

TCA Transitional Board Meeting
July 9, 2014 6:30-8:30PM PST
via GoTo Meeting

AGENDA

- I. Called to Order at 6:36PM PDT
 - A. Present: Johnny Mori, Sue Yuen, Wisa Uemura, Steve Sano, Linda Uyechi, Alan Okada, Iris Shiraishi, Elise Fujimoto, Stan Shikuma; Executive Director: Bruce Davis; Working Committee Chairs: Ben Pachter, Aya Ino, Shoji Kameda, Jon Campbell
 - B. Absent: Roy Hirabayashi, Rome Hamner
- II. Introduction of Executive Director Bruce Davis (3min)
- III. Approval of June 2, 2014 and June 25, 2014 Minutes - ACTION ITEM (5min)
 - A. Steve motions to approve June 2, 2014 minutes. Alan seconds. Unanimous approval.
 - B. Alan motions to approve June 25, 2014 minutes. Iris seconds. Unanimous approval. Sue recusal.
- IV. Committee Reports
 - A. Communications (Interim Chair: Wisa Uemura)
 1. Nothing beyond written report.
 2. Bruce will submit message from ED for August newsletter.
 - B. Transition (Chair: Shoji Kameda)
 1. Nothing beyond written report.
 2. Tangent: Bruce "Mui" Ghent is interested in getting involved in TCA. Interests/experience may be best suited for NATC and several other working committees. Interested WC Chairs should contact Shoji.
 3. Johnny thanks Transition Committee for designing ED hiring process and conducting initial vetting of candidates in ED Search.
 - C. Membership (Chair: Aya Ino)
 1. One item for discussion from written reports:
 - a) Consideration of Honorary Memberships (like Tanaka Sensei or Rev Mas Kodani): Discussion about terms and recognition of membership status. Most in agreement of inviting/sponsoring membership for at least first year or alternative to create an Advisory/Honorary Council or lifetime achievement award. Recommends developing a clear process for nominating/selecting an honoree, especially if it becomes an annual consideration. Membership Comm will generate a list of potential honorees so we can get a better understanding of numbers and scope.
 - D. Finance and Fundraising (Chair: Sue Yuen)
 1. One item up for discussion from written reports:
 - a) Consideration of fiscal sponsorship in order to bridge gap of

collecting pledges/donation and receiving 501c3 status. 3 potential fiscal sponsors identified at this time - all will take some % of any income (between 8-10%) for overhead and may require a specific term of participation. Application process varies from less formal process that could be approved within a week if necessary to formal applications/meetings. Next known deadline is Aug 25 for September approval (with draft and meeting occurring prior). Main considerations: effect of 501c3 receipt on any term requirement and process for reconciliation. Sue/Bruce/Alan will pull together options and terms for Board consideration at August 8 meeting.

E. NATC (Chair: Stan Shikuma)

1. Ben Pachter leaves meeting.
2. NATC Coordinator has received only 1 application for position. Options: review lone application or open up targeted search to create a competitive pool (potential to use WTG as direct recruitment site). Simultaneous review of possible deterrents: (1) of cash flow/budget to see if we can increase salary; (2) necessity of move to LV 3 months prior; (3) consider the Coordinator position as longer-term Program Staff position.
 - a) NATC Comm to discuss the following over email: extending application deadline for two weeks (mostly targeted recruitment), salary based on experience, and LV residence up to 3 months depending on experience.
 - b) Original process: NATC Comm to do initial vetting of applicants and turn over smaller pool of candidates to ED for decision.

F. Tech Resources (Chair: Linda Uyechi)

1. Nothing beyond written report.

G. Online Resource Content (Chair: Ben Pachter)

1. One addition to written report:
 - a) Ben contacting past NATC Coordinators in order to inquire after personal archives (Darren Endo and Kevin Higa's items are already with rest of archive, Bryan Yamami still inventorying all materials). Need contact info for Lesley Handa (Johnny will provide).
 - b) Question about missing media boxes as it had been estimated to have more than 1 box. May be in JAT storage room.

H. Leaders' Retreat (Member: Iris Shiraishi)

1. Nothing beyond written report - all discussion and vote items requested to be tabled until August Board meeting.

I. Program (Chair: Elise Fujimoto)

1. Will need budget approval of printed brochures for WTG, will send request to Exec Comm via email.
2. Send any feedback on WTG Leadership Forum structure by July 11.
3. Discussion on livestreaming taiko concerts: need to create and post a

process for anyone to apply to do this BEFORE we stream any concerts. (interested parties can record their performances in meantime) Process to include due diligence about permits/licenses for venue and artists (at the very least waivers from participating artists and clarification of venue contracts).

