



Taiko Community Alliance Regular Board Meeting

Date: Wednesday, October 11, 2017

Time: 6:30-8:30 p.m.

Location:

Go-To-Meeting

Participants:

Officers

- Derek Oye, Chair
- Alan Okada, Vice Chair
- Wisa Uemura, Treasurer
- Akemi Imai, Co-Secretary
- Margaret McKenty, Co-Secretary

Board of Directors

- Tamiko Ooka
- Toni Yagami
- Jane Lin
- Rome Hamner
- Elise Fujimoto
- Wynn Kiyama
- Alysse Itatani

Staff

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Guests

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- Agenda -

	Topic	Discussion Lead	Agenda Time	Agenda Minutes
1.	Call to Order at A. Present: B. Regrets: Wisa, Tamiko C. Invited:	Derek	6:30-6:35PM	5 min
2.	Approvals A. Previous Meeting Minutes B. Review Agenda	Derek	6:35-6:45PM	10 min
3.	NATC Committee A. Met 9/26, co-chair from Stan and Johnny to Toni and Mark H Rooney B. RFP still being worked on (Stan and Mark) a. Soh Daiko email advising that their east coast coalition participation would be limited for 2019 NATC b. Mark still working with other groups/group leaders	Toni	6:45-6:55PM	10 min

4.	<p>Finance Committee</p> <ul style="list-style-type: none"> A. YTD Financial Report B. Tax Filings C. Financial Trainings for Board D. Request approval for budget continuance 	Alysse (for Wisa)	6:55-7:10PM	15 min
5.	<p>Board Development Committee</p> <ul style="list-style-type: none"> A. Recommendation for Officer Terms 	Rome (for Wisa)	7:10-7:20PM	10 min
	<p>Programming Committee</p> <ul style="list-style-type: none"> A. Women & Taiko STI Final Report - Draft 1 & Executive Summary <ul style="list-style-type: none"> a. Next Steps: Would like to pursue conversations with Women and Taiko on potential committee involvement. <ul style="list-style-type: none"> i. Any board member questions? ii. Any board member interest in liaising with, or being part of initial conversations with these folks? B. 2018 Plans and Discussion (Strategic Plan and 50th anniversary) <ul style="list-style-type: none"> a. Need to identify owner for 50th Anniversary efforts. Ideas are possible - but who is vetting for alignment? <ul style="list-style-type: none"> i. Would like to have November meeting in conjunction with Tech Comm and Comm Comm to possibly align on priorities ii. Would any board members or other committees like to be involved? 	Elise and Jane	7:20-7:50PM	30 min
	<p>Membership Committee</p> <ul style="list-style-type: none"> A. Review Campaign Schedule B. Board members are asked to: <ul style="list-style-type: none"> a. Please contribute short “selfie” vids for Taikothon (as in previous years’ campaigns) b. Please target your own groups to contribute performance videos. c. Deadline: WEDNESDAY OCTOBER 25. 	Margaret	7:50-8:10PM	20 min

	d. Please like/comment/share campaign public posts on social media, and reach out to your own taiko network!			
6.	Executive Committee A. Approval of NATC Committee Workflow B. Board Retreat 2018? C. Strategic Framework Reminder D. Increased Mini-Grant Funding from \$2k → \$5k	Derek	8:10-8:20PM	10 min
7.	New Business A. How transparent we should be with documents including, but not limited to: a. NATC Best Practices b. NATC Budget information c. NATC Evaluations d. TCA Financials e. TCA Policies and Procedures f. Visa Applications	Derek	8:20-8:30PM	10 min

via GoToMeeting

ITEMS REQUIRING BOARD INPUT IN PURPLE

ITEMS REQUIRING BOARD VOTE IN BLUE

Info to inform discussion only

MINUTES

Minutes not approved.

