



Taiko Community Alliance Regular Board Meeting

Date: Sunday, April 8, 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

- 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.	Committee Reports (~ 10min per) A. Finance B. Tech C. Programming D. Board Development E. Executive F. NATC G. Comm H. Fundraising I. Membership	All Committees	6:40-7:40PM	60 min
4.	NATC Deep Dive - Goals and Purpose A. Received first draft of Roy's Report	Derek	7:40-8:10PM	30 min

5.	New Business	-	8:10-8-30PM	20 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 6:32PM Pacific
 - a. Present: Derek Oye (Chair), Akemi Imai, Alan Okada, Alysse Itatani, Jane Lin, Rome Hamner, Elise Fujimoto, Tamiko Ooka, Toni Yagami, Wynn Kiyama, Margaret McKenty, Wisa Uemura (late)
 - b. Regrets:
 - c. Invited:
2. Approvals
 - a. Current agenda adopted by consent
 - b. March Board meeting minutes - Motion to approve (Akemi/Margaret). Motion carried unanimously.
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 on: 3/29/18 as Exec Comm
 - iii. YTD Financial Report unreconciled
 1. Producing cash flow reports in context of 50th Anniversary programming (and those flexible timelines) is challenging.
 2. TCA spending is significantly below Jan-Feb projections previously provided to Board for continuance discussion; professional fees for (SF migration) is only significant expense besides ongoing online services.
 - a. Will discuss downgrading or deleting some services with Tech Resources Comm.
 3. Migration expected to be finished in May.
 - iv. 2017 YE Outstanding Items
 1. Received \$10k payment for NEA 2017 grant for NATC17
 2. Engaging Boman Accounting for 2017 review & tax form preparation.
 - v. Next meeting: 4/25/18 as Exec Comm
 - b. Tech Resources (Chair: Linda Uyechi):
 - i. Membership: unchanged
 - ii. Met on: 3.25.18
 - iii. SF Migration: On schedule. Expect lockout of SF: April 30 to mid-May.
 - iv. Data Security: Identified data levels for TCA properties. Continuing risk assessment in April.
 1. All committees will need to take inventory of documents they’re using and should expect an audit in the near future. Document sharing practices and file ownership structures should be consistent organization-wide. TCA email addresses may be issued to individuals in future to help this.
 - v. Discover Nikkei: Sue met with and shared draft of collaborative MoU to pursue community partnership of TCA with DN (i.e., taiko group origin stories).
 - vi. 50th Anniversary projects:
 1. Calendaring. Work in progress to identify appropriate program.

- 2. Taiko Origin Stories. Developing plan that includes DN partnership.
- vii. Next meeting: Sunday, April 22, 8 a.m. PST.
- c. Programming (Co-chairs: Elise Fujimoto and Jane Lin):
 - i. Membership: Ai Matsuda, Ben Pachter, Tamiko Ooka, Rome Hamner
 - ii. Met on: looking to meet in second half of April
 - 1. Subcommittee Application process:
 - a. Working on a proposal for the May Board meeting
 - 2. Women & Taiko
 - a. Mentorship Program:
 - i. Moving forward with planning
 - ii. Application has been created and expected to release in the next week or so, pending Program Comm OK.
 - b. Visibility Program:
 - i. Still working on alternate plan with W&T TCA Subcommittee
 - ii. Ben created a proposal for integration of visibility program, pending W&T subcommittee OK
 - 3. 50th Anniversary:
 - a. Calendar Project:
 - i. Website is created and up for Alpha testing with Tech Committee
 - b. Time Capsule:
 - i. Working on call for content coming in May
 - c. TaikoThen
 - i. Goal is to create a list of assets to prioritize for digitization by the end of April
 - ii. Would like to hire intern to start digitizing materials in June
 - iii. Alysse and Elise to find a time to meet in June to go through administrative materials to keep
 - d. Origin Stories:
 - i. Pending Salesforce dot com rollout
 - 4. Webinar:
 - a. Working on goals and topics for the first webinar
 - iii. Next meeting:
 - 1. Program Comm: Second half of April
 - 2. TaikoThen: April 30
 - 3. Calendaring: April 22
- d. Board Development Committee (Chair: Akemi Imai)
 - i. Membership: Akemi, Wisa, Toni, Rome, Ron Miyamura
 - ii. Met on: N/A
 - iii. No applications received to date. Identified prospects were sent reminder emails on 4/3. Some other prospects since identified will also be approached.
 - 1. If no applications are received by 4/15, Board is OK to operate with at least one less member until the 2019 election period. May mean larger slate to recruit for in 2019, but inadvisable to extend deadline.
 - iv. Board members with expiring terms were sent an email on 4/4 to confirm renewal or retirement.
 - 1. Most have responded. Any updated applications will be presented to Board.
 - v. Next meeting: after 4/15
- e. Executive Committee (Chair: Derek Oye):
 - i. Membership: Derek, Alan, Wisa, Margaret, Akemi, Alysse
 - ii. Met on: March 28, 2018
 - iii. Finance Committee
 - iv. NATC Updates - troubleshooting
 - v. Board Development - New candidates and process
 - vi. Deaf/HH and special needs accommodations
 - vii. Other Projects:

1. Board Retreat
 - a. Venue and housing selection by mid-April (same address, if possible)
 - b. Agenda being developed; to be finalized in May
 - c. Retreat length: August 18 (Sat) 9am-5pm + evening activities till August 19 (Sun) 8:30am-12pm
 - d. August 19: Oregon Nikkei picnic - all local group leaders will be present
 2. Strategic Framework - On hold
 3. Hiring - In progress (no change since March Board meeting)
 4. Webinar - On hold
 - viii. Next meeting: April 18
 - f. NATC Committee (Co-chairs: Toni Yagami & Mark Rooney):
 - i. Membership: Derek, Alan, Terry, Stan, Stuart, Heidi, Jen, Dan, Wynn, Yui
 - ii. Sub committees: Budget, Coordinator, and selection process for workshop instructor selection...all in discussion mode - had hoped to present to Board, but our next mtg is April 10, so nothing settled via NATC Comm yet.
 - iii. NATC Timeline under construction
 - iv. Conference schedule under discussion
 - v. Addendum items under discussion
 - vi. Next meeting: April 10
 - g. Comm Comm (Co-chairs: Jen Caballero and Elise Fujimoto):
 - i. Membership: Robie La
 - ii. Met on: did not meet - working on meeting time in second half of April
 1. Branding Project:
 - a. Survey is still delayed, looking for a time to connect with Robie due to travels and illness
 2. 50th:
 - a. Working on theme, webpage, and announcement to come in late April
 - iii. Next meeting: April 19th
 - h. Fundraising (Chair: Rome Hamner):
 - i. Membership: Mary Jane Blystone, Sue Yuen, Kelly Kuwabara, Evelyn Liu
 - ii. No meeting in March
 - iii. Creative Work Fund full proposal submitted (yay!)
 - iv. NEA notified that we're back in SAM compliance; funds received (\$10k for NATC 2017)
 - v. Next meeting:
 - i. Membership (co-chairs: Margaret & Tamiko):
 - i. Membership: Margaret, Tamiko, Toni, Tyrone Nakawatase, Anne Kessing
 - ii. Met on: Wed, April 4
 - iii. Current tasks:
 1. Outreach at/during ITI (May) & RTG (August) - depends on who can attend on TCA's behalf, & (for ITI) status of SF migration. Offline membership sign-up process could be implemented - Memb Comm members will consult w/ Elise.
 2. EOY 2018 membership campaign - ongoing prep (re: membership giveaway/incentive, draw prizes, Taikothon, comm/messaging ideas)
 3. LT member recognition also in development
 4. Next meeting: Wed, May 9
4. New Business
- a. Roy Hirabayashi's NATC 2017 evaluation report draft raised important questions about NATC's goals & purposes. An appropriate process for resolving such questions was discussed; as deemed a top-level/Board responsibility, probably best undertaken at Board annual retreat.
 - b. Board member feedback on Zoom requested. Everyone please try it (if haven't already), and ask Elise for help if needed.
5. **Action Items (all Board unless otherwise noted):**
- a. **Expect lockout from SF from April 30 to mid-May.**

b. Please try using Zoom & provide feedback on your experience to Elise (who can assist as needed).

c. Please advise Jane of significant changes to travel plans around Board retreat.

6. Announcements:

a. Next Exec Comm meeting: Friday, April 27, 7:00-8:30PM Pacific

b. Next regular Board meeting: Monday, May 14, 6:30-8:30PM Pacific

i. Regrets: Margaret will be late to this meeting (prob after 8:00PM).

c. 2017-18 TCA Board Meeting Schedule

d. TCA Meeting Scheduler

7. **Motion to adjourn** (Margaret/Akemi).

Adjourned by consent at 8:02PM Pacific