



**T A I K O
C O M M U N I T Y
A L L I A N C E**

Taiko Community Alliance Regular Board Meeting + Annual Meeting

Date: 18-November-2020

Time: 6:30-8:30 p.m.

Location: Zoom

Link: <https://zoom.us/j/959670130>

Dial by your location:

+1 646 558 8656 US (New York)

+1 720 707 2699 US

Meeting ID: 959 670 130

Find your local number:

<https://zoom.us/u/abDMhIkEQn>

Participants:

Officers

- Derek Oye, Chair
- Tamiko Ooka, Vice Chair
- Daniel Hayman, Treasurer
- Paul Sakamoto, Co-Secretary
- Margaret McKenty, Co-Secretary

Board of Directors

- Akemi Chan-Imai
- Rome Hamner
- Kelly Kuwabara
- Kate Meigneux
- Carley Okamura
- Ben Pachter
- Jason Seymore
- Joe Small
- Wisa Uemura

Staff

- Courtney Ozaki, Business Manager
- Kristina McGaha, Programming Manager
- Sarah Gilbert, Operations Manager

Guests

MINUTES

Minutes not approved

1. Call to Order at 6:31 PM Pacific
 - a. Present: Derek, Kelly, Carley, Wisa, Tamiko, Akemi, Ben, Margaret, Paul, Rome (late)
 - b. Regrets:
 - c. Invited: Courtney Ozaki, Sarah Gilbert, Kristina McGaha;
 - d. Welcome new Board members: Joe, Kate, Jason
2. Approvals
 - a. Current agenda adopted by consent
 - b. October Board Meeting Minutes - Motion to approve (Ben/Tamiko). Motion carried unanimously with one abstention.
3. Staff Reports (received in writing as part of "consent agenda" except where **Board discussion** or **motions** noted)

- a. Business Manager
 - i. Development
 - 1. Membership Comm (Co-chairs: Courtney Ozaki/Tamiko Ooka)
 - a. Membership: Toni, Margaret, Kelly, Keiko, Carley, Ben, Cathy, Paul, Kristina, Courtney, Tamiko
 - b. Met on: 11/09
 - c. See Written Report
 - d. Currently at c. 83% of target revenue amount
 - e. All Board asked to help with “final push” (share, comment) and please reach out to personal networks
 - f. Next meeting: 11/16 at 7:00 PM PST
 - 2. Development Comm (formerly Fundraising Comm - Chair: Kelly Kuwabara)
 - a. Membership: Kelly Kuwabara, Paul Sakamoto, Derek Oye, Kristina McGaha, Courtney Ozaki
 - b. Met on: 11/02
 - c. See Written Report
 - d. Next Meeting: TBD (12/7 at 12:00 PM PST?)
 - b. Program Manager
 - i. Program Comm (Chair: Rome Hamner & Wanda Kurtcu):
 - 1. Membership: Rome, Wanda, Tamiko, Ben, Carley, Margaret
 - 2. Met on: 11/17/20
 - 3. Written Report
 - 4. Next meeting: 2/16/21
 - ii. NATC Comm (Chair: Derek Oye & Wisa Uemura)
 - 1. Membership: Derek, Wisa,
 - 2. Met on: N/A
 - 3. Written Report
 - 4. Next meeting: January 2021
 - c. Operations Manager
 - i. Operations Manager Report (Sarah)
 - 1. Taiko Census: Team met on 11/17, extended completion window to Dec 31
 - a. Written Report
 - ii. Operations Comm (Chair: Linda Uyechi): (formerly Tech Comm)
 - 1. Membership: Danny (Shadow Chair), Abena Oteng-Agipong, Josh Yoon, Paul Sakamoto, Peter Spangler, Sarah Gilbert
 - 2. Met on: Did not meet in October due to Taikothon. Great job in executing a successful, tech-heavy event!
 - 3. Next meeting: TBD
 - iii. Comm Comm (Chair: Ben Pachter & Carley Okamura):
 - 1. Membership: Abena Oteng-Agipong, Ava Kowlakas, Jen Caballero, Robie La
 - 2. Met on: Did not meet in October,
 - 3. Next meeting: November 24, 2020
4. Board Committee Reports Part I (received in writing as part of “consent agenda” except where **Board discussion** or **motions** noted)
 - a. Governance Committee (Chair: Akemi Chan-Imai):
 - i. Membership: Rome Hamner, Margaret McKenty

- ii. Met on: 11/15/2020
- iii. Held open session to update Chair JD and collect initial feedback regarding 2020 Board recruitment/onboarding, composition, and other considerations.
- iv. Please review the [updated Board Chair job description](#). With exception of Wisa, please review [Board of Directors bio page](#) and email any updates to your profile entry by the end of today's Board meeting.
 - 1. Next Governance Committee meeting is expected to be during January 2021 to review and update Board member JD and refine the recruitment process. Invitation will be sent to the full Board.
- v. Next meeting: TBD, early 2021

