



Taiko Community Alliance Annual Meeting

Date: Wednesday, August 9, 2017

Time: 9:00-5:00 p.m.

Location:

University of California, San Diego

Atkinson Hall, Conference Room 5302

Participants:

Officers <ul style="list-style-type: none"> ● Derek Oye, Chair ● Stan Shikuma, Vice Chair ● Wisa Uemura, Treasurer ● Jane Lin, Co-Secretary ● Margaret McKenty, Co-Secretary 	Board of Directors <ul style="list-style-type: none"> ● Johnny Mori, Immediate Past Chair ● Alan Okada ● Tamiko Ooka ● Toni Yagami ● Rome Hamner ● Elise Fujimoto ● Stuart Paton
Staff <ul style="list-style-type: none"> ● Terry Nguyen, NATC Coordinator 	New Board <ul style="list-style-type: none"> ● Wynn Kiyama (via GTM as of 9:38am) ● Alysse Itatani ● Akemi Imai

- Agenda -

	Topic	Discussion Lead	Agenda Time	Agenda Minutes
1.	Call to Order at 9:10 A. Present: B. Regrets: C. Invited:	Derek	9:00-9:05 a.m.	5 min
2.	Approvals A. Previous Meeting Minutes (TABLED) B. Review Agenda	Derek	9:05-9:15 a.m.	10 min
3.	Introductions/Goals for the Year A. Welcome New Board Members B. Introductions a. Why join TCA b. One Personal Goal for the Year (TCA)	Derek/Board	9:15-9:45 a.m.	30 min
4.	Annual Forms A. Conflict of Interest B. Electronic Transmission Permission	Jane/Margaret	9:45-10:00 a.m.	15 min

	C. Board Member Annual Donation/Pledge Officer			
5.	Elections/Executive Committee A. Chairperson B. Vice Chairperson C. Secretary D. Treasurer E. Advisors	Derek	10:00-10:30 a.m.	30 min
6.	Organizational Infrastructure A. Finances to Date a. Reconciled YTD Financial Report as of 7/31 B. Organizational Flow Chart a. Committee Descriptions i. 42 volunteers ii. 8 Committees iii. 23 Projects/Programs (excl. NATC Comm) b. Bylaws require each Board Member serve on at least 2 working committees	Wisa (A) Derek (B)	10:30-11:15 a.m.	45 min
7.	Strategic Framework A. Need to focus on future programming and commitment to make something happen B. Balancing Strategic Framework with Committees a. Tasks b. Goals	Derek	11:15-12:30 p.m.	45 min
8.	Lunch	-	12:30-1:00 p.m.	30 min
9.	Strategic Framework Continued	Derek	1:00-2:30 p.m.	90 min
10.	Work Plan Overview A. Sharing Strategic Framework with Committees and receiving buy-in B. Monitoring and Tracking C. Fundraising and Revenue a. CAC Grants	Derek (A, B) Rome (C)	2:30-3:00 p.m.	30 min
11.	Plans for the future/Next Initiatives A. Vision Statement B. Evaluating Programs C. NATC 2019 D. New Conference Models Other? (Hire staff, IT Infrastructure, etc.)	Derek (A, B) Stan (C, D)	3:00-3:30 p.m.	30 min
12.	NATC A. Assignments	Terry	3:30-4:30 p.m.	60 min

	B. Expectations at Conference C. Updates/Tasks			
13.	Good and Welfare A. Acknowledge and dismiss outgoing Board members :(Derek	4:30-4:50 p.m.	20 min
14.	Announcements A. TCA Meeting Scheduler B. Meeting Calendar for the following year a. 2017 Meeting Calendar C. Collecting Annual Forms D. Meeting tomorrow morning	Jane/Margaret	4:50-5:00 p.m.	10 min

Minutes

1. Introduction of board members
 - a. Common goals: infrastructure (finances, staff, processes), more membership, increase volunteers (alleviate volunteer burden), NATC19, TCA data
2. Review of Annual Forms
3. Elections/Executive Committee
 - a. Rome proposes terms of 2 years for all officers.
 - i. Board terms are every 3 years. (Already an Opportunity in SF.)
 - ii. This data can be documented in Salesforce.
 - iii. BDC to recommend a Board Policy to define preferred Officer terms.
 - b. Chairperson: Derek
 - i. No other nominations. Derek remains as Chairperson of TCA Board of Directors
 - c. Vice Chairperson
 - i. Wisa nominates Alan as Vice Chairperson of TCA Board of Directors. Elise seconds.
 - ii. Alan nominates Elise as Vice Chairperson of TCA Board of Directors. Stan seconds. Elise respectfully declines the nomination.
 - iii. Alan unanimously approved as Vice Chairperson.
 - d. Secretary
 - i. Margaret willing to stay on as Co-Secretary.
 - ii. Jane resigns as Co-Secretary. Rome nominates Alysse, Akemi seconds. Alysse nominates Akemi, Toni seconds.
 - iii. Alysse respectfully declines nomination.
 - iv. Margaret & Akemi unanimously approved as co-secretaries.
 - e. Treasurer
 - i. Toni nominates Alysse, Derek seconds. Alysse respectfully declines and would like to accept an advisory role on the Executive Committee.
 - ii. No other nominations. Wisa remains as Treasurer of TCA Board of Directors.
4. Organizational Infrastructure
 - a. Review of Financial Report
 - i. This documents income at the beginning of NATC. Other incomes that will need to be incorporated are Marketplace, more Taiko Jam sales, silent auction, etc.
 - ii. Multiple people have looked at housing contract for due diligence on incidental expenses
 - iii. Expenses does include \$5k to give to TCSD and \$3k to JSSDT
 - iv. Lessons learned: incorporate contingency line item.
 - v. This projection for cash flow for the rest of the year assumes that we will retain all membership. Membership is doing a soft launch of 2018 memberships (new/renewed) starting Friday.
 - vi. NATC Drummers Circle (Classy campaign) is included in the P&L lines 9-11.
 - b. Review of Organizational Flow Chart
 - i. This flowchart was made to understand how we are structured.

