



## Taiko Community Alliance Regular Board Meeting

Date: Monday, May 14, 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: Akemi, Margaret (late), Wynn, Rome 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.	Board Development Committee A. <a href="#">Board Elections</a>	Wisa	6:40-6:50PM	10 min
4.	NATC Comm A. Conference Coordinator Job Description B. Updates and Changes	Toni	6:50-7:10PM	20 min
5.	Tech Comm A. Data Security	Elise	7:10-7:30PM	20 min

	<ul style="list-style-type: none"> <li>a. Context</li> <li>b. Plan</li> <li>c. Next Steps</li> </ul>			
6.	<p>Goals and Purpose of NATC</p> <ul style="list-style-type: none"> <li>A. Review of Roy's Report <ul style="list-style-type: none"> <li>a. NATC17 Evaluation - Kate Walker</li> </ul> </li> <li>B. Discussion - Goals and Purpose of NATC</li> </ul>	Derek and Alan	7:30-8:10PM	40 min
7.	<p>Committee Reports (2 min each)</p> <ul style="list-style-type: none"> <li>A. Executive</li> <li>B. Finance</li> <li>C. Programming</li> <li>D. Membership</li> <li>E. Fundraising</li> <li>F. Comm</li> </ul>	All Committees	8:10-8:20PM	10 min
8.	<p>New Business</p> <ul style="list-style-type: none"> <li>A. Memorandum of Understanding - Discover Nikkei</li> <li>B. TCA Webinar - June 16th</li> </ul>	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 approved

1. Call to Order at 6:32PM Pacific
  - a. Present: Derek Oye (Chair), Alan Okada, Alysse Itatani, Jane Lin, Elise Fujimoto, Tamiko Ooka, Toni Yagami, Wisa Uemura
  - b. Regrets: Akemi Imai, Wynn Kiyama, Rome Hamner, Margaret McKenty (late)
  - c. Invited:
2. Approvals
  - a. Current agenda adopted by consent
  - b. April Board meeting minutes - Motion to approve (Wisa/Alan). Motion carried unanimously.
3. Board Development Committee (Chair: Akemi Imai)
  - a. Membership: Akemi, Wisa, Toni, Rome, Ron Miyamura
  - b. Met on: 5/4
  - c. Board Elections (Closed Session for discussion; Reopened for voting)
    - i. Wisa moves to reelect Derek Oye to the Board of Directors. Alan seconds. Motion carried unanimously.
    - ii. Wisa moves to reelect Margaret McKenty to the Board of Directors. Tamiko seconds. Motion carried unanimously.
    - iii. Wisa moves to reelect Rome Hamner to the Board of Directors. Elise seconds. Motion carried unanimously.

