



**TAIKO  
COMMUNITY  
ALLIANCE**

## **Taiko Community Alliance Regular Board Meeting**

Date: 20-January-2021

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
- Akemi Chan-Imai, Co-Vice Chair
- Ben Pachter, Co-Vice Chair
- Daniel Hayman, Treasurer
- Paul Sakamoto, Co-Secretary
- Margaret McKenty, Co-Secretary

#### Board of Directors

- Rome Hamner
- Tamiko Ooka
- Kelly Kuwabara
- Kate Meigneux
- Carley Okamura
- Jason Seymore
- Joe Small

#### Staff

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

#### Guests

- 

## **MINUTES**

Minutes not approved

1. Call to Order at 6:30 PM Pacific
  - a. Present: Derek, Rome, Ben, Carley, Margaret, Kate, Joe, Tamiko, Kelly, Jason, Akemi, Paul (late), Danny (late)
  - b. Regrets:
  - c. Invited: Courtney Ozaki, Sarah Gilbert, Kristina McGaha
2. Approvals
  - a. Current agenda adopted by consent
  - b. **November 2020 Board meeting minutes** - Motion to approve (Akemi/Jason). **Motion carried unanimously.**
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 (Chairs: Tamiko Ooka, Courtney Ozaki)
  - a. Membership: Toni, Margaret, Kelly, Keiko, Carley, Ben, Cathy, Paul, Sarah, Kristi, Courtney, Tamiko
  - b. Met on: December 1, 2020 @ 5:30pm PST
  - c. See Staff Report
  - d. Next meeting: January 19, 2021 @ 3pm PST
  
2. Development Comm (formerly Fundraising Comm - Chairs: Kelly Kuwabara, Courtney Ozaki)
  - a. Membership: Kelly Kuwabara, Paul Sakamoto, Derek Oye, Kristina McGaha, Courtney Ozaki
  - b. Met on: January 4, 2021 @ 11am PST
  - c. [Annual EOY Donor Letters - Board Assistance requested \(use spreadsheet\)](#)
  - d. See Staff Report
  - e. Next Meeting: February 1, 2021 @ 11am PST
  
- b. Program Manager
  - i. Program Comm (Chair: Rome Hamner & Wanda Kurtcu):
    1. Membership: Rome, Wanda, Tamiko, Ben, Carley, Margaret
    2. Met on: 11/17/2020
    3. See Staff Report
    4. Next meeting: 2/16/2021
  
  - ii. NATC Comm (Chair: Derek Oye & Wisa Uemura)
    1. Membership: Derek, Wisa, Steve\*, Linda\*, Dan, Chris, Stuart, Sue, Mark H, Ger, Terry, Rome, Akemi\*, Elise, Kelly, Toni, Jen C, Sarah, Courtney, Kristina
    2. Met on: 1/15/2021
    3. See staff report
    4. Next meeting: 2/19/2021
  
- c. Operations Manager
  - i. Operations Manager Report (Sarah Gilbert)
    1. See Staff Report
    2. Census: c. 1100 respondents;
  
  - ii. Operations Comm (Chair: Linda Uyechi & Sarah Gilbert): (formerly Tech Comm)
    1. Membership: Danny (Shadow Chair), Abena Oteng-Agipong, Josh Yoon, Paul Sakamoto, Peter Spangler, Sarah Gilbert
    2. Met on:
    3. See Staff Report
    4. Next meeting: TBD
  
  - iii. Comm Comm (Chair: Ben Pachter & Carley Okamura):
    1. Membership: Abena Oteng-Agipong, Ava Kovelakas, Jen Caballero, Robie La
    2. Met on: Dec. 6, 2020 (small group)
    3. See Staff Report
    4. Next meeting: Jan. 26, 2021
  
4. Executive Report (received in writing as part of “consent agenda” except where [Board discussion](#) or [motions](#) noted)
  - a. Business Manager Report (Courtney)
    - i. Strategic Framework Deliverables