TCA Board Meeting

Oct 11, 2017, 6:30-8:30PM Pacific

1. Called to Order at 6:32PM Pacific
 - a. Present: Elise Fujimoto, Margaret McKenty, Toni Yagami, Jane Lin, Derek Oye (Chair), Alan Okada, Rome Hamner, Alysse Itatani, Wynn Kiyama (late), Akemi Imai
 - b. Regrets: Wisa Uemura, Tamiko Ooka
2. Approval of Previous Meeting Minutes.
 - a. August 9 Annual Board Meeting Approval of minutes (previously deferred until corrected). **Motion to approve** (Alan/Akemi). Minutes approved unanimously.
 - b. Sept 11 monthly Board meeting. **Motion to approve minutes as corrected** (Margaret/Toni). Minutes approved unanimously.
 - c. Confirmation: Minutes will be released for public consumption without live links unless otherwise stated.
3. Committee Reports (received in writing as part of “consent agenda” except where Board discussion or motions noted)
 - A. NATC Committee Update (new co-chairs: Toni Yagami & Mark Rooney):
 1. Still working on RFP for 2019
 - a. Not sure if Soh Daiko will be able to commit to NATC’19 efforts
 2. Waiting for NATC Workflow doc to be finalized
 3. Terry’s final report received for review.
 4. **Next meeting:**
 - B. Comm Comm (Co-chairs: Jen Caballero and Elise Fujimoto)
 1. Met: 9/15

2. Membership: Jen Caballero and Elise Fujimoto
3. Projects:
 - a. Supporting Membership Campaign:
 1. Comms calendar
 - b. **Next meeting:** Monday, October 16, 7:30pm
- c. Finance Committee (Alysse Itatani presenting for Chair: Wisa Uemura):
 1. Met: as Exec Comm
 2. Membership: no changes
 3. YTD Financial Report as of 9/30/17
 - c. NATC
 1. UCSD and all other material invoices paid.
 - d. Board Pledges are not reconciled in the cash flow tab to reflect balance due based on submitted forms
4. Tax Filings
 - a. 2015
 1. State has not sent any notifications following submission
 2. TCA is now current with California Registry of Charitable Trusts
 - b. 2016
 1. Filed an extension so Federal, State, and Registry filings will be due November 15, 2017
 2. Working with same CPA
 - c. 2017
 1. Exec Comm collecting quotes from 3 CPA firms to conduct either an audit or review of TCA's 2017 finances.
 - a. Article outlining differences between audit and review
 - b. Whomever is selected will also prepare and submit TCA's 2017 federal and state tax documents.
5. Financial Trainings for Board
 - a. Advisable in view of upcoming discussions and decisions regarding current assets and budget planning for 2018+.
 1. Alysse is working with Wisa to determine content.
6. [Approval requested for continuance of operating budget through February 2018.](#)
 - a. 2018 proposed budget won't be ready until then because it requires discussion/decisions regarding current assets, and transition to program/committee-based budget process.
 - b. Board can approve the continuance amount during November meeting and continue to operate into Jan/Feb 2018.
 - c. Wisa & Alysse (as Treasurer and Exec Comm advisor) tasked to develop (1) framework for financial reporting changes, and (2) recommendations for total allocation of assets for this year, for further consideration at Exec Comm.
7. **Next meeting:** as Exec Comm on 10/25/17
- d. Board Development Committee (BDC) (Rome Hamner presenting for Chair: Wisa Uemura)
 1. Met: via email
 2. Membership: no changes
 3. Officer Terms
 - a. Current TCA bylaws say an officer holds their position until individual is removed or resigns from office.
 - b. Current practice: Due to bylaws' silence on term limits, the Board has held annual officer elections at annual meeting.

