



Taiko Community Alliance Regular Board Meeting

Date: Monday, September 10, 2018

Time: 6:30-8:30 p.m.

Location:

Go-To-Meeting

Participants:

Officers

- Derek Oye, Chair
- Alan Okada, Vice Chair
- Alysse Itatani, Treasurer
- Akemi Imai, Co-Secretary
- Margaret McKenty, Co-Secretary

Board of Directors

- Tamiko Ooka
- Toni Yagami
- Rome Hamner
- Elise Fujimoto
- Wynn Kiyama
- Wisa Uemura

Staff

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Guests

- Agenda -

	Topic	Discussion Lead	Agenda Time	Agenda Minutes
1.	Call to Order at 6:32PM A. Present: Derek, Alan, Alysse, Akemi, Tamiko, Toni, Rome, Elise, Wynn, Wisa (till 7pm) B. Regrets: Margaret C. Invited:	Derek	6:30-6:35PM	5 min
2.	NATC A. Budget B. Conference Coordinator	Toni/Alan	6:35-7:10PM	35 min
3.	Approvals A. Previous Meeting Minutes B. Current Agenda	Derek	7:10-7:15PM	5 min
4.	Finance Committee 1. YTD Financial Report unreconciled 2. Treasurer Transition 3. 2017 Financial Review and tax filings	Alysse	7:15-7:25PM	10 min

5.	Staffing Proposals A. Creative Work Fund Project Coordinator B. Susan Yuen and Linda Uyechi Proposal a. See attached from email	Rome Derek	7:25-7:45PM	20 min
5.	Membership Committee A. Timeline B. Expectations from Board C. Projections/Target?	Tamiko?	7:45-8:00PM	15 min
5.	Program Committee C. Mini-grants	Rome	8:00-8:10PM	10 min
6.	Executive Committee A. Strategic Framework B. Connecting with Board Members and reviewing scope C. Timing of 2019 Retreat a. Working dinner before NATC b. One full day meeting after NATC	Derek	8:10-8:25PM	15 min
12.	New Business A. Fundraising/NATC Fundraising volunteer recruitment updates (Derek) B. The Junior League of San Jose Volunteer Recognition Luncheon Nominations (Rome)	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 approved

1. Call to Order at 6:32PM Pacific
 - a. Present: Derek, Alan, Alysse, Akemi, Tamiko, Toni, Rome, Elise, Wynn, Wisa (till 7pm)
 - b. Regrets: Margaret
 - c. Invited:
2. Approvals
 - a. Current agenda adopted by consent.
 - b. July Board meeting minutes and August Annual Retreat minutes - Motion to approve (/).
 - i. Approval tabled to next Board meeting.
3. Committee Reports (received in writing as part of "consent agenda" except where Board discussion or motions noted)

