

TCA Transitional Board Meeting
November 7, 2014 6:30-8:30PM PST
via GoTo Meeting

AGENDA

- I. Called to Order at 6:35PM PST
 - A. Present: Johnny Mori, Stan Shikuma, Susan Yuen, Wisa Uemura, Roy Hirabayashi, Steve Sano, Iris Shiraishi, Linda Uyechi, Alan Okada (late); ED: Bruce Davis; Committee Chairs: Elise Fujimoto
 - B. Regrets: Shoji Kameda
- II. Approval of October 6, 2014 Minutes - ACTION ITEM (5min)
 - A. Susan motions to approve October 6, 2014 minutes; Stan seconds; unanimous approval.
- III. Executive Director's Report (Bruce)
 - A. Programs&Services (incl Leaders' Retreat, Online Resource)
 - B. Tech Resources
 - C. Membership
 1. Deadline: Must be a paid Charter Member to access NATC early registration. New members or unpaid Charter Members could pay at time of regular registration.
 2. Immediate Concern: TaikoThon planning (desired launch on Sat, Dec 6). Aya able to plan but cannot execute. Same with Elise and Sue.
 - a) Need to find someone to be "host" coordinator on day of - moderately tech savvy and enthusiastic.
 - (1) Pre-set up is (1) web forms to submit pre-recorded stuff;
 - (2) planning the timing throughout the day of big announcements; (3) solicitation of bigger sponsors/donors
 - (2) Downloading all submitted videos.
 - (3) Day of execution of submitted videos and anchoring.
 - (4) Not as much volunteer management as 2013 since we're not doing live data entry.
 - (5) Elise will reach out to #1 and #2 choices in SF Bay Area. Johnny will reach out to select SoCal individuals. Please cc: Bruce on any engagement as he will be monitoring the search and implementation of TaikoThon.
 - (6) Need coordinator by Wed to make November newsletter release of Thursday.
 - b) Need a central hub to dictate management. Sue can provide her house if necessary.
 - c) If we can't put on a TaikoThon, Elise still suggests some sort of big splash to announce NATC registration. Sue seconds as we still need a donation push before year end.
 - D. Communications Committees

IV. Committee Reports

A. Finance and Fundraising (Chair: Sue Yuen)

1. Reviewed a draft of Year-to-Date financial report.
2. More formal reporting process needs to be determined and then report to be approved by Board. Next financial report should include:
 - a) 2015 Proposed Budget
 - b) Review of 2014 projected vs actuals as of November 30, 2014
3. NATC project budget projected based on current quotes/discussions.
4. Fundraising Funnel to be shared with Board.
 - a) Needs Board to submit additional leads, both corporate and foundation.
 - b) Email Sue with any additional leads.

B. NATC (Coordinator: Elise Fujimoto)

1. Facilities: Currently in process of contracting the minimum number of facilities required to hold NATC as in past.
2. Workshops: Vetting Committee (Kenny Endo, Michelle Fujii, Elise Fujimoto, Johnny Mori, Mark Rooney)
3. Discussed proposal for Lifetime Achievement awards.
 - a) Concerns that setting up a fair, transparent process would take too much time considering the rest of planning required for NATC. Prudent to wait until TCA is more established with a fully elected Board.
4. Discussed proposal to partner with an online taiko instructional video vendor in order to share workshop content post-NATC.
 - a) Concerns about setting up a clear logistical and financial agreement with partner organization, obtaining proper permissions from all participants, and attaining desired quality of content/video. Hopes that we could offer something like this in future.

C. Transition (Chair: Shoji Kameda absent, Wisa Uemura presented)

1. Discussed proposed Nominations/Elections Process. Proposal covers:
 - a) Terms and timing of Board elections (3 year terms, max 2 terms, elections once per year)
 - b) Formation of Board Development Committee (BDC) to oversee the Election process
 - c) Membership content of BDC (1 Exec Comm, at least 1 Board member, at least 1 non-Board member)
 - d) Responsibilities of BDC (oversee nomination, vetting, and election process), and balloting.
 - e) Does not include details on who gets to vote as that has not yet been determined.

