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ITEMS REQUIRING BOARD INPUT IN PURPLE

ITEMS REQUIRING BOARD VOTE IN BLUE

\*\*Info to inform discussion only\*\*

## AGENDA

TCA Board Meeting

July 14, 2017, 6:30-8:30PM Pacific

- I. Called to Order at 6:32 PM Pacific
  - A. Present: Elise Fujimoto, Margaret McKenty, Wisa Uemura, Toni Yagami, Jane Lin, Stan Shikuma (chair), Alan Okada, Stuart Paton, Tamiko Ooka, Alysse Itatani, Akemi Imai
  - B. Also present: Terry Nguyen (NATC Conference Coordinator),
  - C. Regrets: Rome Hamner, Derek Oye, Johnny Mori, Wynn Kiyama
- II. Approval of Previous Meeting Minutes
  - A. June 14 Regular Board Meeting. **Motion to approve minutes** (Margaret/Tamiko). Motion approved unanimously
- II. Committee Reports (received in writing as part of "consent agenda" except where Board discussion or motions noted)
  - A. NATC Committee & Coordinator Update (Stan Shikuma/ Terry Nguyen):
    1. Met: 6/13 and 7/2
    2. Membership: Stan Shikuma, Johnny Mori, Terry Nguyen, Derek Oye, Alan Okada, Elise Fujimoto, Toni Yagami, Stuart Paton, Heidi Varian, Jen Caballero, Mark H Rooney, Dan Kubo, Diana Wu
    3. Intern
      - a. Takumi Azama of UCI Jodaiko - Onboarded 6/26.
      - b. Interning for academic credit, not eligible to receive pay.
        1. Terry will retain Takumi's university documents for record. No TCA documents needed.
    4. Visas and Immigration
      - a. Both P-3 petitions to USCIS successful as of 6/30.
      - b. Suzuki-Sensei and Shogo Yoshii Tokyo Embassy interviews scheduled for 7/19 & 7/20, respectively.
      - c. Kodo immigration email (see Exec Comm report)
    5. Taiko Jam
      - a. Marketing snafu - Sunday concert press lists 2PM, actual start time 2:30PM
      - b. Decision to not reprint materials per--will offer Q&A session for "early arrivals" or show highlight reel of NATC.
    6. **Equipment Solicitation**
      - a. **TCSD Equipment Committee policies**
      - b. **NATC has never issued loan/lease agreements.**
      - c. **Advice to assess damage and appropriate honorarium?**
      - d. One taiko group's biggest concern is that there is documentation of the handover. TCA does have an insurance policy, but it only

applies to rental companies (potentially can apply to Asano since they do rent drums but not to other taiko groups).

- e. Historically, damages on drums usually are on the body from transport and broken heads.
- f. Jimmy Nguyen (equipment coordinator) is working on a document to send out to loaners.
- g. Can we record quality of equipment when it comes in?
  - 1. Yes, see above document.
  - 2. A suggestion to Jimmy is that there may not be time/manpower to do 4 inspections.
  - 3. If possible, loaner groups to inspect equipment with TCA. If TCA is not present, ask groups to self-assess damage.
  - 4. Some groups acknowledge that their equipment is not in good condition and are okay to waive inspection.
- h. There will be room monitors to help quality check the drums between workshops. This should be reiterated to the volunteers at NATC. (There is already a document for room monitors from 2011 that we can reuse.)
- i. In 2011, we spent less than \$400 to cover broken heads and it was only because all the broken heads were on equipment from one group.
- j. We can state in writing to the loaner groups that there will be wear and tear and cosmetic damage on the equipment and TCA has limited funds to cover damages, if necessary.
  - 1. Wisa can help work on documentation to send out to loaner groups.

## 7. RFP

- a. No location pinned down for 2019 as of 7/2.
- b. No announcement at Closing of 2017. Target for announcement for 2017 holiday season
- c. Mark & Stan leading conversations with potential host cities
- d. NATC Comm is also discussing big picture changes to NATC.