- ii. Structure during NATC year is very different than an off year.
- iii. Currently, Elise is serving as Program Consultant. Previously, this position would be the Executive Director (i.e. the NATC Coordinator would report to the ED).
- iv. Currently, Terry, as the NATC coordinator, is also cultivating the local community to support NATC.
- v. The workload of NATC is also dependent on the Local Committee's size and dynamics. This contribution is presumed as part of RFP process, and accepted by TCA at face value.
- vi. Review of Working Committees
 - 1. Fundraising: "We bring in money."
 - a. Apply for grants
 - b. Drummers Circle
 - c. Donor cultivation
 - d. Membership acknowledgement
 - 2. Membership
 - a. Membership Drive, including Taikothon
 - b. Membership structure, benefits & recognition (with Fundraising Comm)
 - c. TCA Partner Program
 - 3. Communications
 - a. Website Update and Maintenance
 - b. Graphic Design Needs
 - c. Newsletters
 - d. Publicity Support for all Committees
 - e. Social Media Management
 - 4. NATC
 - a. NATC17 Location Selection
 - b. NATC17 Conference Coordinator Selection
 - c. During NATC, support NATC Coordinator
 - 5. Tech Resources - infrastructure for "tech stuff"
 - a. Website backend
 - b. Salesforce admin
 - c. Support other committees to develop necessary tech processes for campaign
 - d. Taiko Census (non-NATC year, usually)
 - 6. Programming
 - a. Collegiate Taiko Advisory Group - supports ECTC & ITI with best-practices expertise as well as general advice on group management
 - b. Mini Grant Administration
 - c. Webinar Management
 - 7. Board Development Committee
 - a. New board members selection
 - b. Year-round cultivation & recruitment process
 - c. Current board member development
 - 8. NATC Committee is currently a separate committee due to the size of NATC as well as its founding (was originally the NATC Advisory Role).
 - 9. In general, our volunteers are very happy and willing to put in the time. Committees are a method for volunteers to stay involved in TCA.
 - 10. We need to put processes in place for our volunteers as they have access to a lot of our data. We need to update an NDA, and develop a data use & access policy that covers all TCA-held data.
 - 11. Discussion whether to increase Board size, number of volunteers on Committees, and/or hire staff.
 - a. Consensus to focus efforts on increasing # of committee members so that Board responsibilities can be re-balanced. Need to identify number of Board members required on each committee.
 - b. Further consideration needed regarding tasks to be assigned to hired staff (if any).
 - 12. NATC Committee

- a. NATC Committee operations, structure, workflow & roles discussed. NATC logistics will remain challenging, no matter how the conference evolves in future.
 - b. Conf Coordinator currently reports to NATC Ad Hoc Executive Committee and Executive Committee.
 - c. Discussion whether NATC Comm and Collegiate Taiko Advisory Group combine into a Conference Committee. NATC Comm and CTAG have different roles: NATC Comm assisting NATC b/c conference is hosted by TCA. CTAG advises a different entity that is hosting a conference.
5. Strategic Framework
- a. Review of Progress: In February Board Retreat, we agreed on 3 goals & 5-year aspirations as part of the strategic framework. The goal for today is to finalize strategies & activities, and deliverables (1-2 year & 3-5 year) for each goal.
 - b. Strategies & activities, & deliverables for each goal were reviewed & refined.
 - c. Next steps to buy-in for and launch of Strategic Plan were discussed. Target end of September for committee buy-in and Nov/Dec for board approval.
6. Fundraising
- a. Fundraising for conference was discussed..
 - b. Rome will be using the “Board of Directors Fund Development Pledge Form” to help advise on how we can approach funding.
7. NATC 2019
- a. We released RFP for NATC 2019. No formal responses to date.
 - b. Without a willing local host, NATC19 will not happen.
 - c. Discussion ensued about potential alternative NATC formats.
 - d. Changes that were implemented in NATC17 include:
 - i. mini-intensives
 - ii. 5 session timeslots rather than 3 (benefitted Marketplace, alleviated “everyone does one thing at one time” syndrome)
 - iii. fewer workshop leaders, all teaching three workshops each
 - e. Deadline dates for NATC 2019 and associated NATC Comm responsibilities were discussed. Stan staying on committee, but new chair/co-chairs needed.
 - f. NATC on-site tasks allocated to Board members
8. Outgoing Board Members
- a. Thank you Stan, Johnny, Stuart!

Action Items

- 1. Board Development Committee to recommend a board policy to define officer terms.**
- 2. Target September to share Strategic Framework with working committee members.**
- 3. NATC Comm to continue to pursue RFP process until end of 2017 with potential host venues for 2019 and 2021.**

Adjourn at 4:48PM

Next Meeting:

- Thursday, August 10 @ 9:30-11:00 a.m. PST Conference Room 5302 in Atkinson Hall
 - Derek, Stuart, Stan, Toni, Tamiko, Alan, Johnny, Akemi
- Wednesday, August 23 @ 7:00-9:00 p.m. PST NATC17 Debrief
- Monday, September 11 @ 6:30-8:30 p.m. PST