



Taiko Community Alliance Regular Board Meeting

Date: Friday, May 24, 2019

Time: 6:30-8:30PM Pacific

Location: Zoom

Participants:

Officers

- Derek Oye, Chair
- Alan Okada, Vice Chair
- Alysse Itatani, Treasurer
- Akemi Imai, Co-Secretary
- Margaret McKenty, Co-Secretary

Board of Directors

- Tamiko Ooka
- Toni Yagami
- Rome Hamner
- Elise Fujimoto
- Wisa Uemura

Staff

- Terry Nguyen, Conference Coordinator
- Linda Uyechi, Consultant
- Susan Yuen, Consultant

Guests

-

- Agenda -

via Zoom

ITEMS REQUIRING BOARD INPUT IN PURPLE

ITEMS REQUIRING BOARD VOTE IN BLUE

Info to inform discussion only

MINUTES

Minutes approved

1. Call to Order at 6:32PM Pacific
 - a. Present: Derek, Alysse, Rome, Elise, Toni, Tamiko, Akemi, Alan
 - b. Regrets: Wisa, Margaret, Linda, Sue, Terry
 - c. Invited:
2. Approvals
 - a. Current agenda adopted by consent.
 - b. April Board meeting minutes. **Motion to approve (Akemi/Alan). Motion passes with 1 abstention.**
 - c. Motion to approve independent contractor agreements for Sarah Gilbert and Peter Spangler.
3. Executive Session
4. Committee Reports (received in writing as part of "consent agenda" except where **Board discussion** or **motions** noted):
5. Board Development Committee (Chair: Akemi Imai):
 - Membership: Akemi Imai, Wisa Uemura, Rome Hamner, Ron Miyamura
 - Met on: May 15

- a. 10 Board applications were received. BDC conducted 1st round of vetting to verify references and generate summaries of each candidate. Candidate applications were shared with the full Board prior to May Board meeting.
 - i. 4 Board members stepping off Board
 - 1. Tamiko has sent in application for renewal.
 - 2. Stepping off the Board: Alan Okada, Toni Yagami, Elise Fujimoto
- b. **Final Vetting** of Candidates and **Approvals**
 - i. Results of candidate rankings (using Ranked-Ballot Calculator):
 - 1. Ben Pachter under consideration for approval to 3 year term
 - a. **Motion to approve Ben Pachter as a Board member with 3-year term starting in September (Toni/Alysse). Motion passes unanimously.**
 - 2. Kelly Kuwabara under consideration for approval to 3 year term
 - a. **Motion to approve Kelly Kuwabara as a Board member with 3-year term starting in August (Rome/Tamiko). Motion passes with one abstention.**
 - 3. Carley Okamura under consideration for approval to 3 year term
 - a. **Motion to approve Carley Okamura as a Board member with 3-year term starting in August (Elise/Alysse). Motion passes unanimously.**
 - 4. Tamiko Ooka renewing for a second term.
 - a. **Motion to approve Tamiko Ooka as a Board member for a second 3-year term starting in August (Alan/Toni). Motion passes with Tamiko recusing.**
 - 5. Paul Sakamoto under consideration for approval to 2 year term
 - a. **Motion to approve Paul Sakamoto as a Board member for a 2-year term starting in August (Elise/Alan). Motion passes unanimously.**
 - 6. Daniel Hayman under consideration for approval to 1 year term
 - a. **Motion to approve Daniel Hayman as a Board member for a 1-year term starting in August (Alysse/Toni). Motion passes unanimously.**
 - ii. Open up for discussion
 - 1. Are applicants TCA members currently?
 - a. Akemi confirmed that all individuals pending TCA memberships have joined.
 - 2. Feedback on other applicants
 - a. Inclusivity piece while vetting applications came up as a consideration
 - b. Expressed recommendation for more committee experience before joining the Board.
 - 3. Suggestion raised whether to expand one of the partial terms to include a 6th member. Would result in a Board with 7 returning & 6 new/incoming members.
- c. Next Steps:
 - i. BDC Board members will conduct in-depth follow up with references. Wisa to contact an HR professional to vet the questions (below).
 - 1. Reference Check Questions
 - ii. If reference checks go smoothly, BDC Chair will officially notify candidates with results and schedule a Board Orientation. **Need help filling in some of the slides by comm Chairs & staff.**
 - iii. Prepare to hold a special meeting during next Exec Comm (June 4th) to discuss pending candidate. Akemi will send out a Doodle poll to determine meeting time.

Next meeting: TBD

6. Executive Committee (Chair: Derek Oye):

Membership: Derek Oye, Alan Okada, Margaret McKenty, Akemi Imai, Alysse Itatani, Wisa Uemura; Linda and Sue invited.