## 8. Next meeting:

### B. Comm Comm (Chair: Jen Caballero and Elise Fujimoto)

- 1. Met:
- 2. Membership: Jen Caballero and Elise Fujimoto
- 3. Updated Marketing Timeline
- 4. **Next meeting:**

### C. Finance Committee (Chair: Wisa Uemura):

- 1. Met: June 25 as Executive Committee
- 2. Membership: no changes
- 3. Reconciled TCA Financial Report as of 6/30/17
  - a. Revised projections for NATC budget on PNL tab, column I (NATC budget approved in February is column J for comparison).
    - 1. Exec Comm approved the addition of \$10k towards staff travel (including lodging/meals), and another \$10k towards

- equipment rental (including rented vehicles to move equipment, gas, possible damage) in separate motions.
      - b. Grants line item will be met by “released from restriction” line
        - 1. CAC Statewide and Regional Network grant renewal is noted on TRNA tab, but not yet reflected in PNL as we have just received the award letter.
  - 4. Tax Returns
    - a. 2015 Followup
    - b. 2016 will most likely file for final extension through May 2018.
  - 5. **Next meeting:** 7/25/17 as Exec Comm
- D. Board Development Committee (BDC) (Chair: Wisa Uemura)
  - 1. Met: via email
  - 2. Membership: no changes
  - 3. Vetted and submitted one more board application for written approval in between board meetings
    - a. Akemi Imai successfully elected to the TCA Board as part of the 2017 class on July 3, 2017. Margaret motioned to elect; Stuart seconded; unanimous written approval.
  - 4. **Next meeting:** post-NATC
- E. Fundraising Committee (Chairs: Rome Hamner and Derek Oye)
  - 1. Met: none since last Board meeting
  - 2. Membership: unchanged since last meeting
  - 3. Drummer’s Circle Challenge ended 6/30- just over \$50k raised, and donations are still coming in! \$52,800 as of 7.10.17

TOP FUNDRAISER



Stanford Taiko  
\$3,302 raised

MOST DONORS



Derek Oye  
46 donors

TOP TEAM



Team NorCal  
\$11,098 raised

MOST MEMBERS



Taiko Community of San Diego  
5 members

- 4. Final report for CAC SRN FY 15 16 submitted 7.10.17
      - 5. Paperwork for CAC Consulting grant submitted; ppwk for CAC SRN FY 16-17 grant not yet received
      - 6. No grant applications outstanding at this time ;work is focused on appreciation for Drummer’s Circle donors and NATC sponsors
      - 7. **Next meeting:** TBD
- F. Programming (Chair: Elise Fujimoto and Jane Lin)
  - 1. Met: 7/8/2017
  - 2. **Membership:** no change

