member to join on each interview; will allot 30 minutes (max of 40) to each candidate interviewed; once all initial interviews complete, Bruce will set up a second interview with his first choice candidate to cover more specifics and make a job offer; if the offer is accepted, end of process, but if offer NOT accepted, Bruce will move on to the second choice candidate and repeat the process
  - REMINDER: This is a **confidential process**, so no names of candidates or personal information from candidate applications should be discussed outside of the NATC Committee and TCA Board
  - GOAL: hire a new NATC Conference Coordinator by mid-August
- Workshop Survey -- Mark
  - about 150 responses
  - not completely tabulated yet, but a few trends stand out:
    - large majority of respondents favor the standard Ala Carte System of workshops over the newly proposed Track System

- of those who favored the Track System, large majority were more experienced players
  - side note: Stan had a talk with Kevin Higa at WTG, and he was advocating for a change in the way we do workshops, which sounded like a Collaborative Track System with one lead instructor and several asst instructors who could lead sub-sections of the all-day or multi-day workshop; possible have some end goal that each group would produce -- a new composition, a video, an improv series, choreographed group movements, etc; there seemed to be interest from those in the meeting, so Stan will invite Kevin to write up a more detailed proposal and/or attend the next NATC Comm meeting to explain his idea in more depth
  - GOALS: announce RFP for workshops by early August; decide on workshop format by end of August; Choose workshops and workshop leaders by mid-October; have workshop registrations ready by early November
- Local Committee concerns/questions - Jen and Gene
  - Did want to clarify that the Local Host Committee is mainly providing the “house” (facilities and logistics) and the TCA/NATC Comm and Staff will provide the “party” (programs, workshop and performance content, special guests, financial oversight)
  - Clarified that Jun Daiko has volunteered to oversee equipment wrangling at NATC but that others will need to recruit drum/stand donations from Northern Cal, Southern Cal, Arizona; see item #6
- NATC Timeline and Major Responsibilities writeups
  - Committee members received the 2011 NATC Timeline, as modified at the TCA Board Retreat
  - Committee members received the 2011 Major Areas of Responsibilities description
  - these two documents will be reviewed and addressed/updated for NATC 2015 at the next NATC Comm meeting

### **Tech Resources**

Have not met since last Board Meeting.

Next meeting: August 18, 7 p.m.

### **Online Resource Content**

No July meeting - rather, reports submitted by e-mail

Currently considering options for next meeting (Probably not in August, due to member schedules)

- Membership:
  - No changes
- taikosource.com
  - Equipment section debuted
    - info about purchasing, building equipment
  - Currently working on revised glossary, adding kanji & pictures

- taikoexplorer.com
  - beta debuted at WTG
- NATC materials
  - Stanford is currently putting together an cost estimate for archiving
    - if cost is small enough they will not charge
  - Pics of materials currently being considered can be found here
  - NATC materials currently in possession of San Jose Taiko are currently a 2nd priority, as they need time to decide what they can share

### Leaders' Retreat (tabled last month)

Met on 6/25/14

- Discussion item: [what is the scope of this committee?](#) we're not sure if our role is to recognize the Taiko Pioneer leaders OR if we should be looking at broader recognition of "Leaders," including those who are leaders in their local and/or collegiate communities.
- Leader Survey: Further review of surveymonkey data suggests that higher stipend for teaching at NATC is the most popular form of recognition
- Committee tentatively agreed that recognition at 2015 NATC should be in the form of a monetary gift presented to identified Leaders at the end of the Conference [Board vote needed on this](#)
  - Advantageous to do it at the end of Conference b/c then we'll know how much is available and won't overcommit financially
  - [How much, if anything, have workshop leaders been paid in the past for NATC?](#)
- Possible parallel recognition of inspiring workshop (as reported at last Board meeting)
  - S. Yuen believes this idea is very grant fundable
  - Perhaps pursue both ideas for 2017

### Program

No meeting in July- currently scheduling for August.

- Membership: no changes
- **Leadership Forum:**
  - Approximately 40-50 attendees. Attendees gravitated towards Membership, Financial Health, and Artistic sustainability. Special thanks to volunteer discussion leaders: Ben Pachter, Jen Caballero, Wendy Dwyer, Wisa Uemura, Roy Hirabayashi, and Mark Rooney. and to Johnny Mori and Bruce Davis for opening and helping with discussions.
- **TCA Photo Booth:**
  - Great interaction with the community. Over 75 photos were taken, and 41 followers gained on Instagram. Gained approximately 30 page likes, and as many as 100 post likes per day on Facebook, and FB posts had an organic reach of 1000 at most per post. Big thank yous to the following people for their donations: Kevin Higa (donated backdrop and stand- Backdrop and banner now living with Elise), Ray Yuen (donated use of lighting rig, and personal lights),

Hiroshi Tanaka (made us a lunch box shishimai prop), and Jen Caballero and Las Vegas Kaminari Taiko for their help in setup and tear down.

- **TCA Info Booth:**

- Samples of existing taiko resources were given (TaikoSource, Taiko Explorer, NATC questionnaire). A few inquiries were made about membership, and a few “What Can you do for TCA” forms were filled out. Many thank yous to Ben Pachter for lugging equipment across the country and managing the table and volunteers, and to members of Comm comm and ORCC for volunteering at the table! Also special thanks to SJT-ers Yurika Chiba and Adam Weiner for driving supplies down to LA and back.

## **Nonprofit Status**

Still waiting...

## **Communications**

No meeting in July

- Membership: no changes
- Website - Elise, Wisa
  - Posted June Board meeting minutes and NATC Coordinator application extension
- Social Media - Jacob, Elise, Jane, Brian, Chelsey, Terry, Meg
  - Pretty quiet.
- E-Newsletter - Jane, Wisa, Wanda
  - July newsletter included: Introduction to Bruce, NATC-Coordinator search and survey links, TCA at WTG, community events: WTG.
  - August newsletter draft to go out next week: message from Bruce, NATC Updates, community events: Eden Aoba Taiko concert.
- TCA Branding
  - No progress on this yet as we would like to have ED input.