Met on: May 8, 2019

- a. Sue and Linda

- i. Sue created a plan for crowdfunding in June and wants to purchase prize incentives for the campaign. Plan to be reviewed and feedback given from committee.
 - ii. Sue offered to facilitate session at Board Retreat. Discussion at next meeting for Sue to present.
- b. Finance Comm
 - i. Discussion of Independent Contractor Agreements
 - 1. Update: Board voted unanimously to approve contracts via electronic written consent (motion listed in Approvals section above.)
 - ii. January - February 2019 Reports
 - iii. Tax Update - pending final signature forms to file - informed on 5/7 by Smith, Marion & Co. delay was due to a software problem
 - 1. Update: Returns filed on May 13, 2019
 - iv. Annual Refiling Survey - Bureau of Labor Statistics
 - 1. Survey submitted every 3 years on business structure of TCA
 - 2. Closest available category was "promoters without facilities". Alysse provided description of this category to Exec Comm.
 - 3. Update: E-file completed May 8, 2019
 - v. Discussion on current cash amounts in checking and potentially aside liquid assets into a savings account
 - vi. Discussion around Stripe and difficulty reconciling
- c. Board Development Comm
 - i. Application Updates
 - 1. Received 9 applications
 - 2. BDC to vet candidates next Wed, 5/15
 - 3. Inquiry sent out if anyone else should join vetting team
 - ii. Presented proposed vetting process
 - 1. Question raised about verifying criminal records. Will check with Tamiko for further guidance.
- d. **Advisory Council**
 - i. Presentation
 - 1. Non-voting entity providing supporting advice for specific topics selected by the Board.
 - 2. A list of initial candidates was presented for Exec Comm review. Suggestion given to consider NATC Advisory Committee members (pre-TCA).
 - ii. Questions and discussion on make-up, size, who will facilitate/liaison, requirements, purpose, management, and if invitation only.
 - iii. Framework under consideration will be given to prospective candidates. Suggestion given to include a high-level description of the need/purpose of Advisory Council.
 - iv. Goals is to announce at NATC Portland.
 - v. Next steps: Get approval from Board for Exec Comm to do a final curating of the invitation list.
 - 1. Solicit suggestions from Board for the invitation list as well.

Next meeting: Tues, June 4 @ 7:00 - 8:30PM PST

7. Membership (Chair: Tamiko Ooka):

Membership: Tamiko Ooka, Toni Yagami, Margaret McKenty, Anne Kessing, Lisa Shiota
Met on: 5/7, 7:30 PST

- a. Taikothon
 - i. Discussing possibly pre-taping 1 hr sets in different regions
 - ii. Taikothon organizers are not able to commit to same levels as previous years
- b. NATC
 - i. Will send out schedule for Board Members to sign up
 - 1. Thank Lifetime Members
 - 2. Thank current members
 - 3. Encourage Volunteers

- 4. Bring in new members
- c. Membership Drive
 - i. Working on first drafts for membership letters 2019-2020 campaign

Next meeting: 6/11 7:30 PST

- 8. NATC Committee (Co-Chairs: Toni Yagami & Terry Nguyen):
Membership: Toni Yagami, Derek Oye, Alan Okada, Mark Rooney, Terry Nguyen, Stan Shikuma, Stuart Paton, Dan Kubo, Heidi Varian, Jen Caballero, Yui Kamiya, Kathy Fuller, Ben Pachter
Met on: May 21
 - a. Volunteer on-line site to open June 1 (Dan Snyder & Ben Pachter)
 - b. Taiko Ten groups have been selected and will be announced soon
 - i. "Collaboration" theme - groups representing a wide geographic area - 3 youth groups
 - c. Taiko Jam line-up announcement will be June 7
 - d. Marketplace will have 14 vendors, working on 'live' auction and opportunity drawing
 - e. Budget is on target
 - f. 2021 RFP - DerekNext meeting: June 18

- 9. Fundraising (Chair: Sue Yuen (acting)):
Membership: Derek Oye, Paul Sakamoto, Tyler Moriguchi, Cathy Tio, Rome Hamner (on-call), Ben Pachter (as needed)
Guests: Wynn Kiyama (TCOP, NATC only), Dane Fujimoto (TCOP, NATC only)
Met on: Thursday, May 9th
 - a. Grants:
 - i. CAC grant submitted 5/1 for General Operating funds. PDF Copy Here. Please be sure to read it -- because it contains information about our 2020 activities that we are now committed to, should we get the funding.
 - ii. Japan Foundation Los Angeles mini-grant submitted 5/10 for NATC. PDF Copy Here.
 - b. NATC Corporate Sponsors & In-Kind Donations:
 - i. TCOP (Wynn and Dane) will work primarily with Tyler Moriguchi and the Hospitality Committee to determine needs for In-Kind Food/Beverage asks.
 - ii. TCOP will also assess Corporate Sponsor Prospect List to determine if there are any that we need to avoid approaching.
 - c. Peer-to-Peer Crowdfunding:
 - i. At meeting time: we were recruiting captains for a regional competition, discussing ideas for "hype", and aiming for a June 1st campaign launch.
 - ii. UPDATE: We are going to DELAY the regional crowdfunding contest until Fall.Next meeting: Thursday, June 6th