1. The incumbent, if not resigning, remains on the ballot, while the board can nominate other candidates.
 2. Nominees can decline nomination, or be added to the ballot.
 3. Board discusses nominees, then votes; Secretary moves, and another board member seconds.
 4. Rarely is more than one person nominated for any office. When that happens, situation is usually resolved without a run-off vote (e.g., one person shadows office for the coming year, or both elected as co-officers).
- c. Board asked BDC to make a recommendation for board policy regarding officer terms.
1. This would not require a by-law amendment, but instead would be adopted as a policy understood & followed by the Board .
- d. BDC Recommendation for board policy on officer terms:
1. A board member will serve no more than 4 years in the same officer position.
 2. Ideally (exceptions allowed):
 - a. No more than 2 officers transition in same year
 - b. Incumbent officer should voice intent to resign position at least 1 year in advance so that a prospect can be identified and shadow for that final year
 - c. Incoming board members would not have to serve in Officer position during initial year of service
 3. Implementing this guideline does not require a Board vote
 4. How do we orient new board members?
 - a. It can be included in the email initially sent out to newly elected Board members.
 - b. Advice sought on other materials to include in orientation packet.
 5. Query to BDC re: Board Chair's role & whether that officer should remain in position for multiple years
- e. Part of BDC ongoing responsibilities will be to monitor current and prospective Board members, balancing consistency and fresh perspective and how that could affect officers/Exec Comm.
1. Next year (2018), Derek, Margaret, Rome, and Jane will be up for reelection. It is hoped that at least 3 of the 4 will opt for a second term.
 2. Below is the current officer list / their board term /the year they were elected to that office:
 - a. Chair: Derek Oye/2015-2018 /2016
 - b. Vice-Chair: Alan Okada/2016-2019 (second term) /2017
 - c. Co-Secretaries: Margaret McKenty/2015-2018 /2016 and Akemi Imai/2017-2020 /2017
 - d. Treasurer: Wisa Uemura/2017-2020 (second term) /2016, my successor (Alysse) is "identified" and is shadowing this year
- f. Rome has notified of current employment with San Jose Taiko - will amend her Conflict of Interest disclosure form accordingly.
4. **Next meeting:** via email in November
- e. Fundraising (Chair: Rome Hamner):
1. Met: 10/7/17
 2. Membership: Rome, Kelly Kuwabara, Sue Yuen, Mary Jane Blystone

3. Looking for 1-2 additional members to build up committee
 4. Committee members focused on reviewing Strategic Framework this month
 5. **Next meeting:** TBD
- f. Programming (Co-chairs: Elise Fujimoto and Jane Lin):
- i. Met: 10/7/2017
 - ii. Membership: Tamiko Ooka, Ai Matsuda, Rome Hamner, Ben Pachter
 - iii. [Women & Taiko STI Final Report - Draft 1 & Executive Summary](#) with recommendations have been forwarded to Board (PDFs).
 1. Next steps: Pursue discussion with Women and Taiko group on potential committee involvement, whether as subcommittee or stand-alone committee.
 - a. If purpose is related to creating programming, then makes sense for them to be a subcommittee. What does group want to do as their primary purpose(s)?
 - i. Query if there could be a sense of exclusivity by formally developing this group into a committee/subcommittee.
 1. Comment: Census data has documented clear gender disparity between larger taiko community (62% women) and NATC instructors (63% men). Disparity is society-wide (obviously), but TCA can play a role in addressing it. Also, gender is inclusive: everybody is on the spectrum somewhere.
 - ii. Query how this group would fit into the larger strategic framework of TCA. TCA is committed to many initiatives & efforts already in the Strategic Framework.
 1. Comment: Could be an additional Programming subcommittee like CTAG.
 2. Request that W&T group develop 1-pager to identify a proposed Programming subcommittee's purpose & plan(s). Margaret will convey this request to W&T steering group.
 3. Derek willing to meet with group reps to discuss Strategic Framework (Elise, Jane & Margaret will be looped in). Important to convey current status of TCA as volunteer-based org'n.
 - iii. Board members willing to act as W&T liaison: Elise & Margaret
 2. One W&T STI participant has asked if she can make a donation to TCA that would be specifically designated for use by future W&T events (since 2017 STI expenses were met).
 - a. Response (Margaret will convey): Board is grateful for this generous offer. However, until decision is made about how to follow up on W&T development and subcommittee is formed, we're not in position to process that donation. When TCA is ready to pursue W&T programming actively, would greatly appreciate it. Please be patient!
 - iv. Mini Grants:
 1. Executive Committee approved increase of Mini Grant budget to \$5000
 2. Applications are available now through November 13th
 3. Mini Grant Timeline
 - v. Collegiate Taiko Advisory Group:
 1. NATC Scholarship Recipient report is nearly complete. Blog post will additionally be created as part of deliverables.
 - a. Part of final report included suggestions of what TCA could do to better support the collegiate community
 2. Collegiate Conferences:
 - a. ITI: Riverside: Prepping for May 2018 ITI
 - b. ECTC Planning for Stonybrook in early 2018 is also happening

