

TCA Board Meeting
Dec 11, 2016 6:30-8:30PM PST
via GoTo Meeting

AGENDA

- I. Called to Order at 8:31 PM PST
 - A. Present: Elise Fujimoto, Rome Hamner, Jane Lin, Margaret McKenty, Alan Okada, Tamiko Ooka, Derek Oye, Stan Shikuma, Stuart Paton, Toni Yagami, Wisa Uemura
 - B. Present for NATC portion of meeting: Mark Rooney (NATC Comm Workshop Lead)
 - C. Regrets: Johnny Mori, Terry Nguyen (NATC Conference Coordinator)
- II. Approval of Previous Meeting Minutes
 - A. Nov 18 Regular Board Meeting. **Motion to approve minutes (Alan/Stan). Carried unanimously.**
 - B. Nov 6 Special Board Meeting minutes have not been reviewed/approved as yet. Jane will review & edit for public distribution. Approval tabled to next Board meeting.
- III. Committee Reports
 - A. NATC Committee Report (Chair: Stan Shikuma)
 1. NATC Conference Coordinator Report = Terry Nguyen
 - a. Terry will be absent as she is on a planned trip to Japan
 - b. Terry has been contacting Board members individually to introduce herself, contacting San Diego Host Committee folks to get to know them and set up a site visit, and undergoing an onboarding process with help from Elise
 2. Workshop and Workshop Leader Vetting Process Presentation by Mark H Rooney, Workshop Committee Chair on the plan and the process for workshop/workshop leader selection
 - a) Major changes: Fewer WS leaders leading more workshops; mini-intensives (not STI, within conference); commitment to select “new” leaders (min of 3).
 - b) Calibre of proposals from Japanese potential WS leaders was extremely high. Experienced & high-quality interpretation for workshops from international leaders has proven to be very important in past NATCs.
 - c) WS Selection Committee was diverse regionally geographically, generationally, etc. Vetting process was rigorous & used many inputs (e.g., past NATC surveys). Committee winnowed pool by 40%; forwarded to Terry & Mark for further consideration based on logistics & content overlap.
 - d) Final list: 10 female leaders, 17 male (approaching gender parity); NA & Japanese; 3 mini-intensives in very different areas; 4 new WS leaders (more than promised).
 - e) 3 workshop/space slots not committed as yet (given that status of Tanaka-sensei is still TBA). Compensation also still to be finalized.
 - f) Projection of expenses: Leaders c.\$26,500 (49 workshops @ 400 each = \$19,600; \$320 x 6 for “new” leaders = \$1,920;

mini-intensives \$1500 x3 = \$4500; \$500 for assistant for Suzuki-sensei). Food & travel: \$11,800 (with lodging, adds up to \$19,000).

- g) All above figures excl. Tanaka-sensei (but total well below budget)
- h) Process for notifying unsuccessful proponents discussed. Can reasons for refusal (in general, not specific) and list of names be shared with Board? Confidentiality of informants should be respected.
- i) Excl. international WS leaders, approx. 9 of those selected are not yet/currently TCA members; they will be encouraged to (re)join TCA in their acceptance letter.
- j) Committee will notify those chosen to make sure preferred WS leaders accept before refusals are given (in case any 1st-round picks aren't available).
- k) Final recommendations of the Workshop Committee to date summarized here:
 - 1. Special Cases: Tanaka-sensei's participation still to be finalized; discussion of another WS leader choice raised questions for further follow-up before finalizing selection.

l) Motion: to approve final recommendations of Workshop Committee (with exception of special cases noted). (Stan/Alan) Carried unanimously.

3. Facilities Audit and Contract

- a) Review of UCSD Facilities contract by Elise (see document) Facilities Audit
- b) Q&A: Only liable to pay for rooms as well as for labour & AV used. Sound isolation issues (for Friday) will be communicated to Mark & Terry to inform workshop planning. Lighting/projection/staffing costs for Taiko Jam estimated at \$2840/day (?not incl. lighting). Secure overnight storage for Price Center & Atkinson (keycard access) included. Human security for campus overall included; building-specific to be confirmed. Local liaison discussed. Campus housing costs: estimate not currently available. Dorm facilities are available, as well as local hotels (not necessarily conveniently close). Query whether local organizers are negotiating conference rate discounts at local hotels. Housing for workshop leaders not included in this contract.
- c) **Motion: to approve signing contract with UCSD/QualComm for use of facilities as quoted. (Wisa/Alan) Carried unanimously.**
- d) Derek to sign contract as Board Chair of TCA.

