



Taiko Community Alliance Regular Board Meeting

Date: Sunday, June 16, 2019

Time: 6:30-8:30PM Pacific

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

- Abena Oteng-Agipong
- Sarah Gilbert

- 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 6:30PM Pacific
 - a. Present: Derek, Elise, Toni, Wisa, Alysse, Tamiko, Akemi, Margaret, Rome
 - b. Regrets: Alan, Linda
 - c. Invited: Sue, Sarah, Abena Oteng-Agipong
2. Approvals
 - a. Current agenda adopted by consent.
 - b. May Board meeting minutes. **Motion to approve (Akemi/Tamiko). Motion passed with one abstention.**
3. Executive Session
4. Committee Reports (received in writing as part of "consent agenda" except where **Board discussion** or **motions** noted):
5. All Comm Session (Abena, Sarah, Sue)
 - a. Intranet Presentation (Abena, Sarah).
 - i. Abena presented draft Intranet to the Board. Elaborated on ways to access documents via this site (link sharing or only share with specific individuals). Consult tech-comm@ for further details. Please bookmark and use the site.

- ii. Next steps: Look at each committee page, identify what information needs to be on it, and send feedback to tech-comm@.
 - 1. Please use office hours (generally: M, 11 a.m. - 1p.m.) if you need help using the site.
 - iii. Current maintenance plan.
 - 1. Project Manager/Webmaster: TCA Tech - Abena
 - 2. Content: Committee Chairs own their content.
 - 3. TCA Oversight: TCA Secretary - Akemi
 - b. Calendar follow-up.
 - i. TCA Master Calendar is accessible via the Intranet and automatically reflects changes in the calendar.
 - ii. All committees, please use to indicate meetings, events, and milestones.
 - iii. Please use the Master Calendar to indicate personal absences, e.g., "Linda in UK"
 - iv. Ask questions, send feedback to tech-comm@
6. Comm Comm (Co-Chairs: Jen Caballero & Elise Fujimoto):
 Membership: Jen Caballero, Elise Fujimoto, Robie La, Abena Oteng-Agipong
 Met on: did not meet
- a. Master Calendar: Alignment
 - i. Post your upcoming Out of Pockets/Office to note upcoming vacations when unable to do TCA work
 - ii. Meeting collisions with key events. Utilize Master Calendar to check key taiko event dates.
 - b. MANY Thanks to Sarah who has been posting regularly for NATC and TCA!!! Thank you for all your work!!
- Next meeting:
7. Fundraising (Chair: Sue Yuen (acting) - [Timeline for replacement? Need transition plan](#)):
 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: Did not meet -- just keeping updated via email
- 1. Regional Crowdfunding Delay - shifting to Fall after NATC to be held with Membership Drive and Brand re-launch. Met with Membership Committee on 6/11. Cathy Tio and Paul Sakamoto taking lead. Volunteer recruitment at NATC.
 - 2. "Sponsor Splash" on website and social media 6/5. Sponsor renewal letters sent.
 - 3. Live Auction - Toni and Terry received major pledges
 - 4. LIVESTREAMING initiative - New strategy for pushing for more sponsors and drummer's circle donors.
 - 5. Grants:
 - a. Andrew W. Mellon Foundation (Ben & Linda): Community-Based Archiving.
 - b. CAC Professional Development
 - 6. Training requests?
 - a. A request for training on engaging donors around fundraising.
- Next meeting: TBD
8. Board Development Committee (Chair: Akemi Imai):
 Membership: Akemi Imai, Wisa Uemura, Rome Hamner, Ron Miyamura
 Met on: N/A
- a. 2019 Board elections have concluded and all applicants have been notified of their application results. Approvals of new Board members were recorded at the May Board meeting.
 - b. Incoming Board members will be invited to observe the July Board meeting.
 - c. Please check Board Orientation and provide any final input before June 23rd.
 - d. Clarifying the definition of an "Observer" - please give feedback by June 23rd.