J. Nonprofit Status (Chair: Jon Campbell)

1. No update on 501c3 status.
 - a) Bruce's contact who submits similar applications, has indicated that IRS typically takes 8 months to process (TCA looking at October approval).

V. Old Business

A. Board Retreat (email with logistics/details to be sent by Friday, 7/11)

1. Send Sue your travel itinerary (flight info, access to car, lodging prior and following retreat) by 7/11
2. Agenda
 - a) Tues, Jul 15
 - (1) ~6:00PM Nonmandatory, informal dinner with Bruce for in person introductions
 - b) Wed, Jul 16
 - (1) 9:00-9:15AM Welcome/Logistics
 - (2) 9:15-11:15AM Training Component - moderated discussion of what it means to be a Board member, as individual and as a group, partnership between ED and Board (Sue)
 - (3) 11:15AM-12:00PM Declaration of Remaining Term Preference (Wisa)
 - (4) 12:00-1:00PM Catered Lunch
 - (5) 1:00-3:00PM Deliberation on Mission Statement (Facilitator Alan Nishio)
 - (6) 3:00-4:30PM Discussion of Scope/Focus - North America vs. Global (Facilitator Alan Nishio)
 - (7) 4:30-5:00PM Takeaways
 - (8) Post-5:00PM Nonmandatory dinner
 - c) Thurs, Jul 17
 - (1) 9:00-11:00AM Short-term strategy/plan through NATC15 (Bruce?)
 - (2) 11:00AM-12:00PM Takeaways and Close

B. Intern Update

1. Internship ends 7/18/14
2. Board/WC Chairs can post additional intern tasks here.

C. Central Repository for Conference Organizing - specifically regarding the Invitational (requested by Linda, directed to Program and ORCC) - tabled to August meeting

- a) Steve and Linda met with most of the workshop leaders from most recent Invitational. Compilation of notes available upon request.
- b) Central Repository including but not limited to
 - (1) Equipment Etiquette
 - (2) Collegiate Contacts
 - (3) Templates for workshop leader contracts, ideal fees, etc
 - (4) Workshop Leader info

VI. New Business

A. Executive Director Announcement Plan

- 1. Working Committee members: email with written/video introduction with link to resume sent by Friday, July 11
- 2. Taiko practitioners present at San Jose Obon Potluck/Festival: informal introductions July 11-13.
- 3. TCA Members/Census respondents: July enewsletter with written/video introduction
- 4. Must meets: In Person Introductions and Meet&Greets at WTG
 - a) Board to submit short list of must meets by July 14
 - b) Board buddy for Bruce at WTG to provide context

B. Executive Director Orientation/Induction Plan

- 1. Keep Bruce in the loop of upcoming WC meetings and reports. bwdsongs@gmail.com for now. bruce@taikocommunityalliance.org is being set up.
- 2. Individual Board members and WC Chairs should set 1:1 meetings with Bruce (via WTG, call or GTM).
 - a) Bruce on vacation Aug 9-15.

VII. Action Items

- A. Board to send Sue travel info by July 11 (flight info, access to car, lodging before and after retreat)
- B. Board to send any feedback on WTG Leadership Forum structure by July 11.
- C. Wisa to email Retreat logistics/details by July 11.
- D. Board to submit short list of Bruce's must meets for WTG week by July 14
- E. Be Bruce's buddy at WTG July 16-20

VIII. Announcements

- A. Next regular Board Meeting: Friday, August 8 at 6:30-8:30pm PDT.

IX. Adjourned at 8:49PM PDT.

Minutes approved at August 8, 2014 meeting.

Communications

- No meeting in June

- Membership: no changes
- Website - Elise, Wisa
 - Posted May Board meeting minutes and NATC Coordinator job description
- Social Media - Jacob, Elise, Jane, Brian, Chelsey, Terry, Meg
 - Focused on postings for June Charter Membership push.
- E-Newsletter - Jane, Wisa, Wanda
 - June newsletter included: Practice Drum Building Workshop, NATC Coordinator search, last chance for charter membership, TCA at WTG, community events: WTG and San Diego Taiko's Resound
 - Special edition: NATC planning survey
 - July Newsletter (July 15)
 - ED Announcement
 - TCA at WTG
 - Community Events
- TCA Branding
 - No progress on this yet as we would like to have ED input.

Transition

- Membership: no changes
- ED Search: completed. Search and hiring process outlined in 6/25/14 Board meeting minutes
 - Names of applicants and candidates excluded for privacy/confidentiality.
- Board Nomination/Election Process
 - Moving forward with Fall timeline

Membership

- No meetings
- Membership: added Yuri Yoshida Kanamaru
- Charter Membership Drive ended on June 30, 2014
 - Total Charter Members at 749
 - Fulfillment completed - thanks to Kaylyn, Haley, and SJT Interns Nick and Eric
- No separate membership push at WTG, but brief verbiage to be included on other collateral such as for NATC and TCA general info sheet
- Should we offer honorary memberships or not (e.g. Tanaka Sensei)?

