



Taiko Community Alliance Regular Board Meeting

Date: Sunday, March 17, 2019

Time: 6:30-8:30PM Pacific

Location: Zoom

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

-

- 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 6:32PM Pacific
 - a. Present: Derek Oye, Tamiko Ooka, Alan Okada (late), Alysse Itatani, Toni Yagami, Akemi Imai, Rome Hamner, Wisa Uemura, Margaret McKenty, Elise Fujimoto
 - b. Regrets:
 - c. Invited: Sue Yuen, Linda Uyechi, Terry Nguyen
2. Approvals
 - a. Current agenda adopted by general consent.
 - b. February Board meeting minutes. **Motion to approve (Akemi/Alysse). Motion carried unanimously.**
3. Executive Sessions
4. Committee Reports (received in writing as part of "consent agenda" except where Board discussion or motions noted)
 - a. NATC Committee (Co-chairs: Toni Yagami & Terry Nguyen):
 - i. 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
Wynn Kiyama's role & access to info via TCA email to be resolved.

i. Met on: March 13, 2019

-Conference has sold out of full participants within under 2 weeks of registration launch! Is this a new record? Sales halted (except for mini-intensives) until capacity is assessed further.

- Waitlist open for observers.
 - Workshop leader numbers are accounted for, but workshop assistants are not. They need to register.
 - Still need to account for Taiko Ten & Taiko Jam performer numbers. Ballroom for Friday (Taiko Ten concert & reception) is pushing 600 for capacity.
 - Discussion of Board members' registrations, in what roles, & what (if any) policy & parameters we expect to apply to us as Board members.
 - Shortlist of potential areas for Board members to volunteer in/at should ideally be compiled & circulated internally in advance. **Toni Terry & Derek will take this on.** Elise & Dan working on a list for TCoP.
- Mini Intensive registration still open. Please push!

-Donations to cover 2 additional workshop instructors:

- Intention confirmed, currently exploring option to treat as a Drummer's Circle sponsorship.
- Guarantors of the pre- and post- intensives in 2017 did not need to be followed up with, as enough participants signed up. Purpose of targeted donations therefore did not arise.

- Comp observer registrations:

- 10 WTC observer passes were discussed & approved at January/19 Board meeting.
- Discussion arose in Small Comm as to "true" cost of comp-ing observer reg'n.
- Purpose of comping and organizational goodwill discussed.
- Overall capacity pushing 600!
- NB: All committees who give out registrations as prizes, or any other type of comps, please make sure NATC Comm knows about it.
- Finances and fundraising discussion merged with Fundraising Comm report.

ii. Terry and Toni will be headed to Portland for another site visit April 11-13. Meeting with PSU facilitator, local groups/committees, attending Portland Taiko 25th Anniversary Benefit Banquet.

iii. Next meeting: April 17, 8:00 pm PDT

b. Fundraising (Chair: Sue Yuen (acting)):

i. Membership: Derek Oye, Paul Sakamoto, Tyler Moriguchi, Rome Hamner (on-call), Ben Pachter (crowdfunding only), Carly Okamura (crowdfunding only), Cathy Tio (after 4/1), Veronique Martin (to be confirmed)

ii. Met on: 3/11/2019

iii. Discussed status of NATC Revenue

1. Given current registration and donation trends, FR Comm determined that a large-scale crowdfunding campaign (targeted to help fund NATC) is not advisable.
2. However, we still have contributed-revenue targets -- now conservative:
 - a. Corporate sponsorships: two strategies
 - i. Ask last year's sponsors for renewal
 - ii. Reach out to regional businesses (Tyler Morioka now on committee)