- e. Please update your Working Committee descriptions. **Deadline: June 23.**

Next meeting: TBD

9. Executive Committee (Chair: Derek Oye):

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

Met on: Tues, June 4 @ 7:00 - 8:30PM PST

- a. Finance Comm
 - i. March Financial Report
 - ii. April Financial Report
 - iii. Tax filings submitted May 13, 2019
 - iv. Annual Refiling Survey - Bureau of Labor Statistics completed May 8, 2019
 - v. Upcoming - CAC Grant Report (ended May 31st)
- b. Board Development Comm
 - i. Reference Check updates
 - ii. Candidate Notifications and letter review
 - iii. Conflict of interest for Ben attending Board meetings before term begins due to NATC staff. May need to recuse himself of certain votes and discussions.
 - 1. This should be stated in the minutes
 - iv. Clarified scope of observer for new board members during June/July meetings
 - v. Officer renewals and retirements
- c. Sue and Linda
 - i. Fundraising Update.
 - ii. Intranet Update
 - 1. Had great difficulty to schedule an All-Comm meeting, so Linda met with Derek to discuss 2 tools for All-Comm to utilize:
 - a. Master Calendar
 - b. Intranet - repository for all documents, place to use for onboarding volunteers, Board members. Meant to be optimal for TCA internal business.
 - 2. Linda will present topic at upcoming Board meeting instead of separate All-Comm Meeting
- d. **Advisory Council**
 - i. Derek added a "Purpose" section per Board request at May Board meeting. Exec Comm reviewed and provided feedback on it.
 - ii. Exec Comm reviewed initial invite list, which has been further refined.
 - iii. Added past NATC experience including Conference Coordinator as additional criteria for councilmembers.
 - iv. Question raised about the scope of the Council's role.
 - v. Comment raised about whether current TCA working committee members should serve on the Council at the same time.
 - vi. **Motion to approve the creation of the Advisory Council Framework and make initial invitations (Wisa/Alysse). Motion passes unanimously.**
- e. Pending Items and Board Retreat Agenda (Revisited)
 - i. Discussion RE: NATC 2021 options and RFP process.
- f. New Business
 - i. Code of Conduct - Need to resolve conflicting opinions on the purpose/focus of this document.
 - ii. Next meeting:

10. Finance Committee (Chair: Alysse Itatani):

Membership: Derek Oye, Alan Okada, Margaret McKenty, Akemi Imai, Wisa Uemura

Met on: Tuesday, June 4, 2019 (as Executive Committee)

- a. Refer to Executive Committee minutes
- Next meeting: Tuesday, July 9th, 7:00-8:30PM (as Executive Committee)

11. 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: June 7, Noon PST.

- a. Intranet Update. Abena and Sarah to present. (see above)
- b. Tentative Fall Hackathon: Sept. 27 - Oct. 1 in Bay Area.
 - i. Focal points: Census 2020, TCA Digital Resources
 - ii. Deliverables & logistics outlined.
 - iii. Budget will be drafted and presented in next Exec Comm meeting for approval.
- c. NATC Support
 - i. Taiko Jam. Website open. Physical tickets preferable; will synch with Terry.
 - ii. Workshop Algorithm. Still on target to release Workshop Selections on July 15.
 - iii. Registration. Need to order nametags mid-June.

Next Meeting: Saturday, July 6, 9 a.m. PST

12. Membership (Chair: Tamiko Ooka):

Membership: Tamiko Ooka, Toni Yagami, Margaret McKenty, Anne Kessing, Lisa Shiota
Met on: 6/11 7:30 PST

- a. NATC
 - i. Working on schedule to send to board members
- b. Taikothon
 - i. Identifying new taikothon team
- c. Membership Drive
 - i. Working with fundraising team to do a joint effort on crowdfunding + membership in the fall

Next meeting: 7/10, 10:30pm PST

13. 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

Meeting on: June 18

- a. Since last Board meeting, we have not met - next scheduled mtg is Jun 18
- b. Terry heading to Portland June 18-21
 - i. mtg with PSU and some local committee chairs
- c. Ben Pachter and Dan Snyder working diligently on ivolunteer site

Next meeting: June 18

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

Membership: Rome Hamner, Margaret McKenty, Elise Fujimoto, Tamiko Ooka, Ben Pachter
Met on: June 15

- a. Collegiate Taiko Advisory Group:
 - i. 20th Anniversary of ITI was a big success
 - ii. TCA Involvement:
 1. Friday discussion (dinner time) led by Sue & Linda.
 2. "Ask Me About TCA" Buttons were distributed to workshop instructors
 3. Outcomes:
 - a. Opening of office hours to the larger community
 - b. Building ambassadorship for TCA
- b. Taiko Then
 - i. Talking with Fundraising about Mellon Foundation funding opportunity
- c. Mini-grants

- i. Possible shadowing of Rome in coordination process this year
- d. Next regular meeting: 7/31

15. New Business

- a. Board Retreat Logistics
- b. New Committee Chairs
 - i. Start thinking about which committees need new Chairs
 - ii. Which Committees would you like to join
 - iii. Asks/recommendations for new Board Members
- c. Committee Accomplishments and Workplan for the new year (Strategic Framework)
- d. Andrew mellon foundation grant

16. Action Items

- a. **Everyone: check Board Orientation and provide any final input before June 23rd.**
- b. **Everyone: update your [Working Committee](#) descriptions before June 23rd.**
- c. **Committee Chairs: Look at your committee page, identify what information needs to be on it, and send feedback to tech-comm@.**
- d. **Derek: send out initial invitations to Advisory Council.**

17. Announcements:

- a. Next Exec Comm meeting: Tuesday, July 9th, 7:00-8:30PM Pacific
 - i. Regrets:
- b. Next regular Board meeting: Wednesday, July 24th, 6:30-8:30PM Pacific
 - i. Regrets:
- c. 2019-20 TCA Board Meeting Schedule
- d. TCA Meeting Scheduler

Adjourned by unanimous consent at 8:40PM Pacific.

Minutes approved 7/24/2019



Akemi Imai
Co-Secretary