

TCA Transitional Board Meeting
January 12, 2015 6:30-8:30PM PST
via GoTo Meeting

AGENDA

- I. Called to Order at 6:38PM PST
 - A. Present: Johnny Mori, Susan Yuen, Wisa Uemura, Roy Hirabayashi, Alan Okada, Iris Shiraishi, Linda Uyechi; Executive Director: Bruce Davis; Committee Chairs: Elise Fujimoto, Margaret McKenty
 - B. Regrets: Steve, Stan, Alan
- II. Approval of December 14, 2014 Minutes - ACTION ITEM (5min)
 - A. Johnny motions to approve the 12/14/14 minutes; Sue seconds; unanimous approval.
- III. Executive Director's Report/Highlights (Bruce)
 - A. Filed for CA Nonprofit Status last week. Submitted estimated 2015 budget and 3 past years. Should go through as we have Federal approval already.
 - B. Membership Committee revitalization needs to be a priority for TCA Administration and Board.
 - C. Tech Committee moving along. Requesting some budget funds to bring on contract staff support. As TCA is largely online, this is a reasonable request.
 - D. Overall reception to the creation/introduction to TCA is very positive. Impressed that taiko has a national service organization to advocate for the art form.
- IV. Committee Reports
 - A. Finance and Fundraising (Chair: Sue Yuen)
 1. Preliminary 2014 Year-End Report still requires a bit more work, but this report is very close to closure. Hardest part to reconcile accurately is the membership payments (separating membership payments from additional donations).
 - a) Attachment: TCA14-Financials_01-12-15.pdf
 - b) Net income \$31k. Does not include NATC accrued income or expenses.
 - c) Expenses were very low. Less than half of budgeted.
 2. 2015 Proposed Budget: NATC expenses and revenue accrued to 2015, with exception of Elise's salary & Elise/Bruce travel to Vegas. Small increases to expenses for additional contracted staff.
 - a) Attachment: TCA15-Budget-Proposal_01-12-15.pdf
 - b) Revenue
 - (1) NATC kept as a column separate from Administration as that budget is already approved.
 - (2) Individual and Membership projections project modest growth above 2014 numbers.
 - (3) Foundation projections are based on current conversations with funders. Pursuing discretionary grants for the most

part.

(4) In future years should include Board Donations revenue line-item.

c) Expenses

- (1) Bruce reducing time to 80% for second half of year (July-December) in order to provide funds for additional administrative support in first half of year.
- (2) No office space. Elise and Bruce are donating home office space.
- (3) Professional Fees include addition or increase to Bookkeeping/Financial Analyst, Technical Support, Membership Administration Support, and CPA for 2014 tax filing.

d) Schedule for Revisiting:

- (1) March 25th Executive Board Retreat - Will re-assess situation to see if we can commit additional resources for post-NATC period.
 - (a) NATC Registration will be done.
 - (b) Bruce will have had preliminary meetings with funders.
 - (c) Initial push in NATC fundraising will have started.
- (2) June 10th Board Meeting (at NATC) mid-year review.

e) [Wisa motions to approve the proposal for the 2015 Budget; Roy seconds; unanimous approval.](#)

3. Outstanding Pledges for Membership and Donations. Had issued a December 31, 2014 deadline to pay balance in order to retain Charter Membership title but this was not promoted.

- a) Board willing to contact 150+ to collect balance.
 - (1) Sue/Jesse to produce an up-to-date googledoc list with emails and phone contact info.
 - (2) Board members can note pledges who are familiar to them.

4. Fundraising:

- a) With approval of 2015 budget, NATC fundraising will be put into overdrive. Website launching Feb 1.
 - (1) Beyond previously stated foundation pursuits, considering a crowd-sourcing option to funnel non-registration revenue.
 - (2) Sue to share NATC Corporate Sponsorship tri-fold brochure that is already printed.
- b) Bruce pursuing grants for TCA the organization.
 - (1) Signed up for California Cultural Data Project (CDP), required for most CA funders.
 - (2) Roy willing to assist with Hewlett and Packard

Foundations.

- (3) Johnny pursuing American Airlines. If no response/confirmation from AA by Jan 31, Roy to pursue Southwest Airlines and/or JAL.

B. NATC (Coordinator: Elise Fujimoto)

1. Committee last met on January 4, 2015.
2. Registration:
 - a) **Count as of 1/12/15: 88.**
3. Promotions:
 - a) To encourage more signups, we launched "NATC History Month" to kick off the 6 month countdown til NATC 2015 today. NATC History Month includes a month of Facebook posts featuring historical content from all NATCs. Email newsletters will be sent out each week summarizing the content for the week for individuals not on social media.
 - b) For those unable to sign up for full registration there is an option to do a partial registration for those leading workshops.
 - c) Request for hardcopy flyer with basic info.
 - d) Marketing video in works.
4. Taiko Jam:
 - a) Producer: No applications received for Taiko Jam Producer open call or targeted approaches of short list.
 - (1) Johnny has stepped in and is now working with the NATC Committee on finalizing a slate of performers so they can be contacted and contracted soon.
 - (2) Exec Comm has recommended that we split the Producer position into 2 jobs: Line producer (not in LV, but handling the contracting and logistics for the taiko performance) and Marketing/Promoter (in LV).
 - (3) Please send recommendations for any potential Taiko Jam Producer (original job description or split responsibilities) to Elise.
 - (a) Johnny has some contacts in LV.
5. Workshops and Special Sessions
 - a) Most workshop leaders have confirmed descriptions sent in bios, and head shots. Workshop leader contracts will be sent out during 1/19-23/15
 - b) Goal is to open Workshop enrollment on February 1, along with housing enrollment and volunteer call.
 - c) NATC Committee has approved a special session idea for a curated, "Taiko TED" session based on the popular TED (Technology, Entertainment, Design) talks. 4-5 dynamic speakers will be asked to do 12-15 minute in depth talks about a specific