- a. NATC Committee (Co-chairs: Toni & Alan):
 - i. Membership: Toni Yagami, Derek Oye, Alan Okada, Wynn Kiyama, Mark Rooney, Terry Nguyen, Stan Shikuma, Stuart Paton, Dan Kubo, Heidi Varian, Jen Caballero, Yui Kawamoto, Kathy Fuller
 - ii. Met on: Sept 4 - included 4 members of TCoP for first part of mtg
 - iii. Comm approved CC proposal, after discussion, looking for Board approval so that we can continue forward progress
 - 1. Discussion was had over Conference Coordinator (CC) proposal.
 - a. Reviewed Terry Nguyen's (TN) proposal to be 2019 CC.
 - b. Other individuals mentioned in proposal have not been approached yet.
 - c. Will make sure to build in opportunities for CC to interact and build stronger connection with local host committee to mitigate risks similar to 2017 NATC.
 - d. Recommendation to add handover of visa documentation in CC duties. Following up to receive 2017 visa documentation.
 - e. Staff travel has been allocated in budget to account for CC traveling to Portland and various additional staff travel.
 - f. Question regarding TN's current job, whether it will conflict with NATC CC duties.
 - g. Clarity of assistant coordinator and intern positions is needed.
 - h. Also need to consider this proposal in light of Susan Yuen (SY)/Linda Uyechi (LU) proposal as part-time staff.
 - 2. **Motion to approve the following portions of Terry's proposal: NATC Comm Expectations, TCoP Expectations, Conference Coordinator Expectations and Intern Expectations, Taiko Jam Expectations. Excluding TCA Board Expectations and Assistant Coordinator Expectations due to pending other proposal from SY and LU (Akemi/Rome). Motion passes unanimously.**
 - iv. Tentative budget has also been approved by Comm, after discussion, looking for Board approval so that we can continue forward progress.
 - 1. Discussion was had over proposed NATC 2019 budget (version g).
 - a. CAC grant should be counted under "government grants" item.
 - i. NEA grant still pending.
 - b. The budget does not reflect the initial seed money amount.
 - c. Volunteer workshop exchange - incentive for workshop volunteers to still be able to participate in NATC
 - d. Housing - there is room to increase this area.
 - e. Recommendation for transaction fee to be added to registration form.
 - f. Question about whether registration figures are estimated slightly higher in comparison to Las Vegas NATC (since it was also held outside CA).
 - g. Question about reduction of professional fees for 2019 vs 2017 NATC: we spent more for 2017 than what is estimated for the same services (DHH) for 2019. Expecting to receive additional funding from a Portland grant for DHH in addition to this estimate. Recommendation to increase estimate for professional fee.
 - h. Venue rentals - does it include all PSU contracts, or also potential STI locations, registration, receptions? STI items are not reflected in this budget.
 - i. Recommendation was given to increase estimate for registration software per Tech Comm proposal.
 - j. Visa application estimates 2 artist visas (regular, not expedited rates).
 - 2. **Motion to approve NATC 2019 budget as revised during discussion (Elise/Tamiko). Motion passes unanimously.**
 - v. Next meeting: Oct 2
- b. Finance Committee (Chair: Alysse):

- i. Membership: no changes
 - ii. Met on: 8/29/18 as Exec Comm
 - iii. YTD Financial Report unreconciled due to bookkeeper's schedule
 - 1. We have since received the current year's 80% payment of CAC SRN grant, ~\$25k.
 - iv. Treasurer transition not complete, please continue to mail/contact both Wisa and Alysse for time being for all financial matters.
 - 1. Relocation of bookkeeper duties to SoCal
 - 2. Secure relocation of checks and 2018 files
 - 3. Update Union Bank signature cards
 - 4. Cancel preexisting debit cards
 - 5. Update new debit cards to online automatic payment accounts
 - v. 2017 Financial Review and Tax Filings
 - 1. Underway
 - 2. Review presentation to full board scheduled for 10/10 meeting
 - 3. Tax filings due November 15, 2018
 - vi. Next meeting: 9/26/18 as Exec Comm
- c. Staffing Proposals (Rome and Derek)
- i. 50th Anniversary Song commission Project Coordinator Job Description
 - 1. Need Board approval to announce position
 - ii. Susan Yuen and Linda Uyechi Proposal
 - 1. See attached from email
 - 2. Discussion was had regarding SY/LU proposal in conjunction with Creative Fund Coordinator.
 - 3. A motion was proposed to approve first two rows of work plan (Oct-Mar) with inclusion of Creative Work Fund Song Commission project coordination in their tasks, and that TN,SY,LU and small comm meet in the next few weeks to clarify work distribution in regards to 2019 NATC.
- d. Membership (Co-chairs: Margaret & Tamiko):
- i. Membership: Margaret McKenty, Tamiko Ooka, Toni Yagami, Tyrone Nakawatase, Anne Kessing
 - ii. Met on: August 27, 2018
 - iii. Current tasks:
 - 1. Finalizing membership campaign calendar
 - a. Starting on October 10th, ending on November 9th.
 - b. Goal: 1,000 members signed up
 - i. Is there a personal target goal for TCA board members to aim for?
 - 1. Mem Comm will consider this after the initial launch is underway
 - c. Early bird will end after Taiko-thon (same as last time)
 - i. Taiko-thon possibly focusing on taiko into the future
 - d. Registration: early bird \$40, regular \$50
 - e. \$1,000 lifetime membership
 - f. \$10 flat rate for students
 - 2. Ongoing prep & clarification re: membership perk process for this year
 - a. Considering gift membership (gift a friend a TCA membership)
 - 3. LT member recognition also in development
 - 4. Working with EF to align newsletter efforts
 - 5. Need support from Board to get in touch with prospective members.
 - iv. Next meeting: Wed, July 25, 5:30PM Pacific
 - v. Next meeting: September 12, 2018

