



## Taiko Community Alliance Regular Board Meeting

Date: Friday, July 13, 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 6:31PM A. Present: B. Regrets: Wisa, Akemi, 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.	Tech Resources 1. Salesforce Updates (below) 2. Data Security	Elise	6:40-7:15PM	35 min
4.	Finance Committee A. YTD Financial Report B. 2017 Adjustments C. Tech Contract	Alysse	7:15-7:25PM	10 min
5.	Fundraising Committee A. Current Committee Capacity	Derek for Rome	7:25-7:45PM	20 min

	B. What are options for TCA to raise the money needed for NATC2019 given the fact that the committee can't engage in the same level of work it did last time?			
6.	NATC Committee A. still looking for CC B. WS instructors, WS, TJ, Taiko 10 all being worked on via sub-comm C. Need to discuss with fundraising Comm and their lesser commitment to 2019 vs. 2017 D. Waiting for proposal from Tech Comm for IT support E. Agenda for Retreat - committee support for NATC???	Toni	7:45-8:10PM	25 min
7.	Executive Committee A. Board Retreat Updates B. Hiring on hold until January C. Fulfilling 2017-2018 Board Pledges D. Strategic Plan Work Plan	Derek	8:10-8:20PM	10 min
12.	New Business A. KaDON Midwest Retreat a. Fiscal Sponsor for Japan Foundation NY Grant B. Presentation at Asano Taiko US 5th Anniversary C. Invitation to CAC Planning Committee for SLP/SRN Meeting	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 6:31PM Pacific
  - a. Present: Derek, Margaret, Toni, Alysse, Alan, Elise, Jane, Tamiko, Wynn
  - b. Regrets: Wisa, Akemi, Rome
  - c. Invited:
  
2. Approvals
  - a. Current agenda adopted by consent.
  - b. June Board meeting minutes - Motion to approve (Elise/Toni). Motion carried by consent (one abstention - Derek).

3. Committee Reports (received in writing as part of “consent agenda” except where Board discussion or motions noted)
  - a. Tech Resources (Chair: Linda Uyechi)
    - i. Membership: Elise, Linda, Sue Yuen, Sarah Gilbert, Abena Oteng-Agipong, Peter Spangler, Kate Walker, Jesse Unick
    - ii. Met on: Saturday, June 9, 9 a.m. PST
      1. Data Security
        - a. DRAFT DATA POLICY (sent to the board on Wed 7/10)
        - b. Further feedback from Board needed by July 23 if possible to ratify ASAP. Even if in draft form, policy will be applicable to onboarding NATC volunteers (starting August).
        - c. Interested Board members can attend orientation meeting July 30 7PM Pacific.
      2. Salesforce Update:
        - a. Purpose:
          - i. Mitigate piecemeal technology workflows (3-4 different data systems to 1 data system) for efficiency and ease of use
            1. This will enable smoother, easier to manage processing of:
              - a. Membership
              - b. Event information
        - b. Progress:
          - i. TJ and the Salesforce team (Linda, Sue, Sarah) met in April to officially kick off the project
            1. Tech downloaded all of the systems and functions currently required to do the things we do:
              - a. Various intakes (SurveyMonkey, jotform, cognito, WuFoo, Paypal, Cvent)
              - b. Connector softwares (Zapier)
              - c. Systems of record (Salesforce)
                - i. Regular objects:
                  - ii. - Accounts (people)
                  - iii. - Contacts (people)
                  - iv. - Opportunities (events)
                  - v. - Activities (Communications)
                - vi. CUSTOM objects:
                  - vii. - NATC Attendees
                  - viii. - Housing
                  - ix. - Workshop leaders
                  - x. - Workshops
                  - xi. - Census
              2. TJ took in the information and came up with a plan to clean up our systems and adopt some of her original suggestions to streamline our workflows.
            - ii. TJ started work in May and completed the first phase of work in June. She’s making great progress. Sue, Sarah, and Linda are working with her to make sure all our information is preserved appropriately.
            - iii. SFDC team is currently on track to support the Membership renewal process in Fall 2018.
            - iv. Next Steps:
              1. Work on the first phase of implementing Soapbox - a nonprofit platform with features that address:
                - a. Payments processing
                - b. Events registration
                - c. Membership

