

TCA Transitional Board Meeting  
September 7, 2014 6:30-8:30PM PDT  
via GoTo Meeting

## AGENDA

- I. Called to Order at 6:33PM PDT
  - A. Present: Johnny Mori, Wisa Uemura, Stan Shikuma, Alan Okada, Iris Shiraishi, Linda Uyechi, Steve Sano, Roy Hirabayashi, Elise Fujimoto; Executive Director: Bruce Davis; Committee Chairs: Ben Pachter, Rome Hamner, Aya Ino
  - B. Regrets: Jon Campbell, Shoji Kameda
- II. Approval of August 8, 2014 Minutes - ACTION ITEM (5min)
  - A. Alan moves to approve August 8, 2014 Minutes; Stan seconds; Unanimous approval.
- III. Committee Reports
  - A. Membership (Chair: Aya Ino)
    1. Hired Jesse Unick as Membership Collections Coordinator.
    2. Test email out to Board members tonight. Please go through entire payment process - this will count as your membership/donation payment.
      - a) Should receive Paypal invoice immediately, TCA thank you email should follow a few days later (can serve as tax receipt for deductible payments under \$250), and paper thank you after that (official receipt for tax purposes for all payments).
      - b) Changed wording to encourage payment prior to Sept 30 in order to support planning for NATC15.
    3. If we can get wording on invoice and clear payment process, invoices will be scheduled to go out at 6AM PDT.
    4. Nothing else beyond written report.
  - B. Finance and Fundraising (Chair: Sue Yuen)
    1. If interested in more background info on contracted bookkeeper, talk to Wisa who referred Vera Gert.
    2. Nothing else beyond written report.
  - C. NATC (Chair: Stan Shikuma)
    1. Hired Elise Fujimoto as NATC Coordinator. Official start date is Oct 1 at half-time. Full-time as of Jan 1, 2015.
      - a) Any working committees discussing NATC should invite Elise to participate.
    2. Three meetings since last Board meeting
      - a) NATC Comm with LV JACL: discussed responsibilities, division of tasks, MOU draft
      - b) NATC Comm: reviewed timeline and major responsibilities (little behind desired schedule)
      - c) NATC Comm, Local LV Host, UNLV Facilities: discussed UNLV facilities (lost hold on main ballroom - plenary sessions)

- (1) Will look at alternative sites in nearby music, dance and athletic departments.
  - 3. Las Vegas Site Visit: Bruce and Elise headed out to LV this weekend in order to meet/walk with UNLV, Hamm(sp?) Concert Hall, Local Host Comm (LVKT, Korabu, JACL).
    - a) More involved site visit planned for later to discuss marketing, fundraising, and kickoff event for Local Host Comm.
  - 4. Open call for Workshop Leaders/Proposals went out via newsletter.
    - a) A few people have been verbally encouraged to submit by members of NATC Comm.
      - (1) A few comments from prior workshop leaders is that \$250/workshop stipend is too low (even including lodging/board) and/or tier workshop rates based on experience.
    - b) Workshop Vetting Committee being formed to make initial assessment of proposals and making recommendations to NATC Coordinator.
      - (1) Final Vetting Committee members are also able to lead workshops.
      - (2) Workshop proposals split into 3 groups and reviewed by lone Vetting Committee member.
      - (3) Proposals submitted by someone on Vetting Committee were reviewed by another Vetting Committee member.
      - (4) Final decisions made by NATC Coordinator after reviewing Vetting Committee recommendations/notes.
    - c) Planning for 16 concurrent workshops (2 as track system, 14 as ala carte selections). Averaging 25 participants per workshop. If workshop leader is open to it, AND we have adequate/appropriately sized rooms available, some workshops may be smaller/bigger than the average.
      - (1) This weekend's site visit will look for more than 16 spaces and track sizes of rooms to allow for potential expansion.
      - (2) Coordinator or NATC Comm will ask selected, experienced leaders to conduct one of the track offerings.
  - 5. NATC registration website:
    - a) Ideal is to link directly to Salesforce.
    - b) 2011 conference site is still up (taikoconference.org). How do we want to deal with that? Elise will discuss with Kristi (of NATC Comm) about how to move forward.
- D. Tech Resources (Chair: Linda Uyechi)
- 1. Sensitive to membership collection needs. Will be monitoring this month to make sure tech stays live.
  - 2. Bruce had a meeting with Linda to discuss TR Comm role.