3. RECORDING WEBINAR planned for release on Tuesday, 7/18 in conjunction with NATC Livestreaming Schedule
  4. Program Comm would like to do NATC Livestreaming on Youtube:
    - a. Welcome Reception: Roving Reporter, opening jam session
    - b. Opening Session: Static camera
    - c. Taiko Ten: Static Cam and Roving Reporter
    - d. Post Taiko Jam Reception: Roving Reporter
    - e. Closing Session: Static Camera
  5. Would like to discontinue LiveStream subscription as Youtube and Facebook now offer streaming options.
  6. **Next Meeting: 8/5/17, 4:30pm**
- G. Tech Resources (Chair: Linda Uyechi)
1. Met: July 8, 9 a.m. PST
  2. Membership: same
  3. **NATC Evaluation. Kate Walker has shared a proposal for a comprehensive NATC evaluation: Evaluation Proposal: North American Taiko Conference 2017.** Following the successful model conducted for ETC 2016 and 2017 and for ECTC 2017, the evaluation consists of a brief pre-conference survey with results to be shared at an NATC plenary, a post-conference survey customized for distinct NATC groups (participants, observers, workshop leaders, volunteers), and 5 post-conference focus groups (5 participants each) held 3 months after the event to assess the impact of NATC. The goal of the evaluation process is to provide actionable feedback to workshop leaders, event planners, and to inform Roy's evaluation of NATC for TCA. The analysis of the pre- and post-conference surveys is estimated to take 3 days + 10 hours for editing of free text feedback for workshop leaders; focus group interviews and analysis will take an additional 3 days. [TCA Tech asks the board to approve proposed consulting fees for NATC evaluation analysis.](#)
    - a) This is different than what Roy is getting hired to do. This would be an evaluation of NATC 2017 vs overall NATC future.
    - b) This has been review by Adam Weiner (typically coordinates post-workshop feedback forms). Some of the questions from that post-workshop form were incorporated into this model.
    - c) This model goes away from individual post-workshop evaluations but Tech Comm felt that this will gather more data on overall conference evaluation. We can still extract the data regarding specific workshops.
    - d) For individuals that want to provide immediate feedback, is there an option to use a form that can be saved as you go?
    - e) Elise moves to approve consulting fees for NATC evaluation analysis. Margaret seconds. After further discussion, consulting fees were refined and Board approved \$1500, with further cost evaluated at next Exec Comm. Unanimous approval.
  4. Taiko Census. Sue and TCA Tech asks that the [Board form a focus group \(Elise + 2 or 3 other interested board members\) to address the taiko census.](#)
    - a) Immediate Needs:

- (1) Hammer out the general framework of a data use policy (guiding principles) that Kate can explain roughly in her presentation
- (2) Board approval for \$1000 consulting funds for legal review of a draft of TCA data use policy.
  - (a) Ideal candidate is the previous Executive Director of Creative Commons.
  - (b) Kate and Linda have been asked to present taiko census at NATC Leadership Forum, so there is anticipation that there will be requests to use our data.
  - (c) Request has been pushed to Exec Comm meeting in two weeks.
- b) Longer term discussion (outline issues and put it on the table so they know why we need board involvement)
  - (1) Discuss resources needed (immediate and long-term) for making data useful to the community
  - (2) Prioritize the sub-projects that involve this data set
  - (3) Get it into the core TCA budget
  - (4) Start the ball rolling on getting external funds (need a prioritized set of projects and commitment from TCA first)
- 5. Start discussion on the next census Creative Commons Licensing. CTAG and NATC planning to release ITI and NATC Best Practices docs for wider circulation. To that end, TCA Tech providing template for including Creative Commons “bug”. Suggested use is to add footnote with “bug” and statement of use.
- 6. NATC Support
  - a) Registration and Fundraising. Sue is on-boarding more of the data and functionality needed to support NATC and TCA. As data needs are anticipated, e.g., names, emails, money collection, **Sue requests that people with those needs approach her immediately to determine if and how data is to be entered into Salesforce.** Following NATC, TCA Tech attention is expected to turn to a SF=Reality campaign to encourage more SF literacy in TCA.
  - b) Workshop Assignment Algorithm. Josh Yoon scheduled to complete his work by end of July. His software will provide algorithmic assignment for the majority of participants. Registration team will be responsible for tweaking and on-site workshop adjustments.
  - c) Taiko Census Explorer. Peter Spangler is scheduled to provide a web interface to the census data. Rollout is expected to occur at Kate Walker’s census presentation at the Leadership Forum.
- 7. **Next meeting:** Friday, July 21, 12:30 p.m .PST
- H. Membership Committee (Chair: Margaret McKenty)
  - 1. Met: Wed June 28/17, Wed July 12/17
  - 2. Membership: Margaret, Tamiko, Toni, Yuri Kanamaru; Derek (advisory)
  - 3. NATC prep:

- a. TCA info table: Table hours: Thurs 11:30AM-6:00PM; Fri 11:45AM-6:45PM; Sat 8:45AM-7:15PM; Sun 11:30AM-2:30PM. **All Board members expected to sign up for at least one 2-hr shift during conference (prioritize left-hand column in Board member & volunteer sign-up sheet)**
  - b. Additional table volunteers & tech/logistical support being worked on.
  - c. Planned table activities include: “mature” NATC merch giveaway, taiko-themed photo booth, NATC-positive video captures, TCA Working Committee volunteer recruitment, and 2018 TCA member sign-up.
  - d. **Memb Comm requests Board authorization/reimbursement for purchase of re-usable tablecloth (3-sided, white, with TCA logo, c.\$200) and spin-to-win prize wheel (uses dry-erase marker, c. \$65) to accessorize table. Total: \$265.**
    - 1. Wisa approves this cost using Exec Comm/ Officer fiscal authority.
4. EOY Membership Campaign: Oct 1 - Nov 4 (5 weeks)
- a. Plan to extend Early Bird pricing from Oct 1-15 (to include Taikothon October 15).
  - b. Campaign theme (tentative): 50th anniversary of taiko in NA.
  - c. Membership benefits & incentives for non-conference year under discussion.
  - d. Membership campaign budget still in development.
5. **Next meeting:** Wed, July 26, 7:15-8:30PM Pacific (per GTM Meeting Scheduler)
- I. Executive Committee (Chair: Derek Oye)
- 1. Met: June 27/17
  - 2. Membership: Derek, Stan, Wisa, Jane, Margaret, Alan, Johnny, Terry
  - 3. Budget approvals for NATC
    - a. Approved \$10k for Staff Travel
    - b. Approved \$10k for Equipment
    - c. Result from taking a deep dive into NATC finances during Exec Comm/Finance Comm Meeting
  - 4. Received CAC grant for Professional Development - Reaching out to Roy and Sue
  - 5. Annual Meeting Agenda - Draft
    - a. **Officer Elections Slate - anyone interested?**
      - 1. Chair (Current: Derek; Previous: Johnny)
      - 2. Vice Chair (Current: Stan)
      - 3. Secretary (Current: Jane/Margaret; Previous: Wisa)
      - 4. Treasurer (Current: Wisa)
    - b. Officer Roles/Descriptions - Feel free to reach out to any of the current/previous officers if you have questions.
  - 6. Strategic Framework - Done except for discussion

7. New minute format for Exec Comm Meetings
8. Timetabling other meet-ups during NATC - discussed
9. Taikoconference.org
  - a. Derek reaching out to friend who is a lawyer to write cease and desist letter on their company's letterhead outlining how they've infringed trademarks, false advertising, and other improper usage of NATC.
  - b. Open to other methods
10. Annual Meeting Food Orders: Please fill out by 7/25
11. Email from Kodo and Atsushi - TABLED
12. **Next meeting:** Tuesday, July 25th

III. New Business:

IV. **Action Items (for all Board Members unless otherwise noted):**

- A. **Email Elise if you're interested in Tech Resources: Data Use focus group.**
- B. **All Board members expected to sign up for at least one 2-hr shift during conference at TCA Info Table**
- C. **Exec Comm to discuss and if possible approve expense requests from Programming at 7/25/17 meeting**
  1. **\$1,150 balance for Evaluation Proposal expense**
  2. **\$1,000 for legal counsel regarding data use**

V. Announcements:

- A. Next Exec Comm meeting: Tuesday July 25, 7:00-8:30PM Pacific
- B. Annual Board Meeting: Wednesday, August 9 from 9:00AM - 5:00PM Pacific, 4004 Atkinson Conference Room, UCSD
- B. Post-NATC Debrief Meeting: Wednesday, August 23, 7:00-9:00PM Pacific
- C. Next Regular Board Meeting: Monday, Sept 11, 6:30-8:30PM Pacific
- D. 2017 TCA Board Meeting Schedule
- E. TCA Meeting Scheduler

VI. **Motion to adjourn (/).** Meeting adjourned at 8:34PM Pacific.