	Taiko Community Alliance Regular Board Meeting
(TCA logo)	Date: Friday, November 17, 2017 Time: 6:30-8:30 p.m. Location: Go-To-Meeting

Participants:	
Officers ● Derek Oye, Chair ● Alan Okada, Vice Chair ● Wisa Uemura, Treasurer ● Akemi Imai, Co-Secretary ● Margaret McKenty, Co-Secretary	Board of Directors ● Tamiko Ooka ● Toni Yagami ● Jane Lin ● Rome Hamner ● Elise Fujimoto ● Wynn Kiyama ● Alysse Itatani
Staff ●	Guests ●

- Agenda -

	Topic	Discussion Lead	Agenda Time	Agenda Minutes

1.	Call to Order at
	  A. Present:
	  B. Regrets:
	  C. Invited:
		Derek	6:30-6:35PM	5 min

2.	Approvals
	  A. Previous Meeting Minutes
	  B. Current Agenda
		Derek	6:35-6:40PM	5 min

3.	Finance
	  1. YTD Financial Report
	  2. Asset Allocations
	  3. 2018 Budget Planning
	      a. Request for continuance of operating budget through February 2018 when 2018 budget proposal will be presented.
	  4. TCA Budget Basics
	      a. Budget Basics Sample
		Wisa
		
		Alysse
			6:40-7:20PM	40 min

4.	Programming
	   1. 50th Anniversary Programming Facilitation
	      a. 50th Anniversary programming ideas
	   2. Women and Taiko Update
	      a. Working Committee Description
		Elise/Jane	7:20-7:45PM	25 min

5.	Executive/NATC
	   1. Transparency and Privacy
	      a. From NATC Report: Sharing documents Policy and Procedures
	         i. Kate's report: REPORT LINK
	         ii. Follow up on the winners of the NATC evaluation prize?
	         iii. Workshop Leaders individualized Feedback - Proposed format
	   2. Board Retreat moved from February to August 2018.
	   3. GTM Usage Policy
	      a. TCA Meeting Scheduler
		Derek/Elise	7:45-8:10PM	25 min

6.	Board Development 1. What else is needed (in Board Packet)?	Wisa	8:10-8:20PM	10 min

7.	New Business and Announcements
	   1. Roy's Evaluation and Taiko Community San Diego
	   2. 2017-18 TCA Board Meeting Schedule
	      a. February 14th Meeting move?
	      b. Executive Committee Dates Updated
	   3. Derek and Linda to attend European Taiko Conference
	   4. Membership Update
		Derek/Board	8:20-8:30PM	10 min

via GoToMeeting
ITEMS REQUIRING BOARD INPUT IN PURPLE
ITEMS REQUIRING BOARD VOTE IN BLUE
Info to inform discussion only