3. Nothing else beyond written report.
- E. Online Resource Content (Chair: Ben Pachter)
  1. Nothing else beyond written report.
- F. Leaders' Retreat (Chair: Rome Hamner)
  1. Met past Friday.
  2. Still looking at a development workshop to benefit pioneers. Investigating potential workshop leaders.
    - a) Will follow up with Fundraising Comm about potential grants/funding specifically for Retreat.
  3. Sent a few emails to respondents to Retreat workshop leader survey to follow-up on fair workshop compensation. Will continue to inquire about ideal/typical rates.
    - a) Raising NATC workshop fee from \$250 to \$500 raises budget by \$12,000.
      - (1) NATC Coordinator/Comm will discuss workshop rates while considering the value of covered lodging/meals.
- G. Program (Chair: Elise Fujimoto)
  1. Nothing else beyond written report.
  2. Discussion of whether Elise can remain Program Chair.
    - a) No conflict of interest as long as we remain aware of potential issues - any discussion/vote regarding her compensation/services will require her to recuse herself.
    - b) No legal or policy issues as we did not limit Comm Chairs/membership to Board or non-board.
    - c) More of an issue of available time.
- H. Nonprofit Status (Chair: Jon Campbell)
  1. Bruce spoke with Jon, requested a copy of the fiscal sponsorship agreement.
  2. Nothing else beyond written report.
- I. Communications (Interim Chair: Wisa Uemura)
  1. Working on Press Release to funders, Bay Area regional media, to announce Bruce's appointment as ED.
  2. Okay to announce NATC Coordinator to people before September newsletter.
  3. Nothing else beyond written report.
- J. Transition (Chair: Shoji Kameda)
  1. No meeting yet with Bruce.
- IV. Executive Director's Report (Bruce)
  - A. Trying to meet people in San Jose on a regular basis.
    1. Sue - Finance and Fundraising (both 2014 and 2015 budgets)
      - a) Will need to expand these committees in future.
    2. Wisa - Communications
- V. Old Business

- A. Central Repository for Conference Organizing - specifically regarding the Invitational (requested by Linda, directed to Program and ORCC)
    - 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
    - 3. Formed a local committee of students to start shaping/drafting best practices documents based on collegiate invitational.
    - 4. Until further along, will take item off TCA Board agenda.
- VI. New Business
- A. Propose Working Committee Consolidation/new committee reporting system
    - 1. Suggestion to filter reports of selected committees through Bruce to be shared with Board through ED report (more comprehensive written report, verbally report highlights)
      - a) Initial suggestion: Nonprofit Status (until we receive 501c3 status), Membership, Program, Tech Resources, ORCC, Leaders' Retreat, Communications
      - b) Bruce will also be looking at streamlining number of committees.
    - 2. Discussion on which/any Comm's remain reporting directly to Board
      - a) Initial suggestion: Transition (eventually Board Development), Finance, Fundraising, possibly NATC (due to magnitude of program)
    - 3. Bruce will deliberate on which committees report to him or to Board and/or consolidation of committees.
  - B. Update Delegation of Fiscal Authority
    - 1. Final revision/vote tabled until working committee consolidation is complete
      - a) Definitely include Bruce at equivalent to Exec Comm.
      - b) Board leaning towards removing signature authority from WC Chairs (to approve budgeted expenditures) and have all requests go through Bruce.
    - 2. UNLV Facility Deposit will exceed current fiscal authority thresholds.
      - a) *Wisa motions to approve necessary UNLV Facility deposits, payable to UNLV or LV JACL (with signed/completed MOU); Sue seconds; unanimous approval.*
    - 3. Check signatures required for amounts exceeding fiscal authority thresholds.
      - a) Current bank signers: Bruce, Sue, Wisa
      - b) *Wisa motions to require two signatures on checks exceeding \$5,000; Steve seconds; unanimous approval.*

- C. Discussion whether NATC coordinator should be a Board member (ex-officio or not).
  - 1. Tabled until working committee consolidation is complete and Elise evaluates her available time.
    - a) Have Transition Comm also take a look from outside perspective.
  - 2. Past NATC Coordinators have been required to attend/report at Board meetings, not ex-officio).
    - a) May be awkward to have a staff person retain Board voting privileges, while Bruce does not.
- VII. Action Items
  - A. Board to respond to test-email re: pledge collections TONIGHT.
  - B. Bruce to propose working committee consolidation before next October Board meeting
  - C. Elise to consider existing time commitments
- VIII. Announcements
  - A. Next Board Meeting: Monday, October 6 at 6:30-8:30pm PDT
    - 1. Regrets: Roy, Steve.
- IX. Adjourned at 8:39PM PDT

Minutes approved at October 6, 2014 meeting.

