

TCA Board Meeting

May 8, 2017, 6:30-8:30PM Pacific

via GoToMeeting

ITEMS REQUIRING BOARD INPUT IN PURPLE

ITEMS REQUIRING BOARD VOTE IN BLUE

Info to inform discussion only

AGENDA

- I. Called to Order at 6:32 PM PST
 - A. Present: Elise Fujimoto, Rome Hamner, Margaret McKenty, Johnny Mori, Alan Okada, Tamiko Ooka, Derek Oye, Wisa Uemura, Toni Yagami, Jane Lin, Stuart Paton (late)
 - B. Also present: Terry Nguyen (NATC Conference Coordinator)
 - C. Regrets: Stan Shikuma
- II. Approval of Previous Meeting Minutes
 - A. April 9 Regular Board Meeting. **Motion to approve minutes as corrected** (Johnny/Alan). Motion carried with one abstention.
- II. Committee Reports (received in writing as part of "consent agenda" except where Board discussion or motions noted)
 - A. NATC Committee & Coordinator Update (Stan Shikuma/ Terry Nguyen):
 1. Met: May 3, 2017
 2. Membership: Stan Shikuma, Johnny Mori, Terry Nguyen, Derek Oye, Alan Okada, Elise Fujimoto, Toni Yagami, Stuart Paton, Heidi Varian, Jen Caballero, Mark H Rooney, Dan Kubo, Diana Wu
 3. Registration
 - a. 400 by 4/30 achieved
 - b. Still \$12K under projection (Midway Financial Report)
 - c. Single-day registration to launch sometime after May 15
 1. Friday only: \$200
 2. Saturday only: \$250
 3. Options are 2 workshops each day.
 4. No discount for TCA members
 4. Problem website: <http://taikoconference.org/>
 - a. Brought to attention at Exec Comm meeting, 5/1
 - b. Site suggests NATC is "cooperating" with them on various projects
 - c. Derek initiating contact w/ guidance from Margaret & Wisa
 5. RFP for 2019
 - a. Rolling out soon under guidance of Stan & Mark
 - b. Submission deadline 6/26/2017
 - c. Volunteers from Board assigned to approach potential locations/hosts
 - d. Goal: to announce 2019 location at the close of 2017 NATC
 - 6. Next meeting: 5/16 or 5/17, TBD**
 - B. Comm Comm (Chair: Jen Caballero and Elise Fujimoto)
 1. Met:
 2. Membership: Jen (co chair) Elise (co chair) Gloria Kum

3. NATC Support:
 - a. Updated Communications Plan
 - b. Working with TCSD on circulating the NATC and Taiko Jam press releases
 - c. TAIKO JAM
 1. Taikojam.com creation - launch on 5/15, public ticket sales will be accessible then as well.
 2. Distribution of TJ assets will start on 5/15 as well, to SD groups and TCSD distribution list of community calendars and news outlets
 - d. TRANSITION:
 1. Gloria will begin website training in May and take over updates and improvements on taikocommunityalliance.org starting in June
 4. **Next meeting:** May 14th, 5pm
- C. Finance Committee (Chair: Wisa Uemura):
1. Met: 05/01/17 during Exec Comm meeting
 2. Membership: no changes
 3. Unreconciled TCA YTD Financial Report as of 04/30/17
 - a. NATC cash inflow projections on target for month of April except for housing payments.
 - b. See NATC report for summary of overages/shortfalls
 4. Tax Returns
 - c. 2015 Federal and State returns finally e-filed.
 - d. 2016: Same CPA firm engaged for prep and filing, \$750 deposit already paid. Due May 15, will file for automatic extension.
 5. **Next meeting:** 5/30/17 as Exec Comm
- D. Board Development Committee (BDC) (Chair: Wisa Uemura)
1. Met: N/A
 2. Membership: no changes
 3. 2017 Update:
 - a. No applications received yet (not counting Wynn's from last year - indicated reapplying for this year)
 1. TCA Potential Board Members
 - a. Rearranged: top section indicates future prospects (2018 or beyond); middle section indicated interest in applying in 2017.
 - b. Reminders sent to all in middle section.
 - b. 4 seats to be filled: Johnny, Stan, Stuart, Wisa (who is willing to serve again)
 - c. Further conversations and reaching out would be good
 4. **Next meeting:** after May 15
- E. Fundraising Committee (Chairs: Rome Hamner and Derek Oye)
1. Met: Drummer's Circle Team Captain trainings- 5 held