- d. Board matrix survey will be sent out to Board members shortly after 2018 elections conclude. This survey will help to inform recruitment & cultivation efforts in the next cycle.
    - i. Following collection of survey results, BDC will update posted job description on <https://taikocommunityalliance.org/about-tca/board/apply/>
  - e. Brainstormed additional recruiting methods to encourage more applicants for 2019:
    - i. Stories of Board members
    - ii. "Get to Know" a Board member section of the newsletter
  - f. Next meeting: August (committee plans to meet on a quarterly basis)
4. NATC Committee (Co-chairs: Toni Yagami & Mark Rooney):
- a. Membership: Toni, Mark Rooney, Derek, Alan, Wynn, Terry Nguyen, Stan Shikuma, Stuart Paton, Dan Kubo, Heidi Varian, Jen Caballero, Yui Kawamoto
  - b. Conference Coordinator Job Description
    - i. JD was discussed at length and wording changes proposed.
    - ii. Questions regarding timing & frequency of conference coordinator payment & status (employee vs. IC) remain. California has recently passed some laws that make IC status harder to attain. Wisa/Toni to reach out to HR professional to find out suggested wording for exempt vs non-exempt position.
    - iii. TCA must ensure clarity regarding roles of Local Host committee, conference coordinator, NATC Comm, and TCA Board.
    - iv. Motion to approve job description pending technical HR review (Alan/Wisa). Motion carried unanimously.
  - c. Updates and changes
    - i. Mark R will step down as NATC Co-chair but remain on NATC Comm. Alan will become Co-chair with Toni. Transitions to occur at next NATC Comm meeting.
  - d. Next meeting: 5/21/18 (second mtg in May) 8pm PDT
5. Tech Resources (Chair: Linda Uyechi): Elise will present
- a. Membership: Same + Jesse Unick
  - b. Met on: Saturday, May 5, 9 a.m.
  - c. Website
    - i. Renewed our Amazon Web Services reserved instance to save some money over the year.
    - ii. Wordpress update will be completed soon in preparation for site reskinning.
  - d. SF Migration
    - i. Going smoothly & on schedule. Soft launch scheduled for May 14. Anticipated go-live is May 29.
    - ii. Will continue with MailChimp as email processor; changing from Paypal to Braintree for payment processor.
  - e. Data Security
    - i. Consultant has recommended implementation of practices re: data security. Board approves this initiative in principle & will review exact wording of draft policy & practices in future.
  - f. 50th Anniversary Projects
    - i. Community Calendar. On target.
    - ii. The Origins Project (Taiko Origin Stories). Moving forward.
  - g. TCA-Discover Nikkei (DN) Partnership
    - i. Taiko database sharing is on hold until we reach a final agreement, which will likely take several months.
    - ii. General consensus to approve a handshake agreement to continue to work towards a final agreement. (see MoU )
  - h. TCA-Rolling Thunder Query
    - i. Plan to reach out to David Leong to see if he would be willing to allow TCA to adopt the information in his taiko database which has been dormant since ~2010, or create some other relationship.

- i. Next meeting: Saturday, June 9, 9:00AM.
6. Goals and Purpose of NATC
- a. Review of Roy's Report
    - i. NATC17 Evaluation (Kate Walker)
  - b. Preliminary **discussion** of goals and purpose of NATC in context of above reports was held. Further reflection on report contents & discussion will be needed to guide future conference planning.
7. Committee Reports (received in writing as part of "consent agenda" except where **Board discussion** or **motions** noted)
- a. Executive Committee (Chair: Derek Oye):
    - i. Membership: Derek, Alan, Wisa, Margaret, Akemi, Alysse
    - ii. Met on: April 27
    - iii. Finance Committee
    - iv. NATC Discussion
      - 1. Roy's Report
      - 2. Committee
    - v. In the docket
      - 1. Strategic Framework Updates (Work Plan)
      - 2. Hiring
      - 3. Board Retreat
    - vi. Next meeting: May 30
  - b. Finance Committee (Chair: Wisa Uemura):
    - i. Membership: no changes
    - ii. Met on: 4/27/18 as Exec Comm
    - iii. No report available due to bookkeeper's travel schedule. No significant changes/concerns.
      - 1. Paid out remaining CAC Consultant grant funds for NATC Report and Salesforce evaluation and migration.
      - 2. Tech transition and upgrade expenses beginning to roll in.
      - 3. Alysse visiting San Jose June 15-17 to discuss treasurer transition and remote access to TCA materials.
    - iv. Next meeting:
  - c. Programming (Co-chairs: Elise Fujimoto and Jane Lin):
    - i. Membership: Ai Matsuda, Ben Pachter, Tamiko Ooka, Rome Hamner
    - ii. Met on:
      - 1. Taiko Then Archiving
        - a. Phase 1: Digitization
          - i. Shift from search for an intern hire to search for a digitization service to transfer tapes to digital format storage.
          - ii. **PRIORITIZATION LIST for first phase of VIDEO digitization:**
            - 1. **First priority (32 assets):**
              - a. Performances (NATC)
              - b. Plenary Sessions (NATC)
              - c. Other important taiko community assets
            - 2. **Second priority (42 assets):**
              - a. Workshops
            - 3. **Last priority (210 assets):**
              - a. Non-NATC assets
            - 4. Other priorities:
              - a. Photos
              - b. Paper documentation
                - i. Alysse travelling to San Jose in June to review old documentation and what to keep/discard

