

TCA Transitional Board Meeting
December 10, 2013 6:30-8:30PM PST
via GoToMeeting

AGENDA

- I. Call to Order at 6:34PM PST (Present: Elise Fujimoto, Roy Hirabayashi, Johnny Mori, Alan Okada, Steve Sano, Stan Shikuma, Iris Shiraishi, Wisa Uemura, Linda Uyechi, Susan Yuen)
- II. SPECIAL: Membership&Finance Committee Report due to Susan needing to leave meeting at 7pm
 - A. **Treasurer's Report**

Account Balances: \$33,120.32
Pledge Drive Expenses thus far: \$997.23 (Exec. Committee approved up to \$2,000)
Major expense remaining for 2013: \$800 IRS filing
 - B. **Charter Membership Pledge Drive**

Status: As of 12/9/13: \$38,105

 - 308 members: \$14,650
 - 128 additional donations: \$8,330
 - 4 gift memberships: \$125
 - 2 major gifts: \$15,000 (\$5,000 Janet Koike; \$10,000 Miyamoto)
 - C. [Board decision to hold online auction of Asano drum donation in January/February 2014 rather than include in 12 Days promotion due to value of instruments.](#)
 - D. Sue to distribute Call List for board (non-pledged responders to Census). Email will come with script/instructions for calls (make sure you log who you're calling so they don't get called twice, okay to leave voicemail). Board will self-select individuals to call - first come first served.
 - E. Shared Membership&Finance Committee projected budget and TCA General Operating projected budget (independent of Working Committee budgets). Both to be used, along with other Working Committee budgets, for 501c3 application.
- III. Approval of November 13, 2013 Minutes - ACTION ITEM (5min)
 - A. [Unanimous approval.](#)
- IV. Treasurer's Report - included in Membership&Finance Committee report
- V. Committee Reports - written reports
 - A. Masters' Retreat (Chair: Iris Shiraishi)
 1. Transferring chairmanship to Rome Hamner starting in January.
 2. Getting set to send out a survey to past NATC instructors to determine needs in January 2014.
 3. Looking to pilot the concept with a short retreat (several days) immediately prior to NATC15 in order to minimize expenses.
 4. Short discussion on reasoning for tagging on before NATC15 (minimize expenses), possible sites, and timeline for participant arrivals/need for

space prior to NATC15 (not yet determined, but Retreat Committee will work closely with NATC WC).

B. Tech Resources (Linda Uyechi)

1. As part of committee purpose to serve all other Working Committees (WC), Tech Resources would like to have a Tech Resources representative/liaison with each WC, especially with NATC and Communications (Comm Comm). Any other WC with Tech needs should contact Linda to get a representative.
 - a) Sandi Fanning approved to liaison with NATC WC. She should work with committee member Kristi Tsukida.
 - b) Elise Fujimoto approved to represent Tech Resources with Comm Comm as she is a member of both.
2. Ben Pachter needs assistance with content of TCA/TaikoSource. Instead of increasing numbers of Tech Resources Committee, Tech Resources recommends that the Board set up a separate Resource Content Working Committee with its separate membership. This action will allow Tech Resources to focus on infrastructure and expansion.
 - a) Short discussion on Resource Content Committee membership, clarification of separation of duties from Tech Resources, potential overlap with Comm Comm (separate content specific to Taiko Source)
 - b) **Unanimous approval.**

C. Transition (Chair: Shoji Kameda)

1. Draft of one-sheet (clearly and concisely outlines the responsibilities and expectations for Board members, primarily for potential Board members during vetting/interview process) will be shared for review at January Board meeting. To be shared via Googledoc.
 - a) it does state a required monetary commitment
2. Board Survey/Matrix for existing Board members. Questionnaire asks demographic and attribute questions in order to get a snapshot of current Board make-up and prioritize what we're looking for in future Board members to better represent the taiko community that we serve and to build a stronger Board.
 - a) Request Board member feedback on survey content by Dec 16. Survey to be completed by next Board meeting in January.
3. In progress - Nomination&Election Process recommendation. The Transition Committee wants to make sure the Process addresses all of the Board concerns. Will hopefully be ready by January meeting.

D. Nonprofit Status (Natalie Hudson)

1. Paperwork is basically ready to go, waiting for organizational budget (general operating combined with WC budgets).
2. Bylaws needs to be approved if we're going to submit with nonprofit application.

- a) Bylaws not required for application.
- b) Board has ability to revise bylaws after submission.
 - (1) Current Bylaws draft does not yet include membership voting provisions as voting membership provision should have a California nonprofit lawyer's oversight or writing.
 - (2) Elections usually conducted at a physical meeting. if not a physical meeting, need rules on proxy voting.
- c) Board decides to submit Bylaws with 501c3 application, with plans to revise once membership voting process is more clear.
- d) Steve recommends following timeline: Board comments on most updated version of Bylaws due by Wed, Dec 18. Deadline to approve by Fri, Dec 20 via unanimous written (email) consent. Once all Board members have emailed written unanimous consent, it is approved.

E. Communications (Wanda Kurtcu)

- 1. Following Charter Campaign plan and have split CommComm actions accordingly.
 - a) Working closely with Membership&Finance committee to:
 - (1) determine potential prizes for 12 Days of TCA that would be most appealing.
 - (2) discussed gift memberships and whether they have to apply to a specific person. Infrastructure not ready for non-specific gift memberships.
- 2. MailChimp selected for e-newsletter. Several versions have already gone out.
- 3. Email discussion following last meeting did bring up need to have a clear statement on what TCA is/does. In progress.

F. NATC (Chair: Stan Shikuma)

- 1. Met 12/09 to discuss submitted Request for Proposals (RFPs) for NATC15 sites: Stanford, CA; Salt Lake City, UT; Las Vegas, NV.
- 2. NATC Committee recommendation to hold NATC 2015 in Las Vegas. Jen Caballero meeting with UNLV this week with more specifics.
 - a) Short discussion on support network in Las Vegas (3 taiko groups), weather in July (over 100 degrees, all sites air conditioned), all workshop rooms indoors (yes, but some buildings up to 5 min walk), taiko jam venue (several possibilities).
 - b) Jen to submit updated info which will then be distributed to the Board.
- 3. STI and/or Masters' Retreat could be planned as subsets to NATC and should be part of planning considerations.
- 4. Original timeline: Site decision made by Dec 31. Public announcement of site/date in mid-January.
- 5. Provisional approval from Board for Las Vegas as site for NATC2015 as

long as no red flags come up in update.

- a) empowering NATC Comm to identify red flags
- b) Unanimous approval.

- VI. Old Business - none
- VII. New Business - none
- VIII. Action Items
 - A. Nonprofit Committee to send out most recent version of Bylaws by Fri, Dec 13.
 - B. Sue to send call list/instructions/script by Fri, Dec 13.
 - 1. Each Board member makes at least 10 calls before holidays.
 - 2. First come first served on who calls who.
 - C. Review/comment on Board Survey to wisa@taiko.org by Mon, Dec 16.
 - D. Review Bylaws and comment by Wed, Dec 18.
 - E. Nonprofit Committee to approve revisions of Bylaws as they are suggested and no later than Thurs, Dec 19.
 - F. Email written consent of Bylaws from personal accounts by Fri, Dec 20.
 - G. Complete final version of Board Survey by Wed, Jan 8.
 - H. Stan to share updated NATC15/Las Vegas info whenever ready.
- IX. Announcements
 - A. Next Board Meeting: Wed, Jan 8 at 6:30-8:30pm PST.
- X. Adjourned at 8:32PM PST.

Minutes approved at January 8, 2014 meeting. *(NOT TO BE POSTED UNTIL NATC15 SITE ANNOUNCEMENT MADE)*