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## **Membership**

2 meetings with Sue, Elise, and Jesse

- Pledge collection (750): September 8 - 30; goal is to collect 80% (internal goal)
  - Sue, Elise, and Jesse set up back end process to collect payments
  - Ongoing social media buzz to remind people to pay
  - Membership payments must be received by September 30 in order to qualify for priority registration and discounted rates to NATC15
  - Acknowledgements to be sent starting September 22 and continuing afterwards
  - Membership card or gift (TBD) to be given with acknowledgement
- Honorary Memberships: preliminary list being reviewed by Leadership Retreat Committee. List to be presented during following board meeting for next steps.

## **Finance & Fundraising**

No meetings, except with Bruce.

- Bookkeeper: Interviewed and contracted with Vera Gert who will work approximately 2 hours/month at \$50/hr. Handed over all TCA paperwork to her on 9/4.
- Fundraising: Currently recruiting members for a redesigned fundraising committee. Will write-up expectations and resend to the former Money Committee members to see if they want to join. First meeting will be held later in Sept.

## **NATC**

Given verbally at Board meeting

## **Tech Resources**

Last meeting: 8/18. Next meeting: 9/23.

- **NATC**
  - Workshop selection waiting for coordinator to come on board. NATC can get started with jotform; Elise can give Kristi credentials for Jotform.
  - What is the timeline for NATC web resources?
    - Nov. charter member registration -- need live website.
    - Elise suggests that workshop proposals use jotform.
  - NATC Website
    - Hoping to get website up soon. Not going to wait on re-skinning b/c that's on hold until much later
    - Kristi can build on natc.taikocommunityalliance.org. It's the same server as our taikocommunityalliance.org site, and may need a larger server. We should make a decision of whether or not we need a larger server by mid October.
    - We can use something like J Meter to help test traffic simulations, but actually 600 ish registrations shouldn't be an issue.
- **ORCC**
  - Bruce has asked us to wait on any action re: transfer of resources, e.g., taikosource and taikoexplorer, TMP, until he has a handle on what those transfers will include and entail.
- **Program**
  - Haven't met recently. No tech needs.
- **Comm Comm**
  - Working on a social media policy that Bruce asked them to develop.
  - Elise requests help from anyone with experience developing a social media policy.
- **Membership and Financial**
  - Goal is to have pledge collection live by first week of September.
  - **Tech role:** Make sure that the website is running well since traffic may increase during pledge collection.
- **New Business**
  - Peter suggests that we do server updates and Wordpress updates when convenient. Transferring NATC to new server after it's constructed would, by default, result in updates. Update TCA server when convenient.

## **Online Resource Content**

No August meeting, due to inability to find time when majority is present (reports submitted via e-mail, and compiled below)

- Membership:
  - No changes
- Currently engaged in examinations and conversations re. relationship between TaikoSource & TCA, and the role of ORCC
- NATC Materials
  - Still waiting for quote from Stanford
- TaikoExplorer
  - No updates

### Leaders' Retreat

Given verbally at Board meeting

### Program

- Membership:
  - No changes
- Upcoming Events in Progress (none scheduled yet)
  - **Ask Me Anything monthly series:** Jen Caballero researching a free, monthly event series where figure heads in the taiko community are openly asked questions by the larger community. Not sure of method yet. Based on Reddit AMAs, but could be done via Livestream
  - **Japanese Festival Listing:** Ai Matsuda compiling and translating list and brief descriptions of traditional Japanese festivals around Japan- in conjunction with ORCC and TaikoSource
  - **Stage Production Workshop:** Eric Chang reaching out to Isaku Kageyama to possibly do a webinar about stage production.
  - **Accounting Basics for Performing Artists:** Elise reaching out to Jennifer Rosenfeld about online webinar with accountant who specializes in taxes for performing artists. She has a set webinar, and could adapt for TCA.

### Nonprofit Status

Still waiting...

### Communications

Met on August 11

- Membership: Stuart Paton resigned, will focus on Prog Comm commitments
- Website - Elise, Wisa
  - Posted July Board meeting minutes
  - Created pages for membership collection/fiscal sponsorship
  - Updated FAQs page to reflect pledge collections
- Social Media - Jacob, Elise, Jane, Brian, Chelsey, Terry, Meg
  - Will be building buzz around pledge collections
- E-Newsletter - Jane, Wisa, Wanda

- August newsletter included: pledge collections/fiscal sponsorship, note from ED, NATC workshop solicitation, community events: Eden Apba concert.
- September newsletter to go out on 18th: pledge collection progress, message from Bruce, NATC Updates/Coordinator announcement, NATC workshop solicitation, community events.
- TCA Branding
  - No progress on this yet as we would like to have ED input.

### **Transition**

No meetings.