- c. NATC REGISTRATION SHIFT:
  - i. Based on a check in with NATC Comm on 7/3, the Tech/SFDC Committee now recognizes the need for a SCALABLE, USABLE, INTEGRATED system to enable volunteers and staff to more easily step into a registration committee chair role.
  - ii. Tech is working towards creation of proprietary (or highly customized) software (or investing in a system that works) that can be utilized for NATC and other taiko gatherings.
  - iii. Tech is defining and scoping the work for a Registration System. They will provide an outline of the plan and estimated cost of the project for the Board Retreat.
  - iv. Resource allocation to this will remain important for the foreseeable future.
- 3. 50th Projects:
  - a. Origins Stories:
    - i. We're moving forward with pursuing a MOU with Discover Nikkei and will update the Board with progress.
      - 1. Sue and Linda are working with Yoko Nishimura and Vicky Murakami to determine the data that TCA and DN will share.
      - 2. DN works with an attorney who does pro bono work for them. Yoko and Vicky feel that when the technical details are stated clearly, then their attorney will be able to create a usable agreement in alignment with both organizations' data use policies.
  - b. Calendar:
    - i. Calendar is LIVE!
    - ii. Thank you for helping to edit the online releases
  - iii. Next meeting: 7/15
- b. Finance Committee (Chair: Wisa):
  - i. Membership: no changes
  - ii. Met on: June 27 as Exec Comm
  - iii. YTD Financial Report
    - 1. Tech Infrastructure continues to be the only significant expense in 2018.
    - 2. 2017 Year-End Adjustments included as separate tab on financial report
  - iv. Tech Contract
    - 1. [Should we renew Sarah Gilbert's Salesforce data entry contract?](#) Prior expired at end of 2017.
      - a. Board approved renewal.
  - v. 2017 Financial Review: securing dates for site visit from CPA
  - vi. Treasurer Transition: Wisa and Alysse met on June 15 to discuss transition - Current duties/responsibilities, Changes to duties/responsibilities, What stays in San Jose (2017 and prior), Secure transfer of financial information (physical bills/records, quickbooks file, etc), Steps necessary for transition (bank signature cards, quickbooks sharing, etc), New Hire oversight (including Conf Coordinator)
    - 1. Any questions can be directed to Wisa or Alysse.
  - vii. Next meeting: Wed, July 25 as Exec Comm
- c. Fundraising (Chair: Rome):
  - i. Membership: Mary Jane Blystone, Sue Yuen, Kelly Kuwabara, Evelyn Liu
  - ii. Met on: July 9; meeting was cancelled due to lack of attendance
  - iii. Fundraising capacity issues
    - 1. Current committee doesn't have capacity to engage in fundraising efforts on par with NATC2017

2. Some initial work has been done for Drummer's Circle (plus this manual exists from last time) and grant prospecting; sponsorship brochure and letter exist from NATC2017
  3. Board discussed options for TCA to raise the money needed for NATC2019 given current limits on both this committee, and local host fundraising committee, capacity. Chair/champion is most serious need,
  4. Specific areas (project-based grants, NATC, operational grants) might be undertaken discretely, by different individuals, based on skills & interest.
  5. Committee in need of more volunteers - if not Board, then who? All Board asked to consider their networks.
  6. Short-term hire may be best short-term solution; more clarification needed,
  7. In the meantime, committee (since still able to write grant app'ns) may be asked to target & focus on NATC-related grants. This in turn might alleviate the amount to be raised through DC and other fundraising for NATC, which makes a less daunting assignment for that campaign. Elise willing to update fundraising materials for TCOP & be involved in discussions to animate local efforts. Wynn will update Rome on current plan.
- iv. Next meeting: TBD
- d. NATC Committee (Co-chairs: Toni & Alan):
- i. Membership: Toni, Derek, Alan, Wynn, Mark Rooney, Terry Nguyen, Stan Shikuma, Stuart Paton, Dan Kubo, Heidi Varian, Jen Caballero, Yui Kawamoto, Kathy Fuller
  - ii. Met on: July 10 - added Kathy Fuller to committee, but she was unable to attend this mtg.
  - iii. Still 'searching' for Conf Coord - any suggestions for possible candidates appreciated!
  - iv. Workshop selection comm, workshops, STI all being worked on by sub-comm, as are Taiko Jam and Taiko Ten
  - v. Board members with any feedback/suggestions re: potential lineup for TJ please direct them to Alan & Toni.
  - vi. NATC Comm (Toni) need to talk with Fundraising Comm - expectations as per Fundraising Comm notes above:
    1. who is doing what
    2. is there a list of what donor will get in return for specific amts
      - a. pertaining to local community starting their 'asks'
    3. what is the total amount 'needed' in donations (NATC budget ~ \$50K)
  - vii. After mtg with Tech Comm, they are preparing a proposal for a way to connect NATC IT support with the existing Salesforce database.
  - viii. We see the need to move towards greater alignment between TCA committees to support NATC and are looking forward to addressing this at the retreat.
  - ix. Next meeting: Aug 7
- e. Executive Committee (Chair: Derek) :
- i. Membership: Derek Oye, Alan Okada, Wisa Uemura, Margaret McKenty, Akemi Imai, Alysse Itatani
  - ii. Met on: June 27
  - iii. Finance Committee
    1. Reviewed Finances YTD
    2. Transition of Treasurer from Wisa to Alysse
  - iv. Hiring of Administrative and Fund Developer on hold until Conference Coordinator is hired and management settled.
    1. Using Conf Coord as lessons learned/best practices for new hire
    2. Admin and Fund Dev timeline shifted to January
  - v. Board Retreat Agenda discussed; Exec Comm members assigned roles to present
    1. See email sent July 3rd for details
    2. All Board asked to review Roy's & Terry's reports to prepare before Retreat