- c. ITI prep for Stanford (2019) is underway. They are starting to consider new formats for ITI.
- vi. Q4 Programming:
 - a. YouTube releases of NATC programming (November-December timed releases)
 - b. Would like to produce an informational session or video about the Strategic Plan, for release in late November, to clearly communicate intention to the community.
- vii. 2018 Planning (Strategic Plan and 50th anniversary)
 - 1. Need to identify owner(s) for 50th Anniversary efforts, vet projects/goals for alignment and realism
 - a. Want to have November meeting in conjunction with Tech Comm and Comm Comm to align on priorities
 - i. Comm Comm wants to highlight TCA's activities outside of NATC more since we are going into a non-NATC year. Also relevant to 2018 membership drive.
 - ii. Tech Comm is wondering if they should gear up for another census
 - b. Would any Board members or other committees like to be involved?
 - c. Need for a discussion with multiple committees to find alignment on what 50th anniversary would look like. Lots of energy in working committees but not a unified understanding of the picture.
 - d. Query if Board feels 50th anniversary should be discussed at Board level, or if programming committee should be entrusted with planning.
 - i. Comment: 50th anniversary is important; will use TCA resources (even if not as much as NATC), so Board discussion/guidance would be good, whether helping to shape programming recommendations or responding to them.
 - ii. Request that Board members share any ideas in advance if unable to join Nov 4th meeting.
 - viii. **Next Meeting: 11/4/2017** (includes Tech & Comm, anyone is welcome to join)
- g. Tech Resources (Chair: Linda Uyechi):
 - 1. Met: 10.8.17
 - 2. Membership: (Angie Ahlgren), Elise Fujimoto, Sarah Gilbert, Peter Spangler, Kate Walker, Susan Yuen. New Member: Abena Oteng-Agipong.
 - 3. Provided feedback to Kate re: NATC Survey.
 - 4. Welcomed Abena Oteng-Agipong as a new member of Tech Comm. She has front-end expertise and is willing to start by helping shape our data use plan.
 - 5. Sue and Sarah are focused on support for membership drive. They will reach out if they need extra people power to process memberships.
 - 6. Tech team is generating input for the Strategic Plan, hoping to meet with Derek before end of October.
 - 7. **Next meeting:** 11.12.17
- h. Membership (Chair: Margaret McKenty):
 - 1. Met: Sept 12, 19, 25, Oct 9
 - 2. Membership: Margaret, Tamiko, Toni, Yuri, Wynn & Anne Kessing; Derek (as advisor)
 - 3. Post-NATC debrief from Memb Comm has been forwarded to Board as PDF.
 - a. Query regarding proportion of NATC 2017 workshop leaders who were not TCA members. Figures supplied post-meeting: 30 total, of whom 4 from Japan aren't included in calculations. Of remaining 26, 20 (77%) were TCA members, and 6 (23%) were non-TCA members.
 - 4. Current focus is EOY 2017 Membership Campaign
 - a. Shell dates (modified): Start Oct 15 - finish Nov 17; Taikothon: Sunday Oct 29