4. Next NATC Comm meeting scheduled for Wed, Dec 21 at 8:00 PM PST

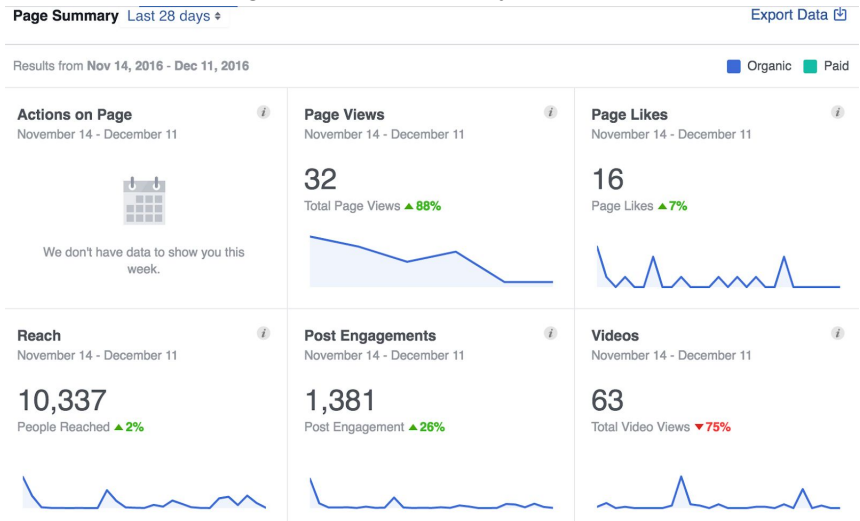
B. Executive Committee (Chair: Derek Oye)

- 1. Board Retreat Dates/Location
 - a. Schedule

1. Saturday, 2/11 (Torrance)
 - a. Redac Hotel Conference Room 9:00AM - 3:30PM
 - b. Asano Taiko US Small Room 4:00PM - 6:00PM
2. Sunday, 2/12
 - a. Asano Taiko US Small Conference Room 9:00AM - 1:00PM
 - b. Housing - Stuart, Toni, Margaret, Wisa, Rome, Elise, Jane (Airbnb's range from \$150 - \$200/night)
 - c. Agenda Ideas - Work-In Progress
 1. Review organizational goals
 2. Strategic Plan
 3. Protocols/Policies and Org. Structure?
 4. Committee Reports?
 - d. Terry, Elise, and Jane volunteering to help! Let Derek know if you would like to help or have any ideas! Thanks!
2. Next Meeting Tuesday, Dec 20th 6:30PM - 8:00PM
 - a. NATC: Check-In with Terry
 - b. Board Retreat
- Board Sharing Part 1 & Part 2 moved to end of meeting in view of meeting length. Postponed to next Board meeting.
 - C. Finance Committee (Chair: Wisa Uemura)
 2. Reconciled YTD Financial Report
 - k) Outstanding Board member pledges not included
 - l) Membership still underperforming but fees and donations collected have met the required CAC match.
 3. 2015 Tax Returns
 - k) In progress, anticipated to file in early December.
 4. 2017 Budget
 - k) Not ready for approval as reconciling general (non-NATC) with NATC budgets.
 - l) **Motion: to approve continuation of current operations through February 2017 until proposed budget for 2017 can be distributed for review and approval. (Rome/Toni) Carried unanimously.**
 - D. Membership Committee (Chairs: Margaret McKenty and Derek Oye)
 1. Membership Campaign
 - a. Results
 1. \$26,315 Revenue
 2. 426 Members
 - a. 41 Student
 - b. 94 New
 - c. 43 Lapsed