(1) Roy motions to approve the Proposed Nominations/Elections Process: Stan seconds; unanimous approval

- (2) Roy volunteers to Chair the newly formed Board Development Committee.
- (3) Wisa volunteers to sit on BDC as the required Exec Comm member but willing to step aside if another Exec Comm member is able to spread out representation.
- (4) Desire to confirm BDC membership at December meeting.
- (5) TC will sunset after determining whether electronic voting is viable in CA and for TCA.

V. Old Business

A. Update Delegation of Fiscal Authority

- 1. Proposed Revision grants Executive Committee authority up to \$10,000. Grants Executive Director authority up to \$5,000 and individual Exec Comm members up to \$2,500.
 - a) Above includes already approved Operating Budget items as well as beyond.
 - b) Alan motions to approve the proposed revisions; Wisa seconds; unanimous approval.

VI. New Business

VII. Action Items

VIII. Announcements

A. Next Board Meeting: Sunday, December 14 at 6:30-8:30pm PST

- 1. Regrets: Stan

IX. Adjourned at 9:10PM PST.

Minutes approved at December 14, 2014 meeting.

Finance & Fundraising

- Financial summary draft report (without September payroll)
- NATC Budget, current quotes and discussion included.
 - Ideal number of participants ~450. Budget includes overhead and contingency.
- Fundraising Funnel

NATC - Notes from meeting of 10-28-14

- Status of Facilities at UNLV
 - We need a minimum of 16 and optimally 20 workshop spaces; have 16 now
 - Hamm Hall Confirmed for plenaries, equipment wrangling, Taiko Jam, etc; Fine Arts building and another building with a large ballroom confirmed; a few other classrooms still pending.
- Workshop Leaders & Workshops
 - Workshop vetting committee: Kenny Endo, Michelle Fujii, Johnny Mori, Mark Rooney, Elise Fujimoto

- 110 workshop proposals submitted from 54 different leaders; Plan to pare down to 31 WS leaders and 48-60 workshops (pending room confirmations)
- Japanese artists -- plan to limit to 2 or 3 artists from Japan; one established artist and one emerging/new artist; maybe one other e.g. STI leader
- Emerging artist program/track -- lot of interest based on data from the workshop survey; plan to have one emerging/new artist from Japan and one emerging/new artist from North America;
- Visas for international presenters? -- Visas are more problematic now when dealing with Homeland Security. Johnny will put together some points we need to be aware of for visa applications and requirements.
- Fundraising
 - Jen/Local Committee made brochures and took them around at their Aki Matsuri -- got some interest from local corporations
 - Yoko Okano is working with Elise on a Donor Website
 - Bruce reports Nevada Arts Council enthusiastic, has funds for local groups
 - Fundraising funnel created to communicate leads and progress.
- NATC Website update
 - Registration website will not be ready on Nov 1, so going with alternate plan
 - New plan: open Registration along with Taiko-thon in first week of December
 - The ideal software (NGO Connect) for registration has stated cost of \$25K for setup; will contact them to see if we can get it lowered; otherwise will use a "next choice" program
- Summer Taiko Institute (STI)
 - Suggestions for international artists:
 - Ryo Shimamoto - referred by Mark H Rooney --
 - Yu Imafuku - referred by Stan Shikuma -- Kagura movement and taiko
 - Kyosuke Suzuki - referred by Elise Fujimoto -- Edo Bayashi (led STI in 2011)
 - Suggestions for North American artists:
 - Kaoru Watanabe
 - Tiffany Tamaribuchi
 - Aki Takahashi - of Nagata Shachu and Ten Ten Taiko
 - NOTE: Prefer an artist that has not done it before; Space and equipment not a problem.
- Plenary sessions, Special sessions/programs
 - Present an annual Award for lifetime achievement in taiko? Consult TCA Board
 - Focus/theme: What's special about TCA first conference; What's special about first time in Las Vegas?
 - Suggestion: Open with a collaborative performance piece involving everyone who is presenting - workshop leaders, Taiko Jam artists, etc
- Performances - venues, producers, performers
 - Taiko Jam
 - Hamm Hall (concert hall) is confirmed;