- ii. **Motion to approve revised SF & Deliverables (Ben/Tamiko) - carried unanimously. Will be posted on website (minus Deliverables)**
- b. Finance Comm (Courtney)
  - i. Membership: Exec Comm (see below)
  - ii. Met on: December 8, 2020 @ 7:00pm PST
  - iii. See Exec Comm (item c. below)
  - iv. Next meeting: February 9, 2021 @ 7:00pm PST
- c. Exec Comm (Chair: Derek Oye):
  - i. Membership: Derek Oye, Ben Pachter, Akemi Chan-Imai, Margaret McKenty, Paul Sakamoto, Danny Hayman, Courtney Ozaki.
  - ii. Met on: December 8, 2020 @ 7:00pm PST
  - iii. Exec Comm
    - 1. Review purpose
      - a. Initially to fill gaps in board meeting schedule for approvals
      - b. Working committee to function for special and pilot projects
      - c. Finance Comm/financial oversight
      - d. Existence of Exec Comm mandated by By-Laws
    - 2. Meeting schedule review
    - 3. Chair Transition
  - iv. Business Manager
    - 1. Development Updates
      - a. Year-End soft pushes
      - b. T-shirt design contest
      - c. Development plan in the works
    - 2. Strategic Framework review (staff deliverables)
      - a. Recommendations for presentation at board meeting
      - b. Brainstormed ways to keep board updated so they can do governance. Ideas include dashboard, Intranet usage, and ways to simplify presentation
  - v. Finance Comm - n/a
  - vi. New Business
    - 1. Trainings in Early 2021
      - a. Shared Leadership
      - b. Governance training with Craig Ishii
    - 2. End of Year Bonenkai - Friday, 12/18
    - 3. Staff Reviews - January
    - 4. Thank you Tamiko!!!
  - vii. Met on: January 5, 2021 @ 7:00pm PST
    - 1. Business Manager + Finance Comm
      - a. EOY Budget Review
        - i. Doing well on spending and reserves - expenses lower & revenues higher than forecast
      - b. JMorey Insurance broker query
        - i. Review of Terrorism and Technology riders
        - ii. Courtney will collect list of questions from board to further inquire with broker; check with previous premiums to see if on track
    - 2. Exec Comm
      - a. Brainstormed trainings for the year which include Governance, finance, Diversity & representation on & by Boards; DEAI, Taiko History, staff/board relations, compliance, fundraising and development, and other topics of discussion
      - b. Board matrix will be updated by Derek
    - 3. Staff Reviews - to be completed in January
  - viii. Next meeting: February 9, 2021 @ 7:00pm PST

5. Board Committee Reports (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, Kate Meigneux
    - ii. Met on: NA
    - iii. Expecting to meet in February 2021 to discuss and plan out 2021 board training topics & schedule.
    - iv. Next meeting: TBD
  - b. Volunteer Resources (Chair: Ger Tysk):
    - i. Membership: Tamiko, Paul, Dan, Ger, Elise
    - ii. Met on: NA
    - iii. Next meeting: 1/27, 8pm EST - pre-meeting
  - c. HEART (Chairs: Daniel Hayman, Carley Okamura):
    - i. Membership: Rome Hamner, Margaret McKenty, Derek Oye, Courtney Ozaki, Kristina McGaha
    - ii. Met on: Dec. 3
    - iii. We checked in on our ongoing activities and made light plans for 2021.
    - iv. We have received a potential DEI plan from a consultant and in our consultant-engagement subgroup we are determining next steps on 1/22
    - v. Next meeting: Currently being scheduled for late Jan/early Feb
6. New Business
  - a. **Board “Give or Get” Tracker**
    - i. What types of gifts do we track? Discussion
    - ii. Courtney is developing a framework for ways Board can give or get via Development plan
  - b. **Board Meeting Agendas will be adjusted**
    - i. Staff report (30-40 min) - Focus on 1-3 areas to highlight
    - ii. Board Report (20-40 min)
      1. Finance and Development
      2. Governance
      3. Executive Comm
    - iii. Board training/strategy discussions, curated by committee (30-40 min)
    - iv. Any board meeting references/templates we will accept
    - v. Test out in February, solidify in March
  - c. **Committee Upkeep + Board Check-ins**
    - i. Who is in your committee/committee lists?
    - ii. Where are you keeping notes?
    - iii. Start thinking about volunteer needs
    - iv. Possible shift in structure to accommodate governance - solidify in March?
  - d. Next Advisory Council Meeting - Monday, May 17 @ 5pm PST
7. **Action Items**
  - a.
8. Announcements:
  - a. Next Exec Comm meeting: **Tuesday, 9-February-2021, 7:00-8:30PM Pacific**
  - b. Next regular Board meeting: **Friday, 26-February-2021, 6:30 PM Pacific**
  - c. 2021 TCA Board Meeting Schedule
  - d. TCA Meeting Scheduler
9. Executive Session

**Adjourned by general consent at 8:21PM Pacific**