MINUTES
Minutes not approved
   1. Called to order at 6:32PM Pacific

a. Present: Derek Oye (Chair), Wisa Uemura, Akemi Imai, Alan Okada, Alysse Itatani, Jane Lin, Rome Hamner, Elise Fujimoto, Tamiko Ooka, Toni Yagami, Wynn Kiyama, Margaret McKenty
   b. Regrets:
   c. Invited:
2. Approvals
   a. Previous meeting minutes: October 11 monthly Board meeting. **Motion to approve as corrected & anonymized** (Margaret/Tamiko). Motion carried with one abstention (Wisa).
   b. Current meeting agenda adopted by consent.
3. Committee Reports (received in writing as part of "consent agenda" except where Board discussion or motions noted)
   a. NATC Committee (Co-chairs: Toni Yagami & Mark Rooney):
      i. Membership: possible change TCSD (Diana) to Kathy Fuller, but not sure if she has enough time - continuing discussion
      ii. Met: 11/6
      iii. NATC Eval (Kate): more info requested
         1. from Focus Groups (those that filled out survey)
         2. how can we get larger input base, general public, etc
         3. OK to share Kate's report as is to enable follow-up on the winners of the NATC evaluation prize? It will be posted on the TCA website and sent out in the TCA newsletter. Yes, after slight modifications to anonymize examples.
         4. Suggestion to create an Executive Summary as a shorter version of Kate's report covering major highlights.
         5. Proposed format of workshop leader feedback form OK to share individualized feedback with individual workshop leaders? Yes, but include average of total aggregate scores so individual workshop leaders can see how they did compared to the rest. Also, change "Points to Remember" to "Recommendations".
         6. Further feedback from any Board due to Tech Committee by MONDAY November 20 at the latest, before report is released.
      iv. Collegiate groups
         1. great reports from scholarship winners (thanks, Jane!)
         2. ideas for increasing collegiate attendance/involvement at NATC: volunteer - cost - need TCA 'champions' at ITI/ECTC - more 'age related' w/s collegiate 'competitions' - grants - Collegiate Caucus (STI, etc), Internships (need to work with Tech Comm to see what is possible)
         3. Youth groups - possible to get w/s leaders to work with youth groups before or after NATC
      v. Coordinator: definitely need to bring on sooner! (at least 18 mos) - ideally should be assisting with sites, conf. format, etc. (Mark/Toni to discuss with Terry/Elise and will forward to Wisa/Alysse)
      vi. no site selected yet...Sacramento probably out (cannot schedule anything until late Jan 2018) - East Coast and Portland are possible sites
      vii. Next meeting: 12/4
   b. Comm Comm (Co-chairs: Jen Caballero and Elise Fujimoto):
      i. Membership: no change
      ii. Met: 11/4
         1. Supporting the TCA Membership Campaign
      iii. **Next meeting:**
   c. Finance Committee (Chair: Wisa Uemura):
      i. Membership: no changes
      ii. Met: as Exec Comm on 10/25
      iii. YTD Financial Report as of 10/31
         1. Board Pledges are not reconciled in the cash flow tab to reflect balance due based on submitted forms
      iv. Tax Filings

1. Expect to hear results of 3rd round of waiver request at end of this month.
2. 2016 drafts submitted, deadline Nov 15.
3. 2017 still collecting quotes from CPA regarding audit or review and tax prep.
   v. Asset Allocation:
1. Recommendations offered under the following headings:
   ○ 2018 Asset Allocation
   ○ 2018 Infrastructure Investment
   ○ 2018 Expanded Programming
   ○ NATC 2019 Coordinator
   ○ P/T Contract Staff
   ○ Cash Reserves/Contingency (preferably 1-year minimum)
   ○ NATC Fund (seed fund for future NATCs to manage cash flow)
2. Clarification about "non-NATC year" budget figure: projected at $2,500/month max.
3. Query whether Tech Resources funding request re: SF build-up is considered infrastructure or programming.
4. Figures as itemized may change or be re-allocated with further info.
5. Discussion of process whereby Board could approve this asset allocation as outlined before voting on budget continuance.
6. **Motion to approve asset allocation as drafted** (Rome/Akemi). **Motion carried unanimously**.
   vi. 2018 Budget Planning
1. Continuance of regular operating budget (excluding allocation of assets) through February 2018, when 2018 budget proposal will be presented. **Motion to approve** (Wisa/Margaret). **Motion approved unanimously.**
   ○ Current Burn Rate: without NATC or increased programming, no more than $2,500/month, Jan&Feb 2018 revenue and expenses projections in 2018 CashFlow tab of report
2. 2018 Process: Committee/program-based budgeting model
   ○ Allocate money to working committees partially based on past performance, and by projected expansions of programming and resources
   vii. "Budget Basics" presentation by Alysse outlined considerations when creating program budgets for NFP organizations. (Expected/unexpected; shared/direct.; scope, bias, etc.) Follow-up questions by email welcomed; Alysse also willing to facilitate committee-level discussions.
   viii. **Next meeting:** as Exec Comm on 11/29
d. Board Development Committee (BDC) (Chair: Wisa Uemura)
   i. Membership: added Akemi Imai (Wisa, Rome, Ron, Toni)
   ii. Met: n/a
   iii. Board Orientation Packet
1. Current welcome email includes following:
   ○ By [date], your submitted email will be added to "board@taikocommunityalliance.org" group list so that you can receive all emails sent to TCA board members as well as send emails to the Board as a whole.
     ■ If you have a google based email, this step will also allow you access to formative documents and past meeting minutes stored on googledocs.
     ■ If you do not have a gmail account, you will need to set one up in order to access TCA documents.
     ■ If you need a googledocs tutorial, please contact Wisa Uemura.
   ○ Your first scheduled Board meeting starts with our [month] meeting on [date/time].
     ■ Most meetings are conducted via GoTo Meeting (an online video/phone conferencing service)
     ■ Here are the dates for future meetings: TCA Board Meeting Schedule
   ○ The mandatory annual meeting, where further on-boarding and election of officers occurs, is scheduled for [date/time and location].