Finance

- Membership: no members
- Salesforce: Together with Peter & Linda from Tech Committee, we connected with a Salesforce consultant (John Moraga) who will be guiding us (pro bono) through the selection and testing of a financial accounting package that is compatible with Salesforce. Currently targeting Financial Force. Biggest concern is integration with 3rd-party payment vendors (separate issue). And getting the infrastructure set up before collection of pledges and/or NATC registration payments.

- Sue had initial meeting with Bruce on state of TCA finances. Shared budget, cashflow projection, etc.
- Big decision points for upcoming month:
 - Fiscal sponsorship for the collection of pledges - Targeting: Collections in August (Bruce and Sue investigating options -- MarinLink, Community Initiatives, Tides)
 - Grant opportunities on the horizon (once fiscal sponsorship is established) -- especially capacity-building grants
 - Additional NATC revenue (shared fundraising plan from NATC11, which was not executed because of the quick sell-out of registration)
 - Any board members would like to be involved?

Fundraising

- See above

NATC

- NATC Coordinator Search ongoing

Tech Resources

- NATC
 - NATC site ready for content. Will use Wordpress.
 - Clarified that hosting costs for NATC website are covered by Tech budget.
 - If NATC wants a web designer, that would be an additional budget item.
- Membership and Financial
 - John Morada, from Cap Gemini, is consulting with TCA on Financial Force integration with Sales Force. He also suggests identifying a payment system that with native integration.
- Comm Comm
 - Need to identify a central repository for TCA documents and images.
 - Need to consolidate information about TCA social media accounts.
- Programming
 - Acquiring hardware. Got a microphone for WTG.
 - For WTG, they are using borrowed hardware: monitors, iPads, iPod touch, laptops.
- ORCC
 - Concern: Mapping on TS using data not submitted via SF, address this after transfer agreement completed.
- TCA ED
 - In anticipation of ED hire: Compile a comprehensive list of tech resources: Database, social media, accounting and payments, webhosting, email accounts, surveys. Linda will compile a list and have Tech committee review.

Online Resource Content

- Unable to meet in June due to inability to find a day/time when we would have a majority

present. Rather, all members currently working on projects/in charge of projects submitted reports to the committee (compiled into a single document, from which the below report draws).

- Membership: no changes
- TaikoSource (Wendy Jedlicka, Ben Pachter)
 - Wendy continually adding or getting permissions for entries to Song Database
 - currently has 21 entries, 12 more in the works with verbal okays
 - Learning in Japan article series continuing
 - Group Map restarted
 - Ben currently in planning stages for new section on Drum Purchasing & Building, featuring:
 - information about/links to places to buy drums & drum-building equipment
 - links to drum-building guides on internet (or, upon obtaining permissions, transferring these guides to Taikosource.com)
 - Ben also currently planning new content types:
 - Videos
 - planned videos include tour of Asano Taiko US store (in connection w/ Drum Purchasing & Building section) & a visit to Los Angeles taiko Institute (in connection with Learning section)
 - Interviews
 - print/audio/video
 - content to TBD; to be connected with existing content sections
 - Transfer of ownership to TCA still in works
 - Ben drafted Terms of Transfer document, which was forwarded by Elise Fujimoto to ExecComm
- TaikoExplorer (Mitchell Fukumoto)
 - Making small incremental improvements, including admin dashboard
 - will be recruiting admins to approve video tag submissions, clean up tags, etc.
 - Looking to have finished by WTG
- NATC Materials (Franco Imperial, Adam Weiner)
 - 30 boxes brought back from JACCC following Intercollegiates
 - only 1 has media (VHS, etc.), and that is primarily from 2011 NATC
 - Rest have printed/written documents
 - Mid-May, Franco met with Special Collections @ Stanford University Library
 - There is the potential of having materials stored at Stanford; they could also deal with digitization
 - The possibility of sharing w/ TCA membership (or even general community) depends on proper ownership rights
 - written permission needed from each artist teaching/performing in videos (this is on top of any existing NATC waivers)
 - Of course, this would be an issue even if TCA did it

ourselves

- June 19, Franco & Sue Yuen met again with Stanford librarians
 - estimate of quantity of NATC materials will be sent to Stanford media lab, who then will put together a quote for archiving & digitization
 - if collection is deemed small enough, then Stanford will eat the cost
- There existing the potential of drawing upon other NATC materials in private ownership to build as complete a collection as possible
- could also expand into general TCA archive at Stanford
 - for example, integrating collegiate taiko papers current in possession of Linda Uyechi
- WTG
 - Working in collaboration w/ ProgComm
 - Ben in charge of gathering volunteers, organizing table; will be present all weekend at TCA, using TCA Vendor Pass
 - TaikoSource, TaikoExplorer demos will be available at TCA table

