

TCA Transitional Board Meeting  
March 7, 2014 6:30-8:30PM PST  
via GoToMeeting

## AGENDA

- I. Call to Order at 6:35PM PST (Present: Johnny Mori, Sue Yuen, Wisa Uemura, Elise Fujimoto, Linda Uyechi, Steve Sano, Alan Okada, Roy Hirabayashi, Tony Jones; Committee Chairs Present: Ben Pachter, Rome Hamner, Shoji Kameda; Absent: Stan Shikuma, Iris Shiraishi, Jon Campbell)
- II. Approval of February 5, 2014 Minutes - ACTION ITEM (5min)
  - A. Alan motions to approve 2/5/14 minutes. Steve seconds. Unanimous approval
- III. Committee Reports
  - A. Online Resource Content (Chair: Ben Pachter)
    1. Leadership: Ben approved as Committee Chair
    2. Proposed Committee Purpose: Oversee existing online content resources (TaikoSource & TaikoExplorer). Develop new content for TCA members, both on own and in tandem with Program Committee
    3. Proposed Initial Actions:
      - a) Continue with development of existing resources
        - (1) TaikoSource: Learning section, new series of articles by invited authors
        - (2) TaikoExplorer: Continued testing in anticipation of public release this summer
      - b) Evaluate potential for new projects, how they might be integrated into existing resources
        - (1) NATC materials acquisition from JACCC in LA then store in climate-controlled storage in Bay Area. Audit content as time allows and converting materials into digital format.
        - (2) Group map
        - (3) Other Considerations: event calendar, archival of other ongoing programs
  - B. Masters' Retreat (Chair: Rome Hamner)
    1. Next meeting on March 23
      - a) Discuss format (duration/content) of retreat
      - b) Review Needs Survey as a committee
      - c) Establish who is a "master." That will determine who receives survey and invites to participate.
      - d) Discuss committee name change.
  - C. Program Committee (Chair: Elise Fujimoto)
    1. Committee also approved committee purpose and actions
    2. Processes and Structure
      - a) Decision Making Process: Consensus for now, re-evaluate as committee grows larger

- b) Sub Committees: Don't need now, but possibly in the future. Individuals will take on chairing events.
  - c) Chairperson: Elise
- 3. Committee Membership
  - a) Current membership includes liaisons to other TCA program-related committees
  - b) New members should be TCA members
  - c) Missing expertise areas:
    - (1) Collegiate Students
    - (2) Pacific Northwest
    - (3) Midwest
    - (4) Canada/International
  - d) Leads:
    - (1) Montreal Arashi Daiko (Stuart)
    - (2) Shuji Komagata (Elise)
    - (3) Carrie Carter- (Ben)
    - (4) Jon Campbell (Jen)
- 4. Review timeline and discuss immediate next steps.
  - a) Monthly activities:
    - (1) February: Asano Taiko Auction (done)
    - (2) March: Grant Workshop (Elise)
      - TITLE: Demystifying Grant Writing
      - DATE: MARCH 22
      - Location: GotoMeeting
      - More info:
      - <http://taikocommunityalliance.org/grantworkshop/>
      - Tell your friends!
    - (3) April: AMA (Ask Me Anything) with Johnny Mori (Jen)
    - (4) May: TaikoExplorer Launch?
    - (5) June: ED hire
    - (6) July: World Taiko Gathering (Ben)
      - (a) Program Committee can provide personnel to staff a table (Ben, Jen, Stuart, and Darren planning on attending)
      - (b) Live Tweeting one of the sessions
  - b) Brainstorm (BRAINSTORM DOC)
- 5. Budget and major fees
  - a) WTG Fees
    - (1) \$200 for a table (8x10)
    - (2) \$100 for a table (6x7)
  - b) Honorariums?
    - (1) Dependent upon program content, duration, etc., but should be offered.

- (2) Final budget decision: \$100-\$200 honorarium per event
  - c) Licenses
    - (1) Creative Commons licensing for online streaming drills, and other proprietary information (free)
    - (2) Consulting may be required
- 6. Program Survey (last minute)
  - a) We contributed questions to the NATC survey to help with Program decisions. Here is a link to the results of the program questions
- D. Nonprofit Status (Chair: Jon Campbell) - no updates
- E. Communications (Interim Chair: Wisa Uemura)
  - 1. Website - Elise
    - a) FAQ page is live. Additional questions:
      - (1) What is TCA about?
      - (2) Why should I join TCA?
  - 2. Social Media - Jacob, Elise, Jane, Brian
    - a) Taiko Tuesday content ideas: taiko injuries, taiko tshirts, taiko mobile, drumbuilding (weirdest thing you've found inside a taiko drum), your favorite taiko couple.
    - b) Posts by other people so more voices represent TCA: specific recruits for particular topics.
  - 3. E-Newsletter - Jane, Wisa, Wanda
    - a) Special Edition to announce NATC15 site/date survey went out at mid-February with NATC date survey.
    - b) Future, regular, newsletter announcements to include other conferences like WTG or Collegiate with careful wording as not to take ownership of other events.
  - 4. Membership - still looking for additional members, primarily for social media support.
- F. Transition (Chair: Shoji Kameda)
  - 1. Results from Board Survey: even though some questions posed issues there was valuable information. Looking at fundraising, legal, and HR skills would be beneficial for new board members.
  - 2. Executive Director
    - a) Job Description: notes received thus far were incorporated onto googledoc draft. More input from Board requested.
    - b) Search Committee: Need to decide if Board is okay with non-Board members being a part of initial search/vetting process. If yes, Transition Committee members will serve as ED Search Committee. Committee requests at least one Exec Comm member to be on the Search Committee and will recruit someone with significant HR experience to assist with initial screening, interviewing, contracting.