3. Thank you Board for outreach and participation in the campaign! Thank you Membership Committee, Linda, Sue, Elise, Data Team Volunteers. It was a team effort and we still have some work to do.
 4. Last year 450 members + \$38k.
- b. Remainder of Campaign
 1. Yuri mail out raffles
 2. Natalie and Data Team continue Salesforce entries
 3. Debrief Meeting Wed, Dec 14th 7:30PM - 9:00PM PST
Ongoing data processing needs will be on the agenda.
 2. Partner Program Update - Toni: Now have a signed letter of commitment from Karen Young; agreement in principle from kaDON (when finalized) will bring total to six participating Partners.
- E. Fundraising Committee (Chairs: Rome Hamner and Derek Oye)
1. Great meeting between SD folks and Japan Society of San Diego and Tijuana (JSSDT); possible grant collaboration in the works, will keep Board posted
 2. Sponsorship brochure completed (feedback to Rome); letter in the works
 3. Can SD Folks use TCA's Go-To-Meeting account? Current meeting schedule should be shared to avoid conflicts. Plus recommendation (Elise) (as for NATC) to investigate Zoom - free for meetings of <45 mins; costs comparable to GTM for longer meetings; greater capacity (50, not 26 people).
- III. Committee Reports (cont.)
- A. Programming (Chair: Elise Fujimoto and Jane Lin)
 1. 2017 Calendar and Funding Request
 - a. More info will be provided per each event as the dates get closer
 2. Upcoming Projects:
 - a. Costuming webinar (January releases)
 1. Promos on Tuesday 12/13 and 12/20
 2. Filming footage at Miyamoto studios on 12/14
 3. Topics (How to wear & brief historical use): Haragake, Nagapachi, Obi, Hapi, Sarashii
 4. Aiming for January releases in short video segments via Youtube channel
 3. Four webinars planned for 2017
 4. Next Meeting: Saturday January 7th, 4:30pm PST
 - B. Tech Resources (Chair: Linda Uyechi)
 1. Provided support for Membership Drive.
 2. Reviewed and shared tech services projected costs for 2017 with Wisa.
 3. Preparing strategic plan for 2017. Main areas of focus: NATC registration, enhance access to census data, develop copyright strategy, pursue digital archiving of TCA materials.
 4. Prepared to provide Board tech training at next Board meeting on Monday, 1/9/17, 6:30 p.m. PST.

- a. Recommended format: 30 minute presentation; 30 minute Q&A.
 - b. Sue will generate read-only board logins before 1/9/17.
 - c. Question arose whether advisable to conduct training separately from Board meeting (to keep meeting length down). TBD.
- C. Comm Comm (Chair: Jen Callabero and Elise Fujimoto)
- 1. Committee Request for 2017: Program comm would like an email address (not sure if this requires a vote). Would cost an additional \$5/month. Can be approved by Exec Comm.
 - 2. Membership Drive Coverage Stats (last 28 days):



- 3. Upcoming Communications:
 - a) Holiday Newsletter (Thursday, 12/22) - Please let me know if you'd like to include anything by Dec 21.
 - (1) Membership Campaign thanks and achievements:
 - (a) Matching CAC grant
 - (2) Costuming Webinar
 - (3) **Holiday Message REQUEST: Please send Elise (via email) a short video of yourself saying "Thank you" by 12/18**
 - b) Facebook
 - (1) Costuming webinar video 1: Tuesday 12/13
 - (2) Costuming webinar video 2: Tuesday 12/20
- D. Board Development Committee (BDC) (Chair: Wisa Uemura)
- 1. Board Recruitment will begin in January for 2017 class.
 - 2. Please self-monitor your committee involvement.
 - a. Bylaws require your service on a minimum of 2 committees.

IV. New Business

- A. Derek - Reaching out to Nikkei Federation to see if they have any similar experience with us. Tabled to next meeting.

V. Action Items

- A. Mark will send information about WS proponents to Board**
- B. Derek will send list of 2017 current membership to Board**
- C. All Board please send sponsorship brochure feedback to Rome**