- ○ I am also linking the Board Expectations posted with the 2017 application for your further review. This document covers the general responsibilities of a TCA Board member.
          - ○ TCA will be announcing your election in our [month] newsletter, please delay any public announcements until then.
      2. What else is needed?
          - ○ Suggestion to assign a Board Buddy whom new members can ask questions, etc.
          - ○ NFP 101 resources (e.g., on budgeting, governance issues, etc.)
          - ○ Calendar of "regular" events
          - ○ Working Committee summary (included in shared Formation folder)
          - ○ BDC will take these suggestions and begin to draft further resources. Please forward suggestions to Wisa.
      3. 2018 Board Prospect Cultivation to begin: potential board member chart
    iv. **Next meeting:** via email as needed
  e. Fundraising (Chair: Rome Hamner):
    i. Membership: no changes since last month
    ii. Met: no meeting since last month
    iii. Working on Letter of Inquiry to Creative Work Fund for 50th Anniversary Commission project - open source collaborative piece created by 3 Pioneer groups and shared by TCA (online teaching resources, teaching tour if funds allow)
    iv. **Next meeting: TBD**
  f. Programming (Co-chairs: Elise Fujimoto and Jane Lin):
    i. Membership: no change
    ii. Met: 11/4 (as part of 50th Anniversary meeting)
      1. 50th Anniversary Programming Facilitation
          - ○ 50th Anniversary programming ideas
          - ○ These proposals represent ideas that have support and backing from existing TCA volunteers.
          - ○ Next Steps:
              - ■ Project chairs will timeline out implementation and estimated cost
              - ■ Project chairs will be tasked to look at scope of what they want to accomplish in the timeline and utilize Alysse's information on program budgeting to determine what can be realistically achieved
              - ■ Monthly check-ins will likely be implemented
      2. Women and Taiko Update
          - ○ Elise is working with Linda, Margaret, and Deborah Wong to determine scope of Women and Taiko subcommittee
          - ○ SUBCOMMITTEE WORKING DESCRIPTION
          - ○ Next step: share list of 50th anniversary project proposals with W&T and see if they are interested in getting involved with any of them
          - ○ Question about what is the process for creating a subcommittee? Caveat that this opens a big door for TCA and could lead to additional subcommittees being created vs. making strategic partnerships; and the risk of overburdening TCA. W&T subcomm members (some at least) are familiar with TCA & all are eager to learn more so they can contribute within TCA and share the load.
          - ○ Model of CTAG is a strong example of one possible process/structure
    iii. Mini-grants (Rome):
      1. 11 proposals received by deadline (Nov. 13); panel working to find date and time to meet; should have decisions in early December
    iv. **Next meeting:**
  g. Tech Resources (Chair: Linda Uyechi):
    i. Membership: Susan, Peter, Sarah, Abena, Elise, Kate, Linda
    ii. Met: 11.12.17

     iii.   Sue and Sarah supported Membership drive. Records processing went smoothly.
     iv.   Sue started work with Salesforce consultant, TJ Warfield, to develop Salesforce Roadmap. Anticipate having a completed report by beginning of December.
     v.   Tech Budget
        1.   Met with Derek and made request for 2018 Tech basic budget.
        2.   Building desired SF infrastructure to support some key 50th Anniversary projects will be more. Waiting for consulting report from TJ Warfield before estimating additional SF needs.
     vi.   Will meet in December to prioritize and plan projects on deck for 2018, including whatever ends up on the docket for 50th Anniversary.
     vii.   **Next meeting: 12.9.17**

