



**TAIKO
COMMUNITY
ALLIANCE**

Taiko Community Alliance Regular Board Meeting

Date: 26-Feb-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
- Kelly Kuwabara
- Kate Meigneux
- Carley Okamura
- Jason Seymore
- Joe Small
- Tamiko Ooka

Staff

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

Guests

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MINUTES

Minutes not approved

1. Call to Order at 6:34 PM Pacific
 - a. Present: Derek, Paul, Tamiko, Rome, Joe, Danny, Margaret, Ben, Akemi; Carley (late)
 - b. Regrets: Kate, Kelly, Jason
 - c. Invited: Courtney Ozaki; Sarah Gilbert, Kristina McGaha (after 6:45PM)
2. Approvals
 - a. Current agenda adopted by consent
 - b. [January 2021 Board Meeting Minutes](#) - Motion to approve (Rome/Akemi). **Motion carried unanimously.**
 - c. October 2020 Board Meeting Minutes (as revised) - Motion to approve (Ben/Akemi). **Motion carried unanimously.**
3. Acknowledgements and Resource Sharing
 - a. Black History Month
 - b. Day of Remembrance

- i. San Jose: Link supplied to view 2021 San Jose Day of Remembrance.
 - c. Increase in AAPI Hate Crimes: East Bay/Oakland Chinatown-based resource list with some national/regional resources included as well.
- 4. Staff Reports (received in writing as part of “consent agenda” except where **Board discussion** or **motions** noted)
 - a. Program Manager - Kristina
 - i. Program Comm (see staff report)
 - 1. Presentation regarding Grants Program
 - a. Update provided on total amount in this year’s cycle, & grant review committee makeup
 - b. Review comm IDs to remain confidential this year, but demographics & process will be transparent
 - c. Biggest change this year is that Canadian NFPs are now eligible for grants w/o requirement for US fiscal sponsor
 - ii. NATC Comm (see staff report)
 - iii. Volunteer Comm (see staff report)
 - b. Operations Manager - Sarah
 - i. Tech Comm (see staff report)
 - ii. Comm Comm (see staff report for further information):
 - 1. Membership: Abena Oteng-Agipong, Ava Kovelakas, Jen Caballero, Robie La
 - 2. Met on: Feb. 23
 - 3. We discussed what’s coming up for communications, including regular programs and new programs. We are seeking to do a International Women’s Day item
 - 4. Next meeting: March 23
 - iii. Project Committee Reports
 - 1. Presentation on Taiko Group Directory (Taiko Census deliverable):
 - a. Prototype Taiko Community Directory demonstrated
 - c. Business Manager - Courtney
 - i. Development (see staff report)
 - 1. Donor thank you letters have been completed by most board - (request to please finish off if not)
 - 2. PPP loan has been applied for
 - 3. Fundraiser is in preparation, will be discussed in more depth at next Board meeting
 - ii. Membership (see staff report)
 - iii. HEART (Chairs: Daniel Hayman, Carley Okamura)
 - 1. Membership: (Board) Rome Hamner, Derek Oye; (staff) Courtney Ozaki, Kristina McGaha; (volunteers) Michelle Fujii, Josie Hung, Wanda Kurtcu, Sydney Shiroyama, Emma Valentine
 - 2. Met on: Feb. 8
 - 3. Update on past work and what’s coming up
 - a. More time to be allocated at March Board meeting; attendance by HEART volunteers
 - 4. Next meeting: March 1

5. Executive Report (received in writing as part of “consent agenda” except where Board discussion or motions noted)
 - a. Board Chair Report (Derek)
 - i. Thanks to all Board for taking part in annual check-ins; Derek is updating assignments accordingly
 - ii. Changes in TCA structure
 1. Committee Chairs shifting to staff
 2. Board vs. Volunteer Committees
 - a. HEART Committee (led by Danny/Carley) to report under Courtney
 - b. Volunteer Committee (led by Ger Tysk) to report under Kristina
 - b. Business Manager Report (Courtney)
 - i. 2021 Budget Approval (see below under Exec & Finance Comm, item iii)
 - c. Exec & FinanceComm (Chair: Derek Oye):
 - i. Membership: Derek Oye, Ben Pachter, Akemi Chan-Imai, Margaret McKenty, Paul Sakamoto, Danny Hayman, Courtney Ozaki.
 - ii. Met on: February 8, 2021
 - iii. 2021 Proposed Budget Review
 1. Discussed proposed 2021 budget, noting significant changes in revenue & expenses.
 2. Courtney presented alternate scenarios regarding staff hours for discussion.
 3. TCA Grants to remain at \$20K this year (as previously noted).
 4. Exec Comm discussed long term goals and budget planning for 2022.
 5. **Motion to approve 2021 proposed budget as presented** (Ben/Tamiko). Caveat that next report out will include revised variances. **Motion carried unanimously.**
 6. Technology - after reviewing Evolve [competitor] quote & info from broker: **Motion to approve cyber-security rider to Sumitomo policy (present insurer) [emailed Jan 6/21] (Derek/Ben). Motion carried unanimously.**
 - iv. Business Manager vs. Board purview
 7. Board Source document
 8. Derek and Courtney will begin to compile a list of areas to bring to Exec Comm for review. Areas to consider include HR, insurance, and 990 review
 - v. Board meeting minute/agenda revision: Derek and Margaret will continue to work on this with the goal of crystallizing changes for March Board meeting.
 - vi. Danny shared HEART Committee’s plan to hold a board-level discussion at the March Board meeting.
 - vii. Next Meeting: March 9, 2021
6. 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): formerly Board Development Committee
 - i. Membership: Rome Hamner, Margaret McKenty, Kate Meigneux, Jason Seymore
 - ii. Met on: 2/23/21 (Derek & Carley also attending)
 - iii. [List of recommended TCA Board trainings for Board review & feedback.](#) **Please add comments re any changes/additions that would make Board members feel most comfortable/competent.**
 1. Akemi will revisit this list after Governance training.
 - iv. Kate & Jason will transition into Co-Chair roles for this committee. Yay!
 - v. Next meeting: TBD
7. Executive Session
8. New Business
 - a. Reminder - Governance Training Sunday, 2/28 @ 11:00AM PST. Akemi circulated docs for review for those motivated to do so (optional).

9. Action Items

10. Announcements:

- a. Next Exec Comm meeting: Tuesday, 9-March-2021, 7:00-8:30PM Pacific
- b. Next regular Board meeting: Sunday, 21-March-2021, 6:30 PM Pacific
- c. 2021 TCA Board Meeting Schedule

Adjourned by general consent at 8:35 PM Pacific