- (1) Search Committee responsible for posting, gathering applications, first round of vetting to get down to 5-10 viable applicants
  - (2) Full Board to review the vetted pool's CVs and do another round of vetting
  - (3) Segment of Board will assume responsibility of checking references and schedule candidate interviews.
  - (4) Full Board to be present for in-person interviews (TCA pays for interviewee travel, Board travel unknown) then selection/hire.
  - (5) Board okay with Trans Comm (mix of Board members and TCA members) completing initial collection and vetting.
- c) Timing: ED hire and first Board election currently slated to occur at almost same time (difficult to do). Board should decide which is higher priority.
- (1) Initial idea for Board Elections was to align with one of the main programs of TCA (ie NATC) in the Summer of each year. Ideally TC would want the Board Elections to occur at a consistent time of the year.
  - (2) Board agrees that ED hire is higher priority. Board elections can be postponed.

#### G. Membership&Finance (Chair: Sue Yuen)

1. Requesting Board approval of 2014 Budget.
  - a) Projected revenue is based on existing membership and donation pledges with projections for small bump in membership before year-end and some unconfirmed donation/foundation funding (\$15K).
  - b) Projected expenses higher than prior reports as some NATC expenses needed to move into 2014 (deposits, etc).
  - c) Gap of ~\$35K.
  - d) Exec Comm suggestions to close gap:
    - (1) Launch early NATC registration for TCA members at end of 2014 (est at 100 early registrations at \$275/reg=\$27,500)
    - (2) Program more revenue generating activities
    - (3) Book membership renewal as income for 2014, rather than originally planned 2015
    - (4) Pursue even more grants - Jun Daiko willing to serve as fiscal sponsor during TCA's waiting period

#### H. NATC (Chair: Stan Shikuma)

1. UNLV site visit by Steve Sano very favorable.
2. NATC15 set for June 11-14, 2015, based on responses from member date survey.

3. Formal decision of who will be fiscal receiver in Las Vegas still not determined.
    - a) Host Committee, currently headed by Jen Caballero of Las Vegas Kaminari, has volunteers lined up to head Welcome Reception and Volunteer Committee.
  4. Johnny has been keeping the JACCC informed of NATC progress in an informal manner. As a JACCC Board member he feels this is agreeable.
- I. Tech Resources (Chair: Linda Uyechi)
1. NATC website
    - a) Transfer of DNS is imminent.
    - b) Working to identify content person who can keep website updated until Conference Coordinator is hired.
  2. Expansion of google apps and accounts waiting on non-profit status; Yoko checking on possibility of earlier access.
  3. Peter and Linda working to identify registration software to integrate with Salesforce. 3/22 program will use existing tools, e.g., Jotform.
  4. Clarified web address schema: distinct web addresses (for taikocommunityalliance.org, taikoconference.org, taikosource.org) although all will have consistent style and color branding for TCA.
  5. Requested increase in budget to cover additional server (\$500) and contracting/consulting (\$2000) for Salesforce development in 2014.

#### IV. Old Business

- A. Resource Content Committee - approval of committee purpose and initial course of action as outlined in IIA2&3.
  1. [Wisa moves to approve purpose and initial course of action for the Online Resource Content Committee \(ORCC\), Sue seconds. Unanimous approval.](#)
- B. Discuss and approve draft of Delegation of Fiscal Authority.
  1. Document outlines Fiscal Authority delegated to the Executive Committee and Working Committees
    - a) Grants the Executive Committee authority to make fiscal commitments of \$2,500 or less.
    - b) Grants the Working Committee Chairs authority to make fiscal commitments of \$500 or less if item was outlined in an approved budget.
    - c) Does not define parameters for programmatic decisions nor the ability to sign documents on TCA's behalf. The former will be an informal process strongly based on the established Working Committee purpose. The latter will be brought up in future meetings.
  2. [Alan moves to approve Delegation of Fiscal Authority policy, Roy seconds. Unanimous approval.](#)
- C. Board Retreat on July 16-17, 2014 in Los Angeles

1. Johnny committed to finding a location to meet.
  2. Attendance? Tony unable to attend. Need to check with Iris.
  3. Exec Comm will plan agenda and logistics.
- D. WTG
1. Leadership Forum, Thursday July 17, 1-4PMish - No formal agreement yet but it is assumed that TCA will organize and coordinate the Leadership Forum.
    - a) Program Committee willing to take on planning of WTG's Leadership Forum
  2. Marketplace Table: staffing and budgeting for marketplace table covered by Program Committee.
- V. New Business
- A. 2014 Budget Approval based on discussion and recommendation in Agenda Item II,G,1.
    1. Wisa moves to approve the proposed 2014 Budget, Tony seconds. Unanimous approval.
- VI. Action Items
- A. Send ED Job Description comments or sign off via googledoc commenting by Monday, March 10 noon.
- VII. Announcements
- A. Next Board Meeting: \_ at 6:30-8:30pm PST to be determined by Doodle poll
    1. Sometime during first full week of April: Sun Apr 6 - Sat Apr 12
- VIII. Adjourned at 9:13PM PST

Minutes approved at April 11, 2014 meeting.