h. Membership (Chair: Margaret McKenty):
     i.   Membership: Margaret, Tamiko, Toni, Yuri, Wynn & Anne K; Derek (as advisor)
     ii.   Met: Oct 24, Nov 1, 15.
     iii.   EOY 2017 Membership Drive ends 11:59PM Pacific Nov 17 (tonight)
        1.   Hope everyone forwarded their own "last-chance" emails!
        2.   Prize draw will be held after memberships are processed
        3.   SF Dashboard **results from yesterday** (*2016 campaign results for comparison*): total 2018 members **418** (*434*) [excludes LT members 2015-16]; **$23.2K** (*$26.3K*); new members **72** (*94*); lapsed member renewals **31** (*43*)
        4.   Today's results (just in): **441** members total, **$24.5K**.
        5.   NOTE: 2017 memberships peaked at 620 total during registration for NATC 2017
        6.   Four surges in 2018 membership sales: NATC 2017, Campaign start (Oct 15), Taikothon (Oct 29), Campaign "last chance" (Nov 15-17).
        7.   Student memberships "stuck" at <10% of total, despite draw prizes aimed at that segment.
        8.   Mega thanks due to Sue Y (SF & NFP guru), data entry elves Sarah & Yuri, Taikothon volunteers Yuri, Airi & Yuki, and Comm Comm heroes Elise & Jen for this year's drive.
     iv.   Post-campaign steps:
        1.   Report & recommendations from Memb Comm will be supplied to Board after campaign ends & committee debriefs.
        2.   Outreach to new members, by survey and/or focus groups
        3.   If any 50th Anniversary programming particularly benefits TCA members (vs. broader community), this is key opportunity to drive memberships throughout 2018.
        4.   Holiday online shopping alert: use Amazon Smile to donate to TCA!
     v.   **Next meeting: Wednesday Dec 13**

i. Executive Committee (Chair: Derek Oye):
     i.   Membership: Derek, Alan, Wisa, Akemi, Margaret, Alysse
     ii.   Met: October 25, 2017
     iii.   Reviewed budget and budgeting process for 2018 - See Finance Committee
     iv.   In-person Board Retreat moved from February to August 2018.
        1.   Location & date TBD.
     v.   Transparency and Privacy:
        1.   Sharing documents policy and procedures: Discussion of how to proceed in determining info-sharing for TCA materials in future? Case-by-case approach appropriate for now (many cases of first-instance).
        2.   General principle: all docs shared with external parties must have been shared with Board first. Also, make status/ permitted usage clear at time of sharing with those parties.
        3.   Guidelines can/will be re-visited in future with more cases to draw on.
        4.   Data Privacy - Request from Tech Comm for recommendation
            ○   Derek possible contact Steve La from Los Angeles and Data Security Professor at CSULB

      vi.   GTM Usage Policy
          1. This service has been opened up to many people and is at max capacity. Limits to usage for this service? Official TCA committees take priority over all other users (must use Meeting Scheduler to prevent conflicts)
- There is more frequent difficulty in scheduling meetings on GTM.
- TCA pays for this service. Suggestion that there are other free conference services if committee meetings are being impacted by the amount of meetings.
- Tech suggestion to consider switching to Zoom - cheaper, greater capacity. This can be an opportunity to consider other conference services that better fit our needs since we generally need to have more meetings, especially during NATC years.
      vii.   Strategic Framework Final Draft to be presented at December Board Meeting
          1. Will vote to approve for 2018
      viii. **Next meeting: November 22nd @ 7:00PM**

4. New Business
   a. Roy H's evaluation & TCSD visit
   b. Derek & Linda invited to attend European Taiko Conference (Feb/18)

5. **Action Items (for all Board members unless otherwise stated):**
   a. **Further feedback on Kate Walker NATC report due to Tech Committee by MONDAY November 20 at the latest, before report is released.**
   b. **BDC will take on-boarding suggestions and begin to draft further resources. Please forward suggestions to Wisa ASAP.**
   c. **GTM usage hitting capacity limits; Board members & Committees could use tech help and/or familiarization with alternative services such as Zoom.**
6. Announcements:
   a. Next Exec Comm meeting: Wednesday, Nov 29, 7:00-8:30PM Pacific
   b. Next regular Board meeting: Sunday, Dec 10, 6:30-8:30PM Pacific
   c. 2017-18 TCA Board Meeting Schedule
      i. February 14th Board Meeting will be moved.
      ii. Updated Executive Committee Dates (final Wednesdays, not Tuesdays)
   d. TCA Meeting Scheduler
7. **Adjournment**. Meeting adjourned by consent at 8:34PM Pacific