5. Annual Meeting

a. Annual Forms

- i. Distribution of annual forms.
- ii. Board members to submit Annual Forms electronically by December 8th.

b. Officer Elections

- i. Confirmed that incoming Board members can vote in this meeting. Welcome new Board members!
- ii. Officer positions were discussed:
 - 1. Chair: Margaret nominates Derek, seconded by Danny.
 - a. Derek accepts the nomination conditional on finding a Board member(s) willing to shadow position this year
 - b. Discussion ensued about various options for shadowing & succession solutions
 - 2. Vice Chair: Ben & Margaret nominate Ben & Akemi as co-vice chairs, seconded by Wisa.
 - a. Ben & Akemi accept the nomination.
 - b. No further nominations being heard, nominations were closed.
 - 3. Treasurer:
 - a. Wisa nominates Danny, seconded by Tamiko.
 - b. Danny accepts the nomination.
 - c. No further nominations being heard, nominations were closed.
 - 4. Co-Secretary: Wisa nominates Margaret and Paul as co-secretaries, Jason seconds
 - a. Margaret and Paul accept the nomination, conditional on both of them staying on.
 - b. No further nominations being heard, nominations were closed.

iii. **Board unanimously approved the Officer slate (motion by Carley, seconded by Kelly) for the upcoming term as follows.**

- 1. Chair: Derek Oye
- 2. Co-Vice Chair: Ben Pachter and Akemi Chan-Imai
- 3. Treasurer: Daniel Hayman
- 4. Co-Secretary: Margaret McKenty and Paul Sakamoto

6. Executive Report (received in writing as part of "consent agenda" except where [Board discussion](#) or [motions](#) noted)

a. Business Manager Report (Courtney)

- i. See Written Report

b. Finance Comm (Courtney)

- i. Membership: Exec Comm (see below)
- ii. Met on: See Exec Comm
- iii. Union Bank & Accounting Update
- iv. 2021 BUDGET [Preliminary Review](#)

1. Motion to approve continuance of operations through January, with approval scheduled for February 2021 meeting (Margaret/Ben). Carried unanimously

- v. Next meeting:
 - c. Exec Comm (Chair: Derek Oye):
 - i. Membership: Derek Oye, Tamiko Ooka, Wisa Uemura, Margaret McKenty, Paul Sakamoto, Danny Hayman, Courtney Ozaki.
 - ii. Met on: November 4, 2020
 - iii. Finance Committee
 - 1. 2020 Adjusted Budget and YTD Update
 - a. Discussed the optimal way to share with Exec Comm and with board to ensure appropriate oversight
 - b. Transfer to QuickBooks online
 - c. Review Statement of Financial Position
 - 2. 2021 Budget Draft
 - a. Discussed grant goals and making adjustments
 - b. "Beyond the Drum" online conference
 - 3. Transition of bank signatories
 - 4. Receiving mail from P.O. Box logistics discussed
 - iv. Next Meeting: December 8 @ 7:00pm PST
7. Board Committee Reports Part II (received in writing as part of "consent agenda" except where **Board discussion** or **motions** noted)
- a. Volunteer Resources (Chair: TBD):
 - i. Membership: Tamiko, Akemi, Paul, Dan, Ger, Elise
 - ii. No updates
 - iii. Met on: 11/24
 - iv. Reviewing of handbook
 - v. Next meeting: TBD
 - b. HEART (Chairs: Danny Hayman, Carley Okamura)
 - i. Membership: Rome Hamner, Derek Oye, Akemi Imai, Courtney Ozaki, Kristina McGaha, (Wanda Kurctu, Michelle Fujii, Sydney Shiroyama...)
 - ii. Met on: November 15 @ 6:30 - 8:00PM
 - iii. "Gaps and Fences" presentation + workshop led by Sydney Shiroyama and Michelle Fuji
 - iv. Currently discussing possible facilitators/consultants
 - 1. Goal to have initial conversations before EOY
 - v. Subcommittee working to develop Racial Equity Statement draft
 - vi. Next meeting: TBD (late November/early December)
8. New Business
- a. Thank you Advisory Council for a great meeting on Tuesday, 11/17 at 6PM PST
 - i. Next meeting will be in May 2021
 - b. World Taiko Conference 11/20 - 11/22 online
9. Board to thank and officially dismiss Wisa Uemura from TCA Board.
10. **Action Items**
- a. **Please download & complete Board Forms & return them to Akemi by Dec 8**
 - b. **Please give uptake & build buzz for Membership Drive "final push" this week**
 - c. **Please review Board bios & advise Akemi of updates by midnight tonight**

11. Announcements:

- a. Next Exec Comm meeting: Tuesday, 8-December-2020, 7:00-8:30PM Pacific
- b. Next regular Board meeting: Wednesday, 20-January-2021, 5:00 PM Pacific
- c. 2021 TCA Board Meeting Schedule
- d. TCA Meeting Scheduler

Adjourned by general consent at 8:32PM Pacific