- b. Individual donations: “Soft” ask to community, right before conference (July - in time for print deadlines).
 - c. Fundraising still essential because even sold-out registration doesn’t cover cost of conference.
 - iv. We still have the potential of a mid-year crowdfunding opportunity. We should not give this up. Potential \$50k. Maybe higher. Committee members have started brainstorming ideas for what we could use this for, summarized in short presentation.
 - 1. Important to fit within existing Strategic Goals framework.
 - 2. Capacity-building is a perennially good idea.
 - 3. **Board member survey and follow-up brainstorming/discussion re: strategy pivot will be implemented - all Board to participate as able.**
 - v. Next meeting: 4/8/2019
- c. Board Development Committee (BDC) (Chair: Akemi Imai)
 - i. Membership: Akemi Imai, Wisa Uemura, Rome Hamner, Ron Miyamura
 - ii. Met on: Have not met
 - iii. **ACTION 1: Board recruitment campaign prep**
 - 1. Requesting 30 sec. video recordings (landscape format please!) from current and past Board members. Elise will help prep videos to promote Board applications starting April.
 - iv. **ACTION 2: Pick 1-2 prospects for personal outreach**
 - v. Recruitment Resources:
 - 1. Text you can use for recruitment
 - 2. Direct link to webpage - need to verify link to public pages.
 - vi. Next meeting:
- d. Finance Committee (Chair: Alysse Itatani):
 - i. Membership: No Changes (met as Executive Committee)
 - ii. Met on: March 3, 2019
 - iii. Working on 2018 taxes with Smith, Marion, and Co.
 - iv. In process of compiling January and February reports
 - v. Workers’ Compensation policy is in effect.
 - 1. Primarily for Terry but includes an accident policy which covers volunteers.
 - vi. Next meeting: Wednesday, April 17th (as Executive Committee)
- e. Executive Committee (Chair: Derek Oye):
 - i. Membership: Derek Oye, Alan Okada, Margaret McKenty, Akemi Imai, Alysse Itatani, Wisa Uemura
 - ii. Met on: March 3, 2019
 - iii. Sue and Linda
 - 1. Main focus has been on NATC registration for the past couple of weeks.
 - 2. NATC registration setup has improved each year.
 - a. Team-based approach helped this year although has required some adjustment for those used to running independently.
 - b. On-campus housing package price was set a little high in comparison to the local hotels. Minor adjustments made prior to launch.
 - c. Special situations (one minor to one chaperone) that wasn’t part of setup
 - d. Blog post for Chieko brought up comments around the use of STI acronym.
 - i. Discussion: around STI whether it’s connected to NATC or not
 - e. Style Guide (colors, words, etc)
 - f. Need response ready should we sell out. Will be discussed in Small Comm once there is only 100-150 spots left.
 - 3. Finance Comm
 - a. Working on 2018 taxes with Smith, Marion, and Co.

- b. Workers' Compensation policy is in effect.
 - 4. HR
 - a. Employee vs Independent Contractor
 - i. ABC test (must meet all criteria to be considered a contractor)
 - 1. Free from control for performance of the work
 - 2. Performs work outside of the entity's business
 - 3. Customarily engaged in an independently established trade or business
 - b. Contracts for ongoing independent contractors should be updated: IT/Peter, Salesforce/Sarah,
 - 5. Board Retreat
 - a. Thursday Aug 8 full day, Monday, Aug 12 half-day. All Board members present are asked to be available Friday morning/afternoon to assist with NATC.
 - i. Dorm rooms and meeting rooms available.
 - b. **Agenda** (tentative):
 - i. 2020 Plan (what happens after Sue&Linda)
 - ii. Strategic Framework
 - iii. Future NATCs
 - iv. Diversity & Equity Inclusion framework
 - 6. Code of Conduct
 - a. Add expectation of adherence to TCA core values and guiding principles for all participants (board, staff, volunteers, workshop instructors, attendees, and observers) with a process to file claims to TCA disclosure form. With initial line.
 - b. Make part of the opening session, and/or print program.
- iv. Next meeting: April 17 @ 7:00 - 8:30PM PST
- f. Tech Resources (Chair: Linda Uyechi):
 - i. Membership: Linda Uyechi, Elise Fujimoto, Sue Yuen, Sarah Gilbert, Abena Oteng-Agipong, Peter Spangler, Kate Walker, Jesse Unick, Josh Yoon
 - ii. Met on: March 2, 2019.
 - iii. Data Use.
 - 1. Elise still collecting Data Security compliance forms. **EVERYONE: Please be sure all your committee members are compliant.**
 - 2. There are many more folks needing Level 1 access. Elise will check with Steve La to see if it might be useful to have finer-grained Level 1, e.g., by excluding budget information and create a Level 1A and 1B.
 - ii. NATC. Tech work is on schedule.
 - 1. Website. Includes Qris' branding. Based on NATC 2019 Style Guide.
 - 2. Successful web support of Communication (10-day countdown to public opening) and Registration. SF required manual switch over when registrations sold out. This causes some glitches as some forms get through during the switch over while closing registration.
 - 3. Summer Intensive. Registration launched Friday, March 15.
 - 4. Support for Code of Conduct. Can likely be bundled with Workshop Selection;
 - 5. Workshop Selection.
 - a. Because Regular Participant registrations are sold out, Workshop Selection time period shortened to 1 month. May be delayed by 2 weeks to accommodate Linda's schedule and potential adjustments to the workshop schedule. Likely targets: Open April 15 Close May 15 (formerly June 30). Commitment to deliver Workshop Placements remains July 15.