2. Membership: Unchanged since last month
 3. Grants
 - a. SD submitted proposal to Billingsley on 5.1
 - b. JSSDT submitted County grant
 - c. No other new grants (unlikely to get more)
 4. Drummer's Circle
 - a. Team Captains in place and trained except for Canada
 - b. Launch 5/8 (probably)- please share on fb, in your social networks
 - c. Without even launching, we've already raised over \$12k; goal is \$54k
 5. Sponsorships
 - a. Rome sent reminder about sponsors Board members are approaching- please reach out ASAP if you haven't yet (most people have; if you don't know your status, email Rome)
 - b. SD preparing proposal to Union Bank
 6. **Next meeting:** TBD
- F. Programming (Chair: Elise Fujimoto and Jane Lin)
1. Met on: 4/1/2017, 5/8/17
 2. Membership: Jane (co chair) Elise (co chair) Ben Pachter, Tamiko Ooka, Rome Hamner, Ai Matsuda
 3. .We had low attendance at our 4/1 meeting so I think our 5/8 meeting will be much more descriptive.
 4. UPDATES:
 - a. **May Recording webinar SWITCHED TO JUNE.**
 1. Isaku article is in hand
 2. Some missing/late content slots will be filled with NATC slideshow videos from 2009, 2011, and 2015
 - b. ITI Representation:
 1. For TCA:
 - a. Jane will go for one day (Saturday)
 - b. Derek and Terry will go for one day (Sunday)
 - c. Linda may be going
 - d. Gloria Kum (Comm Comm) will be an attendee all weekend.
 2. For NATC:
 - a. Diana Wu will be in attendance all weekend
 - c. NATC History Project Planning:
 1. (Tech helping) Online timeline starting with base NATC resources - program books, TJ programs, TShirt design
 2. Approaching an "oral history"
 5. **Next Meeting: 6/3/2017**
- G. Tech Resources (Chair: Linda Uyechi)
1. Met: Sunday, April 23, 9 a.m. PST
 2. Membership: Linda (chair), Peter Spangler, Susan Yuen, Elise Fujimoto, Kate Walker, Angie Ahlgren, Sarah Gilbert (new)
 3. Supporting NATC functions

- a) Taiko Jam external ticket sale support, target date: May 15.
 - (1) ticket system requires robust wifi access at the venue.
 - (2) volunteers for Taiko Jam need to be adults with training on the ticketing system.
 - b) Following up on licensing agreements after meeting with Iris Brest.
 - c) Evaluating the workshop assignment algorithm based on list of parameters. It's a thorny problem.
 - d) Developing process for synch-ing Classy fundraising data with SF.
 - e) Assuming that housing matching is manual process handled by Terry.
4. **Next meeting:** Saturday, May 20, 9 a.m. PST.
- H. Membership Committee (Chair: Margaret McKenty)
- 1. Met: Wed, April 12/17
 - 2. Membership: Margaret, Toni, Tamiko, Yuri Kanamaru, Derek (advisory)
 - a. Still want more hands on Memb Comm. Board is OK with using TCA info table at NATC to recruit volunteers for Working Committees that need them.
 - 3. Liaising with Terry (conference merch) and Rome (donor stewardship) to develop recognition tokens for current & new members at conference.
 - 4. Liaising with Sue Y & NATC Comm to promote on-site membership joining/renewal at TCA info booth. Logistics needed: laptop/tablet with internet connection so that individuals can enter their own data; and (presumably) some cheque/cash handling process.
 - a. How Board members want to arrange their info table shifts: online sign-up sheet (based on projected hours outside Marketplace)
 - 5. Elise, Margaret, et al. will connect post-meeting to plan & refine TCA table & representation.
 - 6. Budget for Membership Campaign overall still in development.
 - 7. **Next meeting:** Wednesday, May 10, 8:00-9:30PM Pacific (per Meeting Scheduler)
- I. Executive Committee (Chair: Derek Oye)
- 1. Met: Monday, May 1, 2017
 - 2. Membership: Derek, Stan, Wisa, Jane, Margaret, Alan, Johnny, Terry
 - 3. NATC Update (see Terry's Report)
 - 4. Board Recruitment discussion
 - 5. Finance Committee and filing tax returns
 - 6. Deeper dive into Strategic Framework (at this point in meeting) - updates to come!
 - 7. REMINDER: Board Meeting for August is Wed 8/9 All Day. (All: please advise Derek of travel plans that impact attendance)
 - a. Post-conference debrief plan: Board evaluation survey (not replicating user experience survey) followed by GTM after preliminary financials & participant evaluation data known. Derek will set up Doodle for GTM.
 - 8. **Next meeting:** Tuesday, May 30, 2017

- III. New Business: none
- IV. Action Items (for All Board Members unless otherwise noted):
 - A. **Deadline for Board applications is May 15 - reach out to your targets!**
 - B. **Keep thinking about Strategic Plan (make suggestions)**
 - C. **NATC sponsorships: please reach out to your targets ASAP if haven't done so already (email Rome if unsure of status)**
 - D. **Please advise Derek of any travel plans that affect attendance at August Board meeting**
 - E. **Elise, Margaret, et al. will connect post-meeting to plan & refine TCA table & representation. Board sign-up sheet to come.**
 - F. **Derek will set up Doodle for post-conference debrief meeting before Sept 11 Board meeting.**
 - G. **Board members to approach potential NATC 2019 locations/hosts: LA/Little Tokyo (Derek/Terry); Stanford (Wisa will approach Stanford; another contact is needed for NorCal/East Bay); Seattle (on hold due to RTG 2018); Colorado (Toni); NY area (Tamiko); DC area (?) (Mark R has approached Nen Daiko, Sojin Kim). Other location ideas requested.**
- V. Announcements:
 - A. Elise out of town in a forest & offline June 1-7; Margaret in remote timezone & mostly offline May 12-June 5
 - B. Next Board Meeting: Wednesday June 14, 6:30-8:30PM Pacific
 - 1. Regrets:
 - B. 2017 TCA Board Meeting Schedule
 - C. TCA Meeting Scheduler
- VI. **Motion to adjourn** (Johnny/Alan). Meeting adjourned by consent at 8:31PM Pacific.