



Taiko Community Alliance Regular Board Meeting

Date: Sunday, December 9, 2018

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

Location: Zoom

Participants:

Officers <ul style="list-style-type: none"> • Derek Oye, Chair • Alan Okada, Vice Chair • Alysse Itatani, Treasurer • Akemi Imai, Co-Secretary • Margaret McKenty, Co-Secretary 	Board of Directors <ul style="list-style-type: none"> • Tamiko Ooka • Toni Yagami • Rome Hamner • Elise Fujimoto • Wisa Uemura
Staff <ul style="list-style-type: none"> • 	Guests <ul style="list-style-type: none"> •

- Agenda -

	Topic	Discussion Lead	Agenda Time	Agenda Minutes
1.	Call to Order at 6:31PM A. Present: Derek, Alan, Alysse, Akemi, Tamiko, Toni, Rome, Elise, Wisa, Margaret B. Regrets: C. Invited: Terry, Linda, Sue	Derek	6:30-6:35PM	5 min
2.	Approvals A. November Meeting Minutes B. Current Agenda	Derek	6:35-6:40PM	5 min
3.	NATC Comm A. Workshop vetting procedure and proposed instructor list <ul style="list-style-type: none"> ○ Presentation ○ Spreadsheet ○ Questions - any clarifications needed? B. Vote for Approval	Toni & Terry	6:40 - 7:00PM	20 min
4.	Program Committee A. Minigrants <ul style="list-style-type: none"> a. Request Board approval of the recommended grants, carry-forward of \$290 from 	Rome	7:00 - 7:10PM	10 min

	<p style="text-align: center;">2017, and reallocation of \$10 in 2018 budget</p> <p>B. Taiko Voices Update</p>			
5.	<p>Tech Resources</p> <p>A. Policies and Agreement</p> <p>B. Move all documents to @tca by end of 2018</p> <ul style="list-style-type: none"> ○ Presentation to help <p>C. TCA (Tech) Osoji</p> <ul style="list-style-type: none"> ○ Sun, 12/23: 9am - 2pm Pacific Time 	Elise	7:10 - 7:25PM	15 min
6.	<p>Finance Committee</p> <p>A. Budgeting for FY2019</p> <ul style="list-style-type: none"> ○ Committee Budget Builder Spreadsheet <p>B. TCA Reimbursement Form</p> <p>C. Financial Report YTD 11/30/18</p>	Alysse	7:25 - 7:45PM	20 min
7.	<p>Ad Hoc: All Comm Meeting (from New Business)</p> <p>A. Attendance</p> <ul style="list-style-type: none"> a. Requesting all Committee Chairs + Board Chair + Treasurer + Staff b. Board members are invited to attend <p>B. Agenda</p>	Derek	7:45 - 7:55PM	10 min
8.	<p>All Committee Reports</p> <p>A. Membership</p> <p>B. Communications</p> <p>C. Executive</p> <p>D. Board Development</p> <p>E. Fundraising</p>	Comm Chairs	7:55 - 8:10PM	15 min
12.	<p>New Business</p> <ul style="list-style-type: none"> ● Sharing Roy's Report to NATC Comm 	All	8:10 - 8:30PM	20 min

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 6:31PM Pacific

a. Present: Derek, Alan, Alysse, Tamiko, Rome, Elise, Toni, Akemi, Wisa, Margaret

- b. Regrets:
- c. Invited: Terry, Linda, Sue

2. Approvals

- a. Current agenda adopted by consent.
- b. November meeting minutes
 - i. **Motion to approve (Margaret/Akemi). Motion carried unanimously.**

3. Committee Reports (received in writing as part of "consent agenda" except where Board discussion or motions noted)

a. NATC Committee (Co-chairs: Toni & Terry):