- b. Workshop Algorithm testing will include live data collected after April 1.
 - iii. Other work on hold until NATC Registration and Workshop Selection is stable
 - 1. Volunteer on-boarding forms
 - 2. TCA website.
 - 3. TCA intranet for internal documents. Sue created a test using Google Sites.
 - iv. Next Meetings
 - 1. Osoji, March 23, 9 a.m. PST. **All invited to join.**
 - 2. April 6, 9 a.m. PST.
- g. Comm Comm (Co-chairs: Jen Caballero and Elise Fujimoto):
 - i. Membership: Jen Caballero, Elise Fujimoto, Robie La, Abena Oteng-Agipong
 - ii. Met on: did not meet
 - 1. Supporting NATC:
 - a. Comms Campaign for registration launch was successful
 - i. 10 days countdown yielded 25% of traffic to natc site
 - b. Code of Conduct
 - 2. April Comms:
 - a. Workshop Registration
 - i. New workshop instructor article
 - ii. Mini Intensive push
 - iii. "Measuring Happiness"- describing the workshop selection algorithm
 - b. Board Recruitment 2 posts/week (please turn in videos to me by March 25!!)
 - i. (4) short Social Media videos
 - ii. (4) Profile articles
 - c. Taiko Voices:
 - i. Introduction piece
 - iii. Next meeting:
- h. Membership (Chair: Tamiko Ooka):
 - i. Membership: Tamiko Ooka, Toni Yagami, Margaret McKenty, Anne Kessing
 - 1. New member: Lisa Shiota
 - ii. Met on: Tues, March 12, 7:30pm PST
 - iii. ECTC
 - 1. We had a few new members sign up at ECTC
 - 2. We also had some volunteers sign up (Derek is working on placement)
 - iv. ITI/NATC - working on details for tables at upcoming conferences
 - v. 2020 Membership Drive - starting discussions on next membership drive
 - vi. Taikothon-
 - 1. Discussing whether it is ok for taikothon to be pre-recorded rather than live
 - vii. Board help possibly needed -
 - 1. We may ask board for assistance in reaching out to lapsed members, especially charter members who have not renewed membership
 - viii. Next meeting: Tues, Apr 9, 7:30pm Pacific
- i. Programming (Co-chairs: Rome Hamner and Margaret McKenty):
 - i. Membership: Elise Fujimoto, Tamiko Ooka, Ben Pachter
 - ii. Met on: Wed, Feb 27, 5:00-6:00PM Pacific
 - iii. Seeking out new members
 - iv. Taiko Voices - going well
 - 1. Pioneer Jam held
 - 2. Composers meeting monthly
 - v. Taiko Then

- 1. continuing challenges with video compatibility
- vi. Time Capsule
 - 1. recruiting additional volunteer support
- vii. Taiko Calendar
 - 1. launched and operational, huge props to Sara G
- viii. Next meeting: Wed, March 27, 5:00-6:00PM Pacific

5. New Business

a. Code of Conduct

- i. Draft circulated for comment & review (as per Elise's email). Background, rationale outlined. Next steps discussed. Time-sensitive!
 - 1. Q: Would we request sign-off from participants to acknowledge reading & agreement to abide by CoC? Potentially yes.
 - 2. Training and resourcing adequately will be essential to effective implementation. Would hiring a neutral outside consultant for training be appropriate & possible? Potentially yes. E.g., Grad in Psychology or Social Work with expertise in report-taking.
 - 3. Awareness of the possibility of unintentionally giving offence will be needed, especially given the physicality of taiko as an embodied art form.
 - 4. **Derek & Margaret & Elise will research outside expertise in their networks. Alan & Rome & Margaret will wordsmith further edits when/as Elise signs over.**

b. Non-Disclosure Agreement

- i. Graduate School student will attend April or May Board Meeting.
- ii. NDA as worded approved by general consent to be forwarded to the student
- c. Diversity and Inclusion Activity from CAC - TABLED to next meeting
- d. **Derek to forward list of potential volunteers obtained at ECTC.**

6. Action Items

- a. **Toni Terry & Derek will compile & circulate shortlist of potential conference areas for Board members to volunteer in/at.**
- b. **Fundraising: Board member survey and follow-up brainstorming/discussion re: strategy pivot will be implemented - all Board to participate as able.**
- c. **Tech/Data security: Everyone please be sure all your committee members are compliant (have submitted correct forms).**
- d. **Tech/Data security: Next Osoji, March 23, 9 a.m. Pacific. All invited to join.**
- e. **EVERYONE: Please submit 30-sec video & pick 1-2 prospects to do personal outreach (please note when you reach out to them in the prospects list!)**
- f. **Board Retreat Agenda: Please send any suggestions/addition to Derek ASAP.**
- g. **CoC: Derek & Margaret & Elise will research outside expertise in their networks. Alan & Rome & Margaret will wordsmith further edits when/as Elise signs over.**
- h. **Derek to forward list of potential volunteers obtained at ECTC.**
- i.

7. Announcements:

- a. Next Exec Comm meeting: Wednesday, April 17th, 7:00-8:30PM Pacific
- b. Next regular Board meeting: Wednesday, April 24th, 6:30-8:30PM Pacific
- c. 2019-20 TCA Board Meeting Schedule
- d. TCA Meeting Scheduler
- e. Akemi applied and was accepted to participate in CAC's grant review panel focused on youth arts programs. Now needs to review 53 applications before April 1st.

Adjourned by consent at 8:47PM Pacific.

Minutes approved 4/24/2019

A handwritten signature in black ink, appearing to read 'Akemi Imai', written in a cursive style.

Akemi Imai
Co-Secretary