- e. Programming (Co-chairs: Elise Fujimoto):
 - i. Membership: Tamiko Ooka, Rome Hamner, Ai Matsuda, Ben Pachter
 - ii. Met on:
 - iii. Mini Grants
 - 1. \$10k already approved in 2018 budget
 - 2. Guidelines slightly updated since last year but largely the same
 - 3. Announcement will be made week of 9/24; applications will be accepted 9/24-10/24
 - 4. Reviewers needed: Akemi, Alan, Wynn, Wisa
 - a. Question raised regarding last cycle regarding reports submitted. Only one report has been submitted, the rest are currently overdue (ITI, ECTC, Karen Young). RH & EF will follow up with pending reports.
 - iv. CTAG:
 - 1. Meeting Scheduled for 9/12 (Wednesday)
 - v. Next meeting:

- f. Executive Committee (Chair: Derek) :
 - i. Membership: Derek Oye, Alan Okada, Wisa Uemura, Margaret McKenty, Akemi Imai, Alysse Itatani
 - ii. Met on: August 29, 2018
 - iii. Discussion at Board Meeting
 - 1. Strategic Framework
 - a. Added a “traffic light” status column for each listed strategy/deliverable.
 - i. Green: proceeding smoothly
 - ii. Yellow: slow going, but progressing
 - iii. Red: stalled, must re-evaluate priority
 - b. Reviewing “red” items
 - i. 1.5 TCA Branding - impact on membership campaign. If new branding does not proceed on time, would it be an issue to use old logo?
 - 1. SY/LU proposal included branding, but timing of proposal may not line up with membership campaign calendar.
 - 2. A temporary alternative can be an altered version of the logo as a special 50th anniversary version.
 - 3. Decision was made to use old logo for upcoming membership campaign.
 - ii. Will pause 2.1
 - iii. Will pause 3.1 pipeline for Committee and board involvement, but would like to get any ideas for how to build this pipeline.
 - iv. 3.2
 - c. Exec Comm will reach out to various lead contacts and get updates to all strategic goal projects. Hope to evaluate goals and activities at beginning of 2019.
 - 2. Connecting with Board Members and reviewing scope
 - iv. Notes and discussion from August Meeting
 - 1. Evaluated Board Retreat
 - a. Board Development + Refresher on Board Duties
 - i. Continue to dive deeper for less experienced board members to understand terms and governance
 - ii. Continue to use creative/engaging ways to present materials
 - iii. Have more often throughout the year
 - b. Clarifying goals of NATC - Accomplished but future of NATC still uncertain
 - c. Meeting with TCOP