Leaders' Retreat

Committee requesting our business be tabled until next month since Rome can't attend meeting on 7/9; report below

- Meeting held 6/25/14
- Discussion item: **what is the scope of this committee?** we're not sure if our role is to recognize the Taiko Pioneer leaders OR if we should be looking at broader recognition of "Leaders," including those who are leaders in their local and/or collegiate communities.
- Further review of surveymonkey data suggests that higher stipend for teaching at NATC is the most popular form of recognition
- Committee tentatively agreed that recognition at 2015 NATC should be in the form of a monetary gift presented to identified Leaders at the end of the Conference **Board vote needed on this**
 - Advantageous to do it at the end of Conference b/c then we'll know how much is available and won't overcommit financially
 - **How much, if anything, have workshop leaders been paid in the past for NATC?**
- Possible parallel recognition of inspiring workshop (as reported at last Board meeting)
 - S. Yuen believes this idea is very grant fundable
 - Perhaps pursue both ideas for 2017

Program

- Meeting held June 16
- Membership changes: Ai Matsuda and Jacob Derksen have joined our team
- Drum Building Workshop Report: Saturday, June 21
 - Drum Building Kits Sold: 7
 - Financials: Income: \$200/kit (\$1400 total, via Paypal), Approximately \$90/kit, without shipping. Materials for 10 kits were purchased. Total Expenses

(including labor for Stuart, postage for 7 kits, and materials for 10): approximately \$1100

- Engagement: 7 Kits purchased, About 12 people consistently watched live on Livestream, Complete, uploaded video received 85 views as of 7/7
- WTG (#TCAatWTG)
 - Marketplace Table
 - ORCC Product Demos: TaikoExplorer & TaikoSource
 - Printed Brochures- OK to get budget for printing? (\$325 for 500)
 - TCA Social Media Photo Booth:
 - **Purpose:** Fun way of engaging the community and launching TCA's Instagram account. WTG attendees can visit the photo booth at TCA's Marketplace table, dress up in costumes, and/or write on whiteboards.
 - *IF anyone has taiko-related costume items that you would like to contribute to our "dress up trunk" please let Elise know!!
 - With verbal consent, photos will be uploaded to TCA's new instagram account. Visitors can also take their own photos with their cameras or smartphones. We're encouraging everyone to #TCAatWTG
 - BIG THANKS TO KEVIN HIGA FOR DONATING OUR BACKDROP!!
 - Roving Reporter/LiveTweeter:
 - Jen Caballero will be roving around WTG, doing short interviews with conference attendees, workshop leaders, fellow Marketplace vendors, etc. asking:
 - Why do you like/play taiko?
 - Where do you think taiko is headed in the future?
 - What have you been doing today?
 - Why did you join TCA?
 - Short videos will be posted to Instagram. Longer videos will be posted to Livestream
 - Taiko T-Shirt Exchange:
 - There will be a box, where everyone is invited to bring their old, gently used taiko t-shirts. Feel free to leave a shirt, and take a shirt!
 - Gift Bags- Items have been picked up and compiled for raffle prize contribution
 - Leadership Forum
 - Full Format Description HERE
 - Summary:
 - First Part: Small Group discussions about specific areas:
 - Design Challenge:

- You are collectively designing a starter packet for a new taiko group. Bringing your current skill set and areas of taiko and non-taiko expertise to the discussion, review the sub topics identified in your discussion area, and identify up to 3 challenges this new group may experience, and 3 best practices group founders should consider.
 - Second Part: Larger Group discussion about the future of the taiko community
 - Topic: This discussion is not meant to draw conclusions, but rather to ask questions. Where do you see this community in the next 10, 20, 50 years? What do we look like? What do you hope we're doing?
 - I'd appreciate any feedback about the session by Friday, July 11.
- Upcoming Event Proposals:
 - Livestream Concert: Journey of the Koi (Las Vegas Kaminari Taiko)- Concert is July 22
 - Purpose: Taiko community visibility in Las Vegas, Awareness of the Foundation Aoi Koinobori, Working to help victims of the Japan tsunami, Kickoff a year out to NATC.
 - Questions:
 - How does the Board feel about presenting a Livestream concert? Does this bring up issues of favoritism or politics? Is there anything Prog Comm should be considering?
 - Event Brainstorm Ideas (Ideas or recommendations of speakers are welcome!)
 - 501c3 Informational Session
 - Foreign Artist Overview

Nonprofit Status

No meetings

- Status of application: still waiting.