area of research or special taiko project they are working on. Each of these talks will also be tied to a discussion session on Saturday afternoon.

- d) STI- LA Taiko Institute has been approached to host this year's STI, and Elise is continuing conversations with their staff.

6. Fundraising

- a) Las Vegas Kaminari Taiko has received a DUNS number from the Las Vegas JACL and have begun their application for the Nevada Arts Council discretionary grant.
- b) Claude Bourbonniere from Cirque du Soleil confirmed that Cirque cannot provide any direct monetary sponsorship for NATC, but did express that we could advertise Taiko Jam and NATC to Cirque employees.
- c) Jeff Winchester from Caesars Entertainment has been in touch with Elise for corporate sponsorship options with Caesar's Entertainment. He believes we can get at least \$1000.

7. Volunteers

- a) Discount associated with volunteer registration, however, want to push regular registration first and foremost.

C. Transition (Chair: Margaret McKenty)

1. Committee met on January 6, 2015.

2. Final assignment: Bylaws revision/amendments

- a) Committee sub-group previously reviewed another organization's comprehensive Bylaws for possible relevance to TCA's existing Bylaws and summarized suggestions regarding possible amendments.

(1) All agreed that "legalese" (evident in SAC example) should be kept to a minimum.

- b) Committee discussed and approved in principle approximately a dozen recommendations regarding Bylaw amendments and Board practices. Committee also agreed to consult with a nonprofit lawyer regarding possible amendments and practices before finalizing recommendations. Roy & Wisa will meet with pro-bono consultant week of Jan 12.
- c) Provided consultant's comments are straightforward, Committee expects to conclude its work by email discussion. Committee will meet only if necessary, and at earliest opportunity, to resolve internal debates.
- d) Committee will forward its recommendations (by Googledoc) to Board as soon as finalized, with suggestions as to possible wording. More word-smithing may be needed.

D. Board Development (Chair: Roy Hirabayashi)

1. The Board Development Committee (BDC) members have been selected.

The committee members are:

- a) Roy Hirabayashi, committee chairperson, Board representative
 - b) Wisa Uemura, TCA Executive Committee representative
 - c) Yuta Kato, Los Angeles
 - d) Ron Miyamura, Chicago
 - e) Rome Hamner, Tucson
 - f) Jane Lin, New York
2. First conference call will be either on Jan 14 or Jan 22. Date to be confirmed.
 3. According to approved Nominations/Elections Process, number of nominees put forth on ballot is intended to be inclusive - minimal vetting - could exceed the number of open seats. Relying on Board members to understand the needs of the Board and do more comprehensive evaluation of qualifications of each candidate.
 - a) Board to have an in-depth discussion at April meeting to flesh out desired skills/experience/qualifications.
 4. Aiming to elect 4 seats at the May meeting. There are 4 Transitional Board members stepping down (not seeking reelection).
 - a) If 4 seats are filled each year, TCA will not be at its ideal number of 12 Board members until after the third election.
 - b) Bylaw amendments will allow for a larger class than 4, if there are extremely qualified candidates in any given year.
 - c) If elected seats exceed 4, Board may elect to stagger term length in order to keep annual class size equitable.
 - (1) Current recommended Bylaw revisions do not allow for less than 3-year terms so verbiage would have to be revised before adoption.
 5. BDC will draft a desired Board profile and share with Board at February meeting before beginning open call for nominations.
 6. Targeting May meeting for elections so that new Board members can attend the June 10 annual meeting in Las Vegas.

V. Old Business

VI. New Business

VII. Action Items

A. Outstanding Pledges for Membership&Donations

1. Sue to share outstanding pledge list via googledoc with contact info.
2. Board to self-assign contacts from amongst the list, note date/time of contact.

B. Airlines sponsorship for NATC/TCA

1. Johnny to attempt confirmation/development of American Airlines by Jan 31
2. If not, Roy to pursue Southwest or JAL.

C. NATC Promotion

1. Elise to distribute marketing video and hardcopy flyer for distribution by Board to expanded networks.

VIII. Announcements

A. Next Board Meeting: Wednesday, February 11 at 6:30-8:30pm PST

1. Regrets: Wisa
2. Late: Iris (~7:30PM PST)

B. 2015 TCA Board Meeting Schedule

IX. Adjourned at 8:18PM PST

Minutes approved at February 11, 2015 meeting.