- Concern re marketing and selling tickets in Las Vegas market, so may need to modify presentation/marketing to break even;
 - Taiko Jam Producer? -- paid position; asking for job description info from Meg, Johnny, Yuri --plan to do an open call/job posting soon.
 - Performers by invitation to audition -- seeking suggestions
 - Taiko Jam Award Ceremony? -- Suggestion to present an award e.g. to pioneers; sounds like good idea but should run it by the TCA Board; politics involved behind it; will need a process and planned very carefully. Consult TCA Board
 - Taiko Ten
 - Pida Plaza confirmed; outdoor grassy plaza and concrete area; will start later so it's cooler; plan to have food trucks at the event to attract more local public as part of a push for a Weekend of Taiko;
 - Taiko Ten performers -- Want to open it up, so will put out a call for performers -- first come, first served? Recruit for TT during Taiko-thon; submission deadline sometime late December
 - Other performance opportunities
 - Would like performance opportunities for the Emerging Artists program
 - Can hold informal performances during breaks at hospitality building lounge and/or small Cohen theatre in Student Union; outdoors hard due to heat;
 - Might do indoor late-night activities - e.g. late night cabaret
- Other Ideas
 - Taiko Shark Tank -- Sue & Bruce suggest a competition where you pitch an idea to funders and then one group/idea is chosen
 - Marketing Presentations -- Linda suggests online entities give presentations in the Market Place as a marketing opportunity, e.g. Ka-Don, Taiko Mapping Project, Taiko Source give scheduled offerings throughout the conference; could draw more people to Marketplace
 - Las Vegas specific activities -- LV Cultural Tour? LV Off the Strip? Food Trucks at Taiko Ten a good intro and very Las Vegas-ie
 - Tech Hub -- Heidi suggests we showcase the TCA website, links projects; maybe have a TCA Tech Comm booth or computer lab where folks can try out the offerings
 - Video Sales of NATC programs -- Can we videotape the workshops & performances and offer on TCA website IF ok with WS leaders/artists? How does KaDon put it online in a protected way? Maybe partner with KaDon to put NATC material online? >> Lot of financial implications, ne. Consult TCA Board
 - TCA plans to livestream the opening and closing plenaries.

Transition

- Proposed Nominations/Elections Process

ED Report

Programs (eventually includes Leaders' Retreat and ORCC responsibilities)

- Rome and Elise are meeting next week to discuss merger.
- Committee is having a difficult time coordinating schedules due to expanding size, but has been and will continue to try finding a time to meet in November.
- Elise's planned sub committee structure so far:
 - Emerging Artist Program
 - Lifetime Achievement Award
 - Monthly Programs
 - Membership Benefits (liaison to Membership Committee)
 - Fundraisers (liaison to Fundraising Committee)
 - Archiving
 - Leaders' Retreat

Membership

- Pledge Collections:
 - 453 memberships paid so far
 - \$63,998 in pledges collected

Tech Resources

- Consolidating TCA Tech membership.
 - Currently active: Linda, Peter, Elise, Mitchell.
 - Seeking Salesforce expertise and other interested members with user interface and related tech background.
- NATC is main focus.
 - Choosing a registration package to interface with Salesforce is the main concern. Aiming for Dec. 1 launch, coincident with membership drive.
 - Attended DreamForce to get some options.
 - Website development to support registration launch is underway.

Communications

Communicating via email

- Membership: no changes
- Website - Elise, Wisa
 - Posted September Board meeting minutes
 - Looking to refresh site to maintain interest in Nov/Dec.
 - Important for fund development
- Social Media - Jacob, Elise, Jane, Brian, Chelsey, Terry, Meg
 - Will need posting schedules/blurbs from NATC, Membership committees for NATC early registrations and New Membership drives.
- E-Newsletter - Jane, Wisa, Wanda

- October no newsletter
- November newsletter to go out week of Nov 10: NATC charter member registrations, NATC updates, Taiko-Thon (new membership drive), pledge collection update, community events.
- TCA Branding
 - No progress on this yet as we would like to have ED input.