



## Taiko Community Alliance Regular Board Meeting

Date: Sunday, December 10, 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: C. Invited:	Derek	6:30-6:35PM	5 min
2.	Approvals A. Previous Meeting Minutes B. Current Agenda	Derek	6:35-6:40PM	5 min
3.	NATC Comm A. 2019 NATC site discussion B. asking Board to vote on site C. Best Practices document	Toni	6:40-7:25PM	45 min
4.	Executive Committee A. Vote on Strategic Framework for approval a. Changes made in Red. b. Version for public consumption	Derek  Akemi (presentation)	7:25-8-10PM	45 min

	<p>B. Presentation - Governing vs Working Board + Hiring Staff Considerations (Akemi)</p> <p>C. Operations</p> <ul style="list-style-type: none"> <li>a. Hiring and management of staff - Review Survey Responses</li> <li>b. Need to Update for clarity before hiring staff <ul style="list-style-type: none"> <li>i. Officers (existing doc)</li> <li>ii. Committees (existing doc)</li> <li>iii. Workflow for transition of duties from working committees to staff will be refined</li> </ul> </li> </ul> <p>D. Roy's Report Update</p> <p>E. Board Retreat</p>			
5.	<p>Programming Committee</p> <p>A. Mini-Grant Panel met 12/9. Asking Board to support the following funding recommendations</p>	Rome	8:10-8-25PM	15 min
6.	New Business and Announcements	Derek	8:25 - 8:30PM	5 min

via GoToMeeting

ITEMS REQUIRING BOARD INPUT IN PURPLE

ITEMS REQUIRING BOARD VOTE IN BLUE

\*\*Info to inform discussion only\*\*

## MINUTES

Minutes not approved

1. Call to Order at 6:31PM Pacific
  - a. Present: Derek Oye (Chair), Wisa Uemura (late), Akemi Imai, Alan Okada, Alysse Itatani, Jane Lin, Rome Hamner, Elise Fujimoto, Tamiko Ooka, Toni Yagami, Wynn Kiyama, Margaret McKenty
  - b. Regrets:
  - c. Invited:
2. Approvals
  - a. Current agenda adopted by consent
  - b. November meeting minutes - Revise asset allocation to present items in bullet points not table format. **Motion to approve as revised** (Margaret/Toni). **Carried unanimously.**
3. Committee Reports (received in writing as part of "consent agenda" except where Board discussion or motions noted)
  - a. **NATC Committee** (Co-chairs: Toni Yagami & Mark Rooney):
    - i. After discussion at last NATC Comm, we approved and are submitting for Board discussion RFPs for 2019 NATC (copies were emailed to all Board members). NATC Comm recognizes that details need to be worked out, but major parameters (site/facilities, costs, host community) all seem very workable.
    - ii. Other prospects have been canvassed but all have major drawbacks.
    - iii. **Motion to approve NATC 2019 RFP** (Elise/Akemi).. **Motion carried unanimously.**

- iv. Work on budget (Wisa & Alysse), messaging, and refinement of RFP will continue within current NATC Comm, with Comm Comm and Tech Resources input/advice as needed.
- v. NATC “Best Practices” document discussion: TABLED
- b. **Comm Comm** (Co-chairs: Jen Caballero and Elise Fujimoto):
  - i. Meeting with new potential committee member, Robie La for assistance with website, newsletter, and Social Media
  - ii. ZOOM Conferencing App:
  - iii. Upcoming blog post:
    - 1. NATC Evaluation takeaways (date: 12/12 or 12/19 depending on prize winners’ replies)
      - a. Kate created a pared down blog post (TL, DR) version of the NATC report that does not personally identify anyone, and is quickly readable
        - i. **LINK:**
  - iv. Final newsletter of the year scheduled for Thursday 12/28
    - 1. Content: 2017 Lookback
      - a. Web videos: Costuming & Recording
      - b. NATC: Slideshow, Youtube library, & Flickr
      - c. Mini Grants: if we can
- c. **Finance Committee** (Chair: Wisa Uemura):
  - i. Membership: no changes
  - ii. Met: as Exec Comm on 12/4
  - iii. YTD Financial Report
  - iv. Tax Filings - no updates
  - v. 2018 Budget Planning
    - 1. Meeting with 50th Anniversary Project Chairs this Sunday, 1-2pm
      - a. Each proposal to submit description and budget by early January
    - 2. Wisa, Alysse, and Elise to meet, discuss, and prioritize
    - 3. Proposed 2018 budget emailed out to Board by 1/31 for review
  - vi. NATC financial wrap-up: Finally have Shogo’s & Suzuki-sensei’s ITIN numbers; awaiting 8233 exemption approval from IRS.
  - vii. **Next meeting:** as Exec Comm on 1/31
- d. **Board Development Committee (BDC)** (Chair: Wisa Uemura)
  - i. Membership: no changes
  - ii. Met: n/a
  - iii. Board Orientation Packet
    - 1. Working on additions suggested at last Board meeting
  - iv. 2018 Board Prospect Cultivation ongoing
    - 1. potential board members
  - v. **Next meeting:** to be scheduled in January
- e. **Fundraising** (Chair: Rome Hamner):
  - i. Letter of Inquiry submitted on 12/1 to the Creative Work Fund for 50th Anniversary composition project (collaborative composition of open source piece by representatives from the 3 Pioneer groups)
- f. **Programming** (Co-chairs: Elise Fujimoto and Jane Lin):
  - i. Mini-Grant Panel met 12/9. Recommending that Board fund the following five proposals (of 11 proposals received)
    - 1. \$1300 to Taiko Tides at Stonybrook University for ECTC 2018; \$1000 to Senryu Taiko (UC Riverside) for ITI 2018; \$905 to Asian American Resource Workshop / Karen Young to create a “Taiko Community Building Toolkit” (in collaboration with PJ Hirabayashi, Young Park/Raging Asian Women, and Yeeman Mui [Manman] - to be housed on KY’s own website, and publicly accessible); \$1000 to Jun Daiko for inaugural Bay Area Buddhist Taiko Gathering; \$505 to Simpson United Methodist Church to document their “2 taiko from one barrel (chu/hira)” process.
      - a. Total recommended for awardees: \$4,710

2. **Motion to approve Mini-Grant Panel's recommendations re: project funding (Margaret/Tamiko).** Toni & Elise recused from vote due to connections with proponents. **Motion carried unanimously.**
3. Panel recommends rolling \$290 unallocated funds into 2019 Mini-Grant round.
- ii. 50th Anniversary Program Planning
  1. Project Chairs have been identified, and project plan worksheets will be circulated, due back for feedback to Elise, Wisa, and Alysse by January 5th to assist with budget planning, project prioritization, and 2018 event planning.
  2. A copy of the project plans has been shared with Women and Taiko as a means of recruiting their involvement with existing programming
- iii. NATC Video library publishing
  1. Ben is working on captioning some videos that have low audio volume
  2. Taiko 10 and Taiko Jam video copies have been circulated to performers
  3. Leadership Forum video, Taiko 10 Videos, and NATC Opening Session videos will be released by the end of December via Youtube once captioning is complete.
- iv. Collegiate Taiko Advisory Group:
- v. Women in Taiko subcomm:
  1. Has received a copy of 50th anniversary project plans as a means of involving their members in existing TCA programming.
  2. Is working on a list of considerations for 50th Anniversary project chairs to consider when planning programs.
- g. **Tech Resources** (Chair: Linda Uyechi):
  - i. Membership: No changes. Kate on hiatus until January (moving to Vienna!)
  - ii. Met: Nov. 12
  - iii. Membership Drive. Supported and done!
  - iv. **NATC Survey. Advice sought re distribution of survey results.** (This may be part of Comm Comm report.)
  - v. Salesforce Roadmap: Sue engaged Salesforce consultant, TJ Warfield (Data Geeks Lab) to develop a SF Roadmap for TCA. She is sharing her findings with Sue and Linda on Dec. 14.
  - vi. 50th Anniversary projects: Starting to discuss the role of Tech in these projects while waiting for final list, timeline, and budget for projects.
  - vii. Data Policy: Top of list for actions in 2018. Derek connecting Tech with Steve La, taiko player with data security background.
  - viii. 2018 Budget requests for Tech Resources (Tech Resources Strategic Planning 2018)
    1. Note that the current ask only covers Basic TCA services.
    2. Now exploring strategies to add infrastructure for advanced member service, e.g self-serve. Anticipated additional costs could be significant. We will be better able to assess the cost for this infrastructure after SF Roadmap is complete (see (v) above).
    3. It's possible that the SF Roadmap may uncover the need to add or adjust services, which may incur additional tech costs.
  - ix. Next Meeting: Wednesday, Dec. 13, 7 p.m. (testing meeting on Zoom)
- h. **Membership** (Chair: Margaret McKenty):
  - i. Membership: Margaret, Tamiko, Toni, Yuri, Wynn & Anne K; Derek (as advisor)
  - ii. Met: N/A
  - iii. EOY 2017 Membership Drive update:
    1. SF report: 479 memberships total (32 student, 445 regular, 2 lifetime). Plus continuing LT (?14).
    2. Prize draws have been held & prizes awarded.
  - iv. Expense claims have been submitted (for prizes & Taikothon costs). Total: \$530.
  - v. Campaign Learnings Report with recommendations will be submitted to Board by email after Memb Comm finishes debrief.
  - vi. Next meeting: Wednesday, Dec. 13, 7:30PM Pacific.

- i. **Executive Committee** (Chair: Derek Oye):
  - i. Finance Committee
  - ii. Presentation of Strategic Framework for approval
    1. Changes highlighted by red text.
    2. **Motion to approve Strategic Framework as now worded (Alan/Wisa) . Carried unanimously.**
    3. Version for public consumption
      - a. Deliverables & Work Plan will not be quoted in full in public version but will be mentioned (wording to be circulated by Derek for approval before release)
    4. Next step: work plan document
  - iii. Presentation: *Governing vs. Working Board + Hiring Staff Considerations* (Akemi)
    1. Differences between working & governing Board outlined; TCA is clearly a working Board; implications for hiring (need to clarify responsibilities, priorities, & relationships between staff & volunteers/committees); need to strike appropriate balance between oversight & staff autonomy
    2. Employee-related services (HR, payroll, employee manual, etc.) & direct supervision must be clarified
    3. TCA Board will continue to be a working Board even with paid staff.
  - iv. Operations:
    1. Hiring and management of staff:
      - a. Survey sent to Board and key volunteers/past Board members
      - b. Responses here (received from 8 Board, 5 key volunteers/past Board)
      - c. Sustainability (Q3) responses depend on awareness that something unsustainable is being done by someone else (not always possible to know)
      - d. Please reflect & send comments to Board/Derek before he drafts recommendations for next steps & timeline
    2. Revising and documenting roles and responsibilities:
      - a. Officers (existing doc): all review & update to current practices
      - b. Committees (existing doc): all review & update to current practices
      - c. Workflow for transition of duties from working committees to staff will be refined
  - v. Roy Hirabayashi Report (on NATC Sustainability) Update - TABLED
  - vi. Board Retreat - TABLED
  - vii. February Board Meeting Reschedule - TABLED

4. New Business - none presented

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

- a. **Public version of Strategic Framework: wording about existence & availability of Deliverables & Work Plan will be circulated by Derek via email for approval**
- b. **All Officers (existing doc) and Committee Heads (existing doc): please review & update linked docs to reflect current practices (to facilitate future staff hiring)**
- c. **Please reflect on & send comments to Board/Derek re: TCA Hire Survey results before he drafts recommendations for next steps & timeline**
- d. **Notify Elise by Friday (Dec 15) about any new information to be included in the final TCA Beat for 2017.**

6. Announcements:

- a. Next Exec Comm meeting: Wednesday January 31, 7:00-8:30PM Pacific
- b. Next regular Board meeting: Monday January 8, 2018 6:30-8:30PM Pacific (Regrets: Wisa & Margaret)
- c. 2017-18 TCA Board Meeting Schedule

d. TCA Meeting Scheduler

7. **Motion to adjourn** (Alan/Margaret). **Carried unanimously**. Meeting adjourned at 8:36PM Pacific