



Taiko Community Alliance Regular Board Meeting

Date: Friday, March 16, 2018

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 6:33PM Pacific A. Present: B. Regrets: C. Invited:	Derek	6:30-6:35PM	5 min
2.	Approvals A. Previous Meeting Minutes B. Current Agenda C. 2/26 Motion Approval by Email	Derek	6:35-6:45PM	10 min
3.	Finance Comm A. 2017: discuss quotes for 2017 CPA review and tax form preparation. Select CPA. a. Current CPA quote is \$4000 for review, additional \$1500 for tax form preparation b. Referred CPA quote is \$3500 for review, addition	Wisa	6:45-6:55PM	10 min

	\$750 for tax form preparation			
4.	<p>Tech Comm</p> <p>A. SF Migration.</p> <p>a. Request from last board meeting: Committee chairs - Please review committee data needs. Add comments to doc: TCA Salesforce Use Cases.</p>	Elise	6:55-7:05PM	10 min
5.	<p>Program Comm</p> <p>A. Women and Taiko Updated Mentorship Event Proposal</p> <p>B. TCA Subcommittees</p>	Elise	7:05-7:30PM	25 min
6.	<p>Board Development Comm</p> <p>A. Review Recruitment Process and Timelines</p> <p>B. New BDC chair</p> <p>C. Help with messaging as we recruit? Any tips...? Direct questions to...?</p> <p>D. Input on 2018 Board Prospects</p>	Wisa	7:30-7:40PM	10 min
7.	<p>Executive Committee</p> <p>A. Finalizing Job Description and next steps in Hiring Process</p> <p>a. List & Timeline</p> <p>b. Committee: Alysse, Rome, Alan</p> <p>c. Next Steps</p> <p>i. Review by Lawyer/HR Person YES</p> <p>ii. Create Interview Process</p> <p>iii. Post Job Description - Where and When?</p> <p>Line in announcements - contact ___ or feel free go forward</p> <p>iv. Design Offer Letter - Need to vet through?</p> <p>B. Board Retreat Planning</p> <p>a. Jane helping search for spaces (thank you)</p> <p>b. Other volunteers to help plan agenda (Wisa, Akemi) /logistics (Akemi, Elise)?</p>	Derek	7:40-8:05PM	25 min

	C. TCA Webinar (Elise, Akemi) D. Asano Taiko US 5th Anniversary			
8.	<p>UPDATES</p> <p>A. NATC Comm</p> <p>a. hope to have Coord. job descrip. ready for Board approval by April mtg</p> <p>B. Comm Comm</p> <p>a. Updated Scheduler LINK</p> <p>b. ZOOM TRAINING GUIDE</p> <p>C. Fundraising Comm</p> <p>D. Membership Comm</p>	Toni Elise Rome Margaret	8:05-8:20PM	15 min
11.	New Business	All	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 approved

1. Call to Order at 6:33PM Pacific
 - a. Present: Derek Oye (Chair), Wisa Uemura, Akemi Imai, Alan Okada, Alysse Itatani, Rome Hamner, Elise Fujimoto, Toni Yagami, Wynn Kiyama, Margaret McKenty, Tamiko Ooka
 - b. Regrets: Jane Lin
 - c. Invited:
2. Approvals
 - a. Current agenda adopted by consent.
 - b. January Board meeting minutes - Motion to approve (Margaret/Toni). Approval tabled from February Board meeting. Motion carried unanimously.
 - c. February Board meeting minutes - Motion to approve (Rome/Margaret). Motion carried unanimously.
 - d. Approval Outside Regular Board Meeting: On Feb 23, Toni (NATC Comm co-chair) advised all Board by email that action regarding the PSU Dorms contract & payment of deposit (\$2,330.40) was needed before the March regular Board meeting. Initially it was believed that deadlines were April 2018 for signing and April 2019 for payment, but on further inquiry NATC Comm co-chairs learned the deadline for both was Feb 28/18. Motion was made Feb 24/18 to approve contract & payment of deposit (Margaret/Alysse). **Motion carried by unanimous written approval of all Board members Feb 25-26/18**, as per By-Laws, Wynn Kiyama recusing.
3. Committee Reports (received in writing as part of "consent agenda" except where Board discussion or motions noted)
 - a. Finance Committee (Chair: Wisa Uemura):
 - i. Membership: no changes
 - ii. Met: as Exec Comm on 2/28
 - iii. YTD Financial Report unreconciled
 1. Bookkeeper retainer: Vera upping hourly fee to \$65/hr and requesting a 2-year retainer (minimum) of \$8k (i.e., approx. 123 hrs). She will continue to bill by hour (submitted quarterly). At end of 2019 if less than minimum has been billed, TCA to pay delta. Possible for hourly billing to exceed \$8k, but unlikely if she is used in

- same capacity. She is aware of TCA's cycle/pattern of hosting a large conference every two years.
2. Salesforce migration (infrastructure investment): received an updated quote for infrastructure investment → a little more than \$8,900. \$80 more than what was approved.
- iv. 2017 YE Outstanding Items
 1. Funding has been released to TCSD for community building workshops;
 2. NATC Evaluation Fees/Expenses: will be listed on 2017 Balance Sheet as "Accounts Payable" before review process begins.
 - a. Payments have been made to K Walker and A Weiner.
 - v. Tax Filings:
 1. 2015
 2. 2017: discuss quotes for 2017 CPA review and tax form preparation. Select CPA. In all cases the review would not be conducted until after April 15th
 - a. Board discussed two quotes for CPA review and tax preparation.
 - b. Motion to approve Boman Accounting Group for 2017 review & tax return preparation (Rome/Alan). Motion carried unanimously.**
 - vi. Long-term Planning for Finance roles
 1. Discussions around the transition of Treasurer position in August 2018, upcoming hire of administrative manager, determining contract bookkeeper's role in organization, and selection of CPA.
 - a. All TCA infrastructure (PO and street addresses, bank branch, record-keeping, etc) currently located in San Jose.
 - b. Identifying compliant processes to allow roles to be conducted remotely.
 - c. Alysse will be coming to NorCal in June to review TCA financial processes in person.
 - vii. **Next meeting: as Exec Comm on 3/28**
- b. Tech Resources (Chair: Linda Uyechi):
 - i. Membership: Susan Yuen, Sarah Gilbert, Kate Walker, Peter Spangler, Abena Oteng-Agipong, Elise
 1. New Member: Steve La, Director of Network, Telecommunications & Security at CSU Long Beach.
 - ii. Met: Feb. 24
 - iii. SF Migration.
 1. Request from last Board meeting: Committee chairs - Please review committee data needs. Add comments to doc: **TCA Salesforce Use Cases**.
 - a. Deadline all Board/Committee heads to add comments: March 31st. Queries to Linda (if any).**
 2. Project timeline generated. Major milestones: 3/16 Deep Dive; mid-March to end of April: regular check-in meetings; Lockout: Week of April 30; Soft Launch: May 15; Go Live: May 29. Timeline subject to adjustments.
 3. Sue, Sarah Gilbert, and Linda will be primary contacts for TJ Warfield. Others will participate as necessary.
 - iv. Data Security:
 1. Met Steve La: Monday, 2.26. Thank you to Derek for the introduction!
 2. Steve is eager to be a part of TCA Tech and to help TCA achieve a system architecture with appropriate measures to ensure data security.
 3. Steve shared sample documents with TCA Tech. First step: We will apply CSULB data security levels to TCA data.
 - v. Discover Nikkei Partnership

1. Sue and Linda met with Yoko Nishimura, DN project manager, and Vicky Murakami-Tsuda, DN and JANM staff member.
 2. Agreed that optimal solution is for DN and TCA to merge current data and create a shared taiko group database.
 3. Sue will generate an MoU to capture this agreement.
 4. Partnership will come to Board for review/approval.
 5. Big Drum archives (videotaped interviews and transcripts) are part of JANM. After we sign MoU and launch taiko group database project, TCA will work with DN personnel to identify appropriate contacts @ JANM.
- vi. **Next meeting:** Saturday, March 25, 8 a.m.
- c. Programming (Co-chairs: Elise Fujimoto and Jane Lin):
- i. Membership: No change
 1. 50th Anniversary Update:
 - a. Taiko Then (Ben Pachter) - Focusing on narrowing scope to specific goals:
 - i. Video Asset Catalog (Amy Wong) being created for review by end of April
 1. Amy is putting together a list of all assets in SoCal
 2. Committee will work on prioritization for asset digitizing after Amy delivers the list
 - ii. Administrative Records (Elise and Alysse)
 1. Working on finding a time to go through papers in San Jose
 - iii. Next Meeting: Monday April 30th
 - b. Community Gatherings (Derek):
 - i. Exploring option for Asano 5th Anniversary SoCal gathering
 - c. Calendaring (Sarah Gilbert). Choice of implementation pending SF migration.
 - d. Taiko Group Origin Stories (Tech Comm Report). Finalize partnership with Discover Nikkei
 - e. Time Capsules (Tamiko): Working on project plan
 2. **WOMEN & TAIKO Proposals & Update**
 - a. EF gave a presentation covering post-Women & Taiko STI 2017 initiatives: W&T Steering Committee and W&T TCA Subcommittee (proposed) - origins, composition, goals, logistics, & questions raised.
 - b. Discussion of TCA's readiness to approve subcommittees in principle. SubComm concept originated with Board and much vetting has ensued.
 - c. Mentorship program proposal presented and discussed.
 - d. Elise will continue with liaison and assist with refining & crystallizing proposals. No need for Board to vote on specific programming initiative.
 - ii. **Next meeting:**
- d. Board Development Committee (BDC) (Chair: Wisa Uemura)
- i. Membership: Wisa, Akemi (new chair)
 - ii. Met: n/a
 - iii. 2018 Elections:
 1. Announcement for 2018 elections made on T 3/13 with 4/15/18 deadline for applications.
 2. 3 of 4 board members from the 2015 class opting for renewal/reelection
 3. All: please review Board Prospects and advise whether to add (or remove) anyone in "2018 prospects" section.
 4. Timeline

- a. 4/15: Application deadline
 - b. 4/30: BDC candidate vetting deadline
 - c. 5/1: Candidate slate sent to Board for review
 - d. 5/14: Elections during board meeting
 - e. 5/20: Notifications sent
 - iv. Board Matrix: Akemi will be distributing an online survey for skills/expertise currently on the board and what we feel is needed. This is not designed to affect 2018 elections but may result in revisions of 2019 application and job description.
 - v. **Next meeting:** after 4/15/18 to vet applications
- e. Executive Committee (Chair: Derek Oye):
 - i. Membership: Derek, Alan, Wisa, Margaret, Akemi, Alysse
 - ii. Met: 2/28
 - iii. Job Description finalized as of tonight's meeting
 - iv. Next steps in Hiring Process
 - 1. List & Timeline
 - 2. Committee: Alysse, Rome, Alan
 - 3. Next Steps
 - a. Review by lawyer/HR expert needed
 - b. Create interview process
 - c. Post job description - Where?
 - i. Start with taiko community (with request to fwd as appropriate)
 - d. Design offer letter - Need to vet wording
 - v. Board Retreat Planning
 - 1. Jane helping search for meeting spaces (thank you)
 - 2. Other volunteers to help plan agenda/logistics: Wisa, Akemi, Elise
 - vi. TCA Webinar: i.e., update video for TCA & community featuring board members talking about big initiatives & maybe do short Q&A. Interested: Elise, Akemi, Margaret
 - vii. Asano Taiko US 5th Anniversary:
 - 1. TCA's name will appear as a partner for this event. Discussion whether TCA might provide gift/token in recognize anniversary. Recognition should be calibrated to be meaningful but even-handed in view of other sponsor milestones to be recognized.
 - viii. Delayed Projects
 - 1. ETC Write-up delayed
 - 2. Strategic Plan Work Plan delayed
 - ix. Next meeting: 3/28
- f. NATC Committee (Co-chairs: Toni Yagami & Mark Rooney):
 - i. Membership: added Yui Kawamoto
 - ii. Met: Mar 5
 - iii. 'Official' notification of Portland NATC site announced 3/13 (yay! thanks, Elise!)
 - iv. Sub-committees working on: Coord job description; budget; process to select WS Instructor selection committee
 - v. **Next meeting:** 4/10
- g. Comm Comm (Co-chairs: Jen Caballero and Elise Fujimoto):
 - i. Membership: Robie La
 - ii. Met: (upcoming - March 19th)
 - 1. Zoom Meetings are ready to use!
 - a. Meeting Scheduler is updated with a ZOOM sheet and a GTM sheet
 - i. LINK
 - b. ZOOM TRAINING GUIDE
 - 2. Branding survey is delayed, but on the way, expected before the end of March!
 - 3. Working on a way to showcase 50th projects in April newsletter.

- iii. **Next meeting:**

 - h. Fundraising (Chair: Rome Hamner):
 - i. Membership: Mary Jane Blystone, Sue Yuen, Kelly Kuwabara, Evelyn Liu
 - ii. Met: hasn't met since last Board meeting
 - iii. Working on full proposal to CWF (includes ironing out programmatic details) due 4/6
 - iv. NEA Grant submitted for NATC19
 - v. **Next meeting:** TBD

 - i. Membership (Chair: Margaret McKenty):
 - i. Membership: Margaret, Tamiko, Toni, Yuri, Anne, Tyrone
 - ii. Met: March 7/18
 - iii. Current tasks:
 - 1. "Why-You-Joined?" New Member research - snoozed until SF migration done & Tech crew are able to advise/undertake
 - 2. Outreach planning for ITI (May) & RTG (August)
 - 3. Preliminary steps for EOY 2018 membership campaign (member giveaway incentive, draw prizes, comm/messaging ideas, Taikothon)
 - iv. **Next meeting:** April 4/18
4. New Business
5. **Action Items (all Board unless otherwise noted)**
- a. **Board members & Committee heads to add comments to Salesforce Data Use Cases: DEADLINE March 31st. Queries to Linda (if any).**
 - b. **Please review Board Prospects and advise whether to add (or remove) anyone in "2018 prospects" section.**
6. Announcements:
- a. Next Exec Comm meeting: Wednesday, March 28, 7:00-8:30PM Pacific
 - b. Next regular Board meeting: Sunday, April 8, 6:30-8:30PM Pacific
 - i. Regrets:
 - c. 2017-18 TCA Board Meeting Schedule
 - d. TCA Meeting Scheduler
7. **Motion to adjourn** (Margaret/Akemi). Adjourned by consent.

Adjourned at 8:30PM Pacific