- b. NEXT STAGE: Access
      - i. Need to consider format and policy for permissions related to archive document usage and availability.
      - ii. Immediate needs:
        - 1. JACCC Transfer of Ownership document
        - 2. Organization release
  - 2. Time Capsule
    - a. Expect June call for submissions.
    - b. Awaiting from Elise:
      - i. Permission release
  - 3. Taiko Calendar
    - a. Beta is up and going through Tech Comm testing
      - i. Need to add consideration for General Data Protection Regulation (GDPR) now in force in Europe.
  - 4. Taiko Origins:
    - a. Partnerships:
      - i. Delay encountered with Discover Nikkei partnership
      - ii. Exploring new option for Rolling Thunder partnership (see Tech Comm above)
    - iii. Next meeting: (50th - Tuesday May 15)
- d. Membership (Co-chairs: Margaret & Tamiko):
  - i. Membership: Margaret, Tamiko, Toni, Tyrone Nakawatase, Anne Kessing
  - ii. Met on: Wed, May 9
  - iii. Current tasks:
    - 1. Outreach at/during ITI (May) & RTG (August).
    - 2. EOY 2018 membership campaign - ongoing prep
    - 3. LT member recognition also in development
  - iv. Next meeting: Wed, June 9, 7:30PM Pacific
- e. Fundraising (Chair: Rome Hamner):
  - i. Membership: Mary Jane Blystone, Sue Yuen, Kelly Kuwabara, Evelyn Liu
  - ii. Met on: 5/7/18
    - 1. Began brainstorming fundraising strategy for NATC 2019
    - 2. Over the next 6 months, will be training members Kelly K and Evelyn L to become co-chairs; Rome will stay on committee during and after transition
  - iii. Next meeting: June 4
- f. Comm Comm (Co-chairs: Jen Caballero and Elise Fujimoto):
  - i. Membership: Robie La
  - ii. Met on: Saturday 4/28
    - 1. 50th Anniversary:
      - a. Created final artwork for the 50th Anniversary project
      - b. Working on individualized logos for each project derived from the 50th design
      - c. Heidi Varian from SFTD offered SFTD's photo archive to Elise for use during 50th project advertising. They MAY be interested in contributing to the TaikoThen project as well.
    - 2. TCA Branding: halted, no new report
    - 3. TCA Webinar: JUNE 16, pre recorded
      - a. We will produce a pre-recorded webinar to share information about happenings with TCA:
        - i. NATC 2019
        - ii. 50th Anniversary Projects
        - iii. Strategic Framework
        - iv. Call for Volunteers
          - 1. Comms needs volunteers
          - 2. Does any other committee need volunteers?

**b. ASK: PLEASE SUBMIT VIDEO CONTENT BY JUNE 1**

- i. NATC Comm (10 minute video)
- ii. 50th Projects (10 minute video update)
  1. Overview (Elise)
  2. Feature 3 projects (2 mins each)
- iii. Next meeting: N/A

8. New Business

- a. Memorandum of Understanding - Discover Nikkei Preliminary draft MOU to work towards a formal MOU. Makes sense to have formal Board approval of any formal data sharing arrangement. This relationship was initiated before TCA's SF migration started; further progress awaits completion of migration process. **All Board please look over MOU as currently worded and relay concerns or questions.** Derek will consult further with Sue Y & Linda U. Protection of TCA's census data may be a concern (may only be aggregated?). Accuracy/timeliness of DN data may also be a concern; but historical data can be valuable to origin stories. Motion to approve signing of MOU as drafted (Elise/Alysse). Motion carried unanimously.

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

- a. **Continue to reflect on NATC reports - goals & purpose**
- b. **Please look over preliminary Discover Nikkei MOU as currently worded and relay concerns or questions [to Derek/Sue/?other personnel]**
- c. **Webinar content needed by June 1.**

10. Announcements:

- a. Next Exec Comm meeting: Wednesday, May 30, 7:00-8:30PM Pacific
  - i. Regrets: Margaret unable to attend
- b. Next regular Board meeting: Wednesday, June 13, 6:30-8:30PM Pacific
  - i. Regrets: Derek
- c. 2017-18 TCA Board Meeting Schedule
- d. TCA Meeting Scheduler

11. **Meeting adjourned by consent at 8:42PM Pacific**