- i. Good activity, but needed to split groups to have more of a mix next time
 - ii. Momentum being built and connecting committee chairs in motion
 - d. Clarifying roles and oversight was good discussion and helpful, particularly, to newer members
 - e. Board Retreat Budget/Total Costs
 - f. Timing of 2019 Retreat
 - i. Dinner before NATC (Thurs evening)
 - 1. This would serve as the half-day portion of annual retreat.
 - ii. One day of meetings after NATC (Mon)
 - iii. Board will proceed with this format for 2019 annual retreat. Email any additional thoughts, ideas to Derek.
 - 2. Strategic Framework
 - a. Went through each goal and identified successes/risks and challenges
 - 3. TCA signing letter of support for Shogo Yoshii and KaDON Visa
 - v. Next meeting: Sept 24, 2018
- g. Tech Resources (Chair: Linda Uyechi)
 - i. Members: Elise, Linda, Sue Yuen, Sarah Gilbert, Abena Oteng-Agipong, Peter Spangler, Kate Walker, Jesse Unick
 - ii. Met on: Saturday, August 11
 - iii. Membership Drive.
 - 1. Tech is synched with Membership.
 - 2. Team is reviewing full functionality for membership forms using FormAssembly. TJ building new forms to be reviewed on Sept. 13.
 - iv. NATC Registration System
 - 1. Soapbox will not support NATC's complex registration needs.
 - 2. Recommendation made to NATC Comm.
 - a. Objective 1: full-functionality to support NATC19 (analogous to NATC17) in time to open registration
 - b. Objective 2: shift responsibility for registration from local NATC comm to TCA and provide a longer-term solution.
 - c. Cost: \$10K covers tools, labor (Sue and Sarah), consulting (TJ Warfield).
 - v. Email and Document migration.
 - 1. Use of @tca. All committee email lists have been updated and currently include personal emails as well as @tca addresses. Target is to remove personal emails by end of 2018.
 - vi. Salesforce Consultation
 - 1. Data is migrated.
 - 2. Current focus is on resolving tools for membership and registration. Concurrently working to complete migration process and pass full administrative control to TCA.
 - vii. Data Security.
 - 1. Exec Comm has had input to the process.
 - 2. Policy is close to completion and will be reviewed by data security lawyer (Tamiko's husband).
 - 3. Elise working on draft versions of agreement forms with feedback from Exec Comm (specifically related to access of information)
 - 4. Next meeting: Monday 9/17
 - 5. Newly recruited: Katie Doi
 - viii. Calendar
 - 1. TCA's first example of self-serve offering.
 - 2. Sarah is moderating, evangelizing, and collecting data that will help us gauge effectiveness.
 - ix. Origins Project (for 50th)

1. Given the effort required to reach out to taiko groups for basic information, Origins Project being re-imagined as a TCA Taiko Group Census that will include a request for supplemental information to collect data for a TCA Needs Assessment.
 2. Anticipate Spring 2019 execution.
- x. Discover Nikkei Partnership. No meeting this month.
 - xi. Website Maintenance.
 1. Taikojam.com moved to new server.
 2. taikonetwork.org DNS renewal is due. Linda needs to work with Wisa/Alysse to transfer to TCA account.
 - xii. Additional support. Elise identified several areas that she can use help in. New volunteers, Cathy Tio, Katie Doi, Alison Fong Yuzuriha, Vicky Zhang, are taking on TCA tasks. Sue is coordinating their efforts.
 - xiii. Next meeting: Saturday, September 15
- h. Fundraising (Chair: Rome):
- i. Membership: Mary Jane Blystone, Sue Yuen, Kelly Kuwabara, Evelyn Liu
 - ii. Met on: no meeting this month
 - iii. Next meeting: TBD
- i. Board Development Committee (Chair: Akemi)
- i. Membership: Akemi Imai, Wisa Uemura, Rome Hamner, Ron Miyamura
 - ii. Met on: N/A (meets quarterly)
 - iii. Reviewed evaluation forms collected at 2018 annual retreat. Will prepare a presentation for October board meeting.
 - iv. Next meeting: sometime in October
- j. Comm Comm (Co-chairs: Jen Caballero and Elise):
- i. Membership: Robie La, Abena Oteng-Agipong (new), Cathy Tio (new- Fall only)
 - ii. Met on: 8/28 (website subcomm)
 1. Fall Comms Campaigns:
 - a. Mini Grants:
 - i. Blog posts
 - ii. Updated collection form
 - b. Creative Work Fund (50th Project Manager)
 - i. Position description
 - c. Membership Campaign
 - d. Taikothon:
 - i. Needs design work
 - ii. Updated submission form
 - e. NATC ITEMS:
 - i. Coordinator Announcement
 - ii. Workshop leader Collections
 - iii. Look and feel design
 - iv. Website archival and current year update
 2. Website