- b. Basic pitch: “2018 is 50th anniversary of NA taiko - be a part of it!”
 - c. Early Bird pricing \$40/\$20 in effect until end of Taikothon
 - d. Exploring logistics of processing Lifetime memberships through installment plan (Sue & Wisa)
 - e. Partner Program is expanded. Using whitespace on Membership card letter to list Partners & remind members of program.
 - f. Draw prizes are finalized and supplemental funding request has been submitted. Previously-approved budget included \$300 for Taikothon and \$250 for postage and supplies (total \$550). We now estimate funding needed at \$425 for draw prizes plus c. \$150 for Taikothon & postage & supplies (total \$575).
5. Board members are asked to:
- a. Please contribute short “selfie” vids for Taikothon (as in previous years’ campaigns)
 - b. Please target your own groups to contribute performance videos.
 - c. Deadline: WEDNESDAY OCTOBER 25.
 - d. Please like/comment/share campaign public posts on social media, and reach out to your own taiko network!
 - e. Template email will be sent out to facilitate sharing of the campaign.
 - f. **Next meeting:** Tuesday, Oct 24
- i. Executive Committee (Chair: Derek Oye):
- i. Met: Sept 27/17
 - ii. Membership: Derek, Alan, Wisa, Margaret, Akemi, Alysse
 - iii. [Adoption of NATC Committee Workflow](#)
 - 1. Does not require a formal vote of approval.
 - 2. Biggest change in document is that Conference Coordinator has more authority to make decisions while more clearly defining the Board as playing a greater oversight role. Closes gaps regardless of whether staff hired or not.
 - 3. Query re: Working Committee responsibility for Registration (since Tech Comm did heavy lifting in this area in NATC 2017). Who has ultimate responsibility/authority for handling communications & tech needs for registration - TCA, or NATC proper? Further clarity from Roy’s evaluation report & future budgeting.
 - 4. Comment: NATC is the biggest revenue generator, so we do need support of all committees. NATC is currently the main (biggest) program of TCA.
 - 5. Derek will keep working on document, accepting further suggestions, but would like to forward to NATC Comm. No objections raised.
 - iv. Board Retreat 2018? - TABLED
 - v. Strategic Framework Reminder - TABLED
 - vi. Approved increased Mini-Grant funding from \$2k → \$5k for 2018. Note that this does not set a precedent for future years.
 - vii. **Next meeting:** Wednesday, Oct 25
4. New Business:
- a. Discussion of document transparency, including but not limited to:
 - i. NATC Best Practices - is this a resource for the greater community including Budget Information & Evaluation materials? Do we share these in full, or edited for public use?
 - ii. NATC Budget information
 - iii. NATC Evaluations
 - iv. TCA Financials
 - v. TCA Policies and Procedures (including NDAs)

- vi. Visa Applications - some work was conducted pro bono for TCA, is it ok to share this information?

TABLED to next meeting for discussion.

5. Action Items (for all Board Members unless otherwise noted):

- a. **Wisa & Alysse to develop framework for financial reporting changes, and recommendations for total allocation of surplus for this year, for further consideration at Exec Comm.**
- b. **Please offer advice to BDC on materials that should be included in the new Board member orientation packet.**
- c. **Please contribute short “selfie” videos for Taikothon by Oct 25.**
- d. **Please target your own groups to contribute performance videos (costumes a bonus!) - deadline Oct 25.**
- e. **Please engage with social media & reach out to personal networks during Membership Drive (Oct 15-Nov 17)**
- f. **Please share any ideas for 50th Anniversary programming in advance if unable to join the Nov 4th Program/Tech/Comm Comm meeting.**
- g. **Margaret will convey request to produce a 1-pager outlining subcommittee purpose & plans to Women & Taiko STI group. Margaret will respond to inquiry from potential donor.**
- h. **Please ponder corporate governance and TCA’s core values & guiding principles as applied to transparency of documents & knowledge generated in-house - be prepared to discuss at next Board meeting.**

6. Announcements:

- A. Next Exec Comm meeting: Wednesday Oct 25, 7:00-8:30PM Pacific
- B. Next Regular Board Meeting: Friday, Nov 17, 6:30-8:30PM Pacific
- C. 2017-18 TCA Board Meeting Schedule
- D. TCA Meeting Scheduler

7. Motion to adjourn (Alan/Elise). Meeting adjourned by consent at 8:35PM Pacific.