- 3. Please complete accommodations and travel
- vi. Strongly recommend fulfilling annual pledges before the Retreat
- vii. Strategic Framework Work Plan Draft
  - 1. Will be refining a bit more, but here is a sneak peak into the format and how we will track progress
- viii. Next meeting: Wed, July 25, 7:00PM Pacific
  
- f. Board Development Committee (Chair: Akemi)
  - i. Membership: Akemi, Wisa, Toni, Rome, Ron Miyamura
  - ii. Met on: N/A (meets quarterly)
  - iii. Survey responses have been received from everyone. Thank you! We will review and discuss the results at the next committee meeting.
  - iv. Next meeting: TBD (late July or August)
  
- g. Membership (Co-chairs: Margaret & Tamiko):
  - i. Membership: Margaret, Tamiko, Toni, Tyrone Nakawatase, Anne Kessing
  - ii. Met on: June 20 (Sue Yuen & Rome invited, only Sue could attend)
  - iii. Current tasks:
    - 1. Outreach at/during ITI (May) & RTG (August).
    - 2. EOY 2018 membership campaign - ongoing prep & clarification re membership perk process for this year
    - 3. LT member recognition also in development
  - iv. Next meeting: Wed, July 25, 5:30PM Pacific
  
- h. Comm Comm (Co-chairs: Jen Caballero and Elise):
  - i. Membership: Robie La
  - ii. Met on: connected via email
    - 1. Branding:
      - a. Thank you for filling out our Branding survey!
      - b. We are working on
    - 2. Next Newsletter: 7/19
      - a. Calendar push - Obon/summer events update
      - b. NATC Coordinator push
      - c. Taiko Then video
  - iii. Next meeting: looking for a time to meet in 2H July
  
- i. Programming (Co-chairs: Elise and Jane):
  - i. Membership: Tamiko, Rome, Ai Matsuda, Ben Pachter
  - ii. Met on: did not meet - looking for a time for next meeting
    - 1. Calendar: LIVE!
      - a. Continue to upload events!
    - 2. Taiko Then:
      - a. Still awaiting quotes from SoCal VHS migration businesses
      - b. Alysse and Elise went through the Nor Cal archives and kept a lot of information related to program history
        - i. Identified a few boxes that need deeper dives
        - ii. Kept:
          - 1. HISTORIC NATC promos (2015 and earlier)
            - a. Promotional material (program book, lanyards, etc)
            - b. Merchandise (T shirts, tenugui, stickers, etc)
          - 2. NATC Sellable Merch (2017):
            - a. T shirts
            - b. Tenugui (pulled 10 for Derek)
          - 3. NATC Program information:

- a. Performer Contracts - no video release language was found
- b. Workshop leader contracts - no video release language was found
- c. Participant agreements (2015 and 2017) - video release language included
- d. Old historic documentation relevant to planning:
  - i. Meeting Debrief notes
  - ii. Duane Ebata articles
  - iii. Other NATC publicity articles from 97-2001
  - iv. NATC Coordinator binders from all NATCs
- iii. Removed everything else (securely destroyed via San Jose Taiko shredding service)
- iii. Next meeting: looking for a time to meet in 2H July

4. New Business:

- a. KaDON Midwest Retreat
  - i. Request for TCA to be fiscal sponsor for Japan Foundation NY Grant (subject to considerations of supporting a for-profit endeavour and possible impact on west coast JF grant app's). Derek will respond on TCA's behalf.
- b. Presentation at Asano Taiko US 5th Anniversary
- c. Invitation to Derek to join CAC Planning Committee for State LP /State Regional Network Meeting - any other interested? Derek will join.

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

- a. **Branding Survey - those who missed deadline are welcome to still fill out by July 23.**
- b. **Further feedback from Board on DRAFT DATA POLICY needed by July 23 if possible.**
- c. **All Board asked to scan their networks for possible reinforcement of Fundraising Comm & NATC fundraising sub-comm.**
- d. **Board Retreat: Please complete accommodations and travel sheet; review Roy's & Terry's reports; and other tasks as assigned before meeting; and fulfill Board pledges if possible**

6. Announcements:

- a. Next Exec Comm meeting: Wednesday, July 25, 7:00-8:30PM Pacific
  - i. Regrets:
- b. Next Board meeting at Retreat, Saturday-Sunday, August 18-19, in Portland
- c. Next regular Board meeting: Monday, Sept 10, 6:30-8:30PM Pacific
  - i. Regrets: Margaret
- d. 2017-18 TCA Board Meeting Schedule
- e. TCA Meeting Scheduler

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