- i. Membership: Toni Yagami, Derek Oye, Alan Okada, Wynn Kiyama, Mark Rooney, Terry Nguyen, Stan Shikuma, Stuart Paton, Dan Kubo, Heidi Varian, Jen Caballero, Yui Kawamoto, Kathy Fuller
- ii. Met on: Dec. 5
- iii. Workshop vetting procedure and proposed instructor list
 - 1. Above items were approved by NATC Comm and shared with Board for approval.
 - 2. links sent to all Board members 12/6 via email for perusal (also listed below)
 - a. <https://docs.google.com/presentation/d/1iE6dNkXjvVGAeMvpNxz58FlxdSECH32fnlKar6n40TE/edit?usp=sharing>
 - b. <https://docs.google.com/spreadsheets/d/1jCi9-y197eEguUi0csnDUrkODvzull1B7GnKwPeanJw/edit?usp=sharing>
 - c. questions - any clarifications needed?
 - i. Question about clarifying what a Board vote will mean for these documents. 2 years ago, questions were raised about certain instructors for 2017; Board approved the list except for instructors for whom questions were raised for further investigation. Would like to get contracts out soon per NATC timeline. Subcomm that did the vetting can do a deeper investigation into any instructors that raise questions tonight.
 - ii. Concern was raised regarding representation of gender in NATC instructors for individual workshops not being aligned with the demographics of the larger taiko community. Important for TCA board to consider impact of gender representation in current lineup of instructors for the NATC attendees. Suggestion for best practices were given. Above concerns were shared via a separate presentation to the board.
 - 1. **Motion was made to approve proposed list of workshop leaders provided Conference Coordinator adds at least 1 & up to 3 more female workshop instructors from the pool of considered candidates. (Wisa/Alan). Motion passes unanimously.**
 - iii. **Motion was made to adjust base level of airtime for female workshop leaders from 18% to 28%. (Elise/Tamiko). 8 approve. 2 abstain. Motion passes.**
 - d. **BOARD approval needed**, Terry will be sending out contracts w/o 12/9
- iv. Discussion was held about providing Roy's Report to NATC Comm. Report was adjusted to redact any confidential information.
 - 1. Derek will follow up with preparing Roy's Report accordingly.
- iv. Local Committees, all progressing within schedule
- v. Best Practices document, Sue-Linda-Stan - will add Amy Wong
- vi. Taiko Jam performers, contracts being sent to Chieko, KETE, and Kinnara. SFTD confirmation delayed until 1/17 (Sensei and Ryuma both out of country)
 - 1. Alan - any additional info

- vii. Next meeting: Jan 9, 2019

 - b. Programming (Co-chairs: Elise Fujimoto):
 - i. Membership: Tamiko Ooka, Rome Hamner, Ai Matsuda, Ben Pachter
 - ii. Met on:
 - iii. Mini-Grants
 - 1. Panel met 11/25/18
 - 2. 18 applications were received; 2 were not reviewed due to issues with the applicant's EIN/nonprofit status
 - 3. Panel recommends 5 proposals for full funding:
 - a. Stanford Taiko: \$1,500 to support the 2019 Intercollegiate Taiko Invitational
 - b. Cornell Taiko (Yamatai): \$2,500 to support the 2019 East Coast Taiko Conference
 - c. Soh Daiko: \$2,500 for 40th Anniversary Concert production, including multimedia accompaniment that highlights roles and impacts of founding and former members and articulates a rich chapter of taiko's development on the East Coast.
 - d. Harisen Daiko: \$800 to bring together 5 of the major MN taiko groups in a concert
 - e. Eugene Taiko: \$1500 to support to create a 7-10 minute video documenting the history of Eugene Taiko's early years and honoring its founders; includes interviews with founders interspersed with historical and contemporary footage.
 - 4. Panel recommends 1 proposal for partial funding
 - a. TaikoArts Midwest: \$2000 to support production and direct project costs related to the HerBEAT residency/concert, which includes bringing women guest artists from Japan, Canada, and the US to St. Paul, MN for a 2 week artist residency culminating in a collaborative concert to be performed at the Ordway on Feb 29, 2020.
 - 5. Total recommended funding: \$10,300
 - a. requires carrying forward \$290 left over from last year and allocating \$10 from this year
 - b. 10 proposals not recommended for funding
 - c. Request Board approval of the recommended grants, carry-forward of \$290 from 2017, and reallocation of \$10 in 2018 budget
 - i. **Motion was made to approve the above request. (Margaret/Toni.) 9 approve. 1 abstain. Motion passes.**
 - iv. Taiko Voices Song Composition project
 - 1. Interviews for Project Coordinator held 12/9; 2 candidates; tentative selection made, will update Board when final selection made
 - 2. The Board agreed to approve the hire through unanimous written consent.
 - v. Collegiate Taiko Advisory Group:
 - 1. Stanford is quickly gearing up for the 25th ITI from May 25-26, 2019.
 - 2. Planning is well under way, and moving forward nicely
 - vi. 50th Anniversary Projects:
 - 1. Taiko Then Archiving: year end check in meeting scheduled for 12/19
 - vii. Next meeting:
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- c. Tech Resources (Chair: Linda Uyechi)
 - i. Members: Elise, Linda, Sue Yuen, Sarah Gilbert, Abena Oteng-Agipong, Peter Spangler, Kate Walker, Jesse Unick

- ii. Met on: Dec. 8, 9 a.m. PST
- iii. Membership. Sue and Sarah taking care of wrap-up tasks on SF and payment plans generated by membership drive. Preparing system for on-going membership processing.
- iv. NATC Registration.
 - 1. Holiday Vouchers. Pre-purchase only at Members Participant Rate (\$350). Will be treated like a pre-paid coupon to integrate smoothly when regular NATC registration opens. Call to Action email: Thursday, 12.13.18 Closes: 12.31.18
 - 2. Target for opening NATC registration: end February/beg. March (external); Feb. 28 (internal).
- v. Websites
 - 1. NATC Website. Current site (natc.taikocommunityalliance.org) will be archived at natc2017.taikocommunityalliance.org. Work to re-build site will begin in January.
 - 2. Taiko Jam Website. Current site (taikojam.org) will be archived at 2017.taikojam.org
 - 3. TCA Website. We will contract with Qris Yamashita to build style guide (re-branding). In the meantime, Abena and Linda will re-organize the existing site in preparation for re-branding.
- vi. **Data Security**
 - 1. **Policies and Agreement:**
 - a. Documents have gone through IT and legal review.
 - b. Board gave feedback and requested clarification regarding document details.
 - i. Input regarding having an additional signer (TCA side) for the agreement. Response given that this form will be made into an electronic form, and Level 1 & 2 access is controlled by Exec Comm & Comm chairs per Data Use Policy.
 - ii. Suggestion to have stronger consequences for violating data policy since divulging confidential information can have wider legal consequences for TCA. For the purpose of people taking the policy more seriously.
 - c. **Motion made to approve the data use policies and agreement. (Alan/Akemi.) Motion passes unanimously.**
 - 2. DOCUMENT TRANSFER REMINDER: PLEASE MOVE ALL YOUR DOCS TO YOUR @taikocommunityalliance.org address by the end of 2018.
 - a. Here is a tutorial from Sarah to help:
https://docs.google.com/presentation/d/1OQ8YZ04dLN5DgM_fN2lhVi9cAJZUpWmwvtjpGMF3_z4/edit?usp=sharing
 - 3. TCA OSOJI:
 - a. Tech Comm will be hosting a "TCA Osoji" on 12/23 from 9am - 2pm Pacific Time. Join us for the official end of year cleanup of our Google Drives before 2019 descends!
- vii. Next meeting: Saturday, January 12, 8 a.m. PST.

d. Finance Committee (Chair: Alysse):

- i. Membership: No Changes
- ii. Met on: Dec 4, 2018 (as Executive Committee)
- iii. Bank and Signatory Updates
 - 1. Opening new accounts: New accounts have been set up to track payroll and conference costs
 - 2. Cards - Updated signors pending receipt of new bank cards; coordination of card receipt to be coordinated.
- iv. Budgeting for Fiscal Year 2019
 - 1. Asset Allocation 2018 analysis sheet:

- a. Discussion commenced regarding carrying over funds for the expanded programming planned for 2018. Upon further discussion, if these funds were not carried over, the funds would return to the general fund, and not appear in the 2019 budget.
 - b. To date, very few funds have been expended on the 50th Anniversary programming - a call has been scheduled for later in the month to discuss the status of the 50th Anniversary projects, and determine which will continue into 2019.
 - c. Discussion started regarding approval of a Board-designated reserve fund, or developing an outline of what purposes contingency monies can be used for; further discussion tabled pending 2019 budget approval
 - 2. Alysse drafted a Committee Budget Builder Spreadsheet to assist committees in making budget process less intimidating.
 - a. This will be announced at next Board meeting
 - b. Second tab on the spreadsheet is for subcontractor tracking (this tab is not applicable to all committees).
 - c. Alysse is aware that some committees will feel intimidated to some degree, but will guide them through this process.
 - d. Discussion commenced regarding NATC and STI - some components from NATC 2017 will be incorporated/utilized as a template; clarification was provided regarding STI budgeting
 - e. Deadline to submit committee budget is December 28th.
 - 3. Alysse drafted a TCA Reimbursement Form to regulate and itemize expenses. "Category" column changed to "Program", which would refer to the project that the requestor is submitting expenses to be reimbursed.
 - a. Alysse will make this form shareable with appropriate individuals with specific instructions on how to use (i.e. download doc before editing).
 - v. Financial Report YTD 11/30/18
 - 1. Main changes this month setting up the new accounts, and payroll costs.
 - vi. Next meeting: Tuesday, Jan 8, 2019 (as Executive Committee)
- e. Membership (Chair: Tamiko):
 - i. Membership: Tamiko Ooka, Toni Yagami, Margaret McKenty, Anne Kessing (Change: Tyrone N has retired from regular/year-round volunteering with committee)
 - ii. Met on: Nov 20, 2018
 - iii. Working on giveaways for 50th Anniversary and Lifetime.
 - iv. Created campaign debrief spreadsheet. Please feel free to add any thoughts 2018-2019 Membership Campaign Debrief
 - v. Will start planning outreach at 2019 regional gatherings & NATC
 - vi. Next meeting: Tuesday, Dec 11
- f. Comm Comm (Co-chairs: Jen Caballero and Elise):
 - i. Membership: Robie La, Abena Oteng-Agipong
 - ii. Met on: 12/5
 - 1. Website reorganization:
 - a. Working with Tech Comm on this
 - b. Abena and Linda have combed the TCA site and will be simplifying and updating menu items
 - c. New Wordpress theme has been identified
 - d. We will be requesting the purchase of Elementor, a Wordpress design tool that helps with website design and maintenance
 - 2. TCA Re-Branding:
 - a. We are pulling together documents to give to Qris to aid in creation of the TCA style guide, look and feel.
 - 3. NATC Support:

- a. Need to meet with Sue and Terry to iron out roles and responsibilities for NATC Comms campaign.

Next meeting:

- g. Executive Committee (Chair: Derek) :
 - i. Membership: Derek Oye, Alan Okada, Margaret McKenty, Akemi Imai, Alysse Itatani, Wisa Uemura
 - ii. Met on: Dec 4, 2018
 - iii. Finance Committee (see Finance Committee Board Meeting Notes)
 - 1. Bank Signatory Updates
 - 2. Budgeting 2019 Discussion
 - a. Asset Allocation 2018
 - b. Budget Building Document Review
 - c. Reimbursement Form introduction
 - 3. Finance Report Nov 2018
 - iv. Programming Committee - Mini Grant 2019 Process
 - v. Sue and Linda
 - 1. All Comm Meeting
 - 2. Fundraising Plan
 - vi. Plans for 2019 (Operations and Program)
 - 1. Board meeting objectives established for each Quarter
 - 2. All Comm Meeting in early January
 - a. Get everyone on the same page/out of silos
 - b. Show interdependencies of all Committee
 - c. Working better as a team
 - vii. New Business
 - 1. Local Gathers Support
 - a. KaDON Retreat in Midwest - caution for future when supporting entities that are not nonprofits
 - b. SoCal Meeting
 - 2. Migration of all documents to TCA Accounts - see presentation in November Board Meeting
 - viii. Next meeting: Jan 8, 2019
- h. Board Development Committee (Chair: Akemi)
 - i. Membership: Akemi Imai, Wisa Uemura, Rome Hamner, Ron Miyamura
 - ii. Met on: N/A
 - iii. Did not meet since last Board meeting.
 - iv. Next meeting: TBD
- i. Fundraising (Chair: Sue Yuen (acting)):
 - i. Membership: Mary Jane Blystone, Sue Yuen, Evelyn Liu
 - ii. Met on:
 - iii. Updated SAM renewal on 12/4/18
 - iv. Next meeting:

4. New Business:

- a. All Comm Meeting
 - i. Fill out Doodle
 - 1. Requesting all Committee Chairs + Board Chair + Treasurer + Staff
 - 2. Board members are invited to attend
 - ii. Agenda
 - 1. Accomplishments in 2019
 - 2. Sharing Plan/Goals for 2019

- a. Interdependencies
- b. Needed Support
- c. Relation to Strategic Framework

5. **Action Items (all Board unless otherwise noted):**

- a. **Please be sure that all TCA docs are transferred/copied to @tca domain, and that all correspondence uses @tca email by end of 2018. Training doc available (linked in Nov meeting minutes). Also, note that Linda & Sue available during their Monday office hours to those who need help with transfer.**
 - i. Tutorial from Sarah to help:
- b. **Fill out Doodle for All-Comm meeting.**

6. **Announcements:**

- a. Condolence card sent to family of Faye Komagata on behalf of TCA.
- b. Next Exec Comm meeting: Tuesday, Jan 8, 2019, 7:00-8:30PM Pacific
 - i. Regrets:
- c. Next regular Board meeting: Wednesday, Jan 23, 2019, 6:30-8:30PM Pacific
 - i. Regrets: Margaret will be late (7:15PM)
- d. 2017-18 TCA Board Meeting Schedule
- e. 2019-20 TCA Board Meeting Schedule
- f. TCA Meeting Scheduler

7. **Meeting adjourned by at 7:XXPM Pacific.**