- 10. Tech Comm (Chair: Linda Uyechi):
Membership: Linda Uyechi, Elise Fujimoto, Sue Yuen, Sarah Gilbert, Abena Oteng-Agipong, Peter Spangler, Kate Walker, Jesse Unick, Josh Yoon
Met on: Saturday, May 4.
 - a. Tech team (even Peter!) will all be present at NATC and will arrange a meet-up or two to socialize in corporeal reality (!).
 - b. Will conduct a summer osoji after NATC. Current goals: SF clean-up to make reporting easier. Archive jotform exports.
 - i. Need to know importance of: job applications, scholarship applications, mini-grant applications, workshop instructor apps. What are HR best practices?
 - c. TCA Website. Sue, Elise, and Qris moving forward. Targeted release unchanged: coincide with Membership Drive.
 - d. Website maintenance. Peter updated SSL Cert. Retire old server; purchase new reserved instance. Coordinating Wordpress plug-in updates with Sarah/Sue.

- e. NATC Support.
 - i. Sarah providing forms for Terry.
 - ii. Workshop Selection closes May 15.
 - iii. Registration. Elise and Sue to coordinate nametag production with Terry; will need an on-site printer.
 - iv. Sarah coordinating volunteer list from Dan for TCOP registration.
- f. Taiko Calendar. Sarah, Peter, Abena covering new release.
- g. Potential new TCA volunteer. Elise following up with Krystin Eng.
- h. Intranet. Abena volunteered to be Intranet Bossy Cow and will lead its design and development. She will reach out to Akemi for first test case of Board Member recruiting and on-boarding. Target release: mid-Jun.
- i. Celebrations.
 - i. CAC. Yay! It's been submitted.
 - ii. Dinner with Kate at Stanford with Elise and Peter (meeting for the first time!).
 - iii. Looking forward to Abena visit to SJ during weekend of SJ Obon.
 Next Meeting: June 8, 9 a.m. PST.

11. Finance Committee (Chair: Alysse Itatani):

Membership: Derek Oye, Alan Okada, Margaret McKenty, Akemi Imai, Wisa Uemura
 Met on: May 8, 2019 (as Executive Committee)

- a. Refer to Executive Committee Report
 Next meeting: Tuesday, June 4, 2019 (as Executive Committee)

12. Comm Comm (Co-Chairs: Jen Caballero & Elise Fujimoto):

Membership: Jen Caballero, Elise Fujimoto, Robie La, Abena Oteng-Agipong
 Met on: 5/11/2019

- a. Branding:
 - i. Qris is still busy working on NATC, but she is moving forward with a progressive evolution of the NATC logo to help define the branding identity for TCA.
 - ii. Qris is also going to be reviewing and recommending folks for a production designer role to assist with production of final assets.
 - iii. Main focus of this effort is to re-design and skin the website. Informational reorganization has already happened thanks to Tech Comm!
 - iv. Estimated delivery is still August - post NATC
- b. Comms Calendar:
 - i. May Focus: 50th Anniversary Project - Taiko Voices!
 - ii. June Focus: Was previously fundraising, but that has changed. Looking for content fills for June.
 - 1. New Board member announcements?
 - iii. July Focus: Fundraising and launch of 50th Anniversary Time Capsule project.
 - iv. Super thank you to Sara for figuring out how to set automatic posting to Facebook, Twitter, and Instagram from our Trello project management board!

Next meeting:

13. Program (Co-Chairs: Rome Hamner & Margaret McKenty):

Membership: Elise Fujimoto, Tamiko Ooka, Ben Pachter
 Met on: No meeting held due to committee travel; update will be provided next month

14. New Business

- a. Invitation to submit Ad to Soh Daiko Concert Program Booklet
 - i. Suggestion to send a congratulatory message. Elise will be able to pull something together.

- b. [NATC RFP - Derek's proposal](#). To be emailed to Board for review.

15. Action Items

- a. **Akemi to schedule Doodle poll for special Board meeting to discuss pending Board candidate.**
- b. **Derek to send out NATC RFP proposal.**
- c. **Derek to refine Advisory Council document and share back to the Board for review.**
- d. **Everyone: Send Elise any outreach/news for June to push via Communications.**
- e. **Everyone: Start thinking of what schedule works for you during NATC to volunteer. Membership Comm to distribute list shortly.**

16. Announcements:

- a. Next Exec Comm meeting: Tuesday, June 4th, 7:00-8:30PM Pacific
 - i. Regrets: Alysse Itatani (possibly late)
- b. Next regular Board meeting: Sunday, June 16th, 6:30-8:30PM Pacific
 - i. Regrets:
- c. 2019-20 TCA Board Meeting Schedule
- d. TCA Meeting Scheduler

Adjourned by unanimous consent at 8:35PM Pacific.

Minutes approved 6/16/2019



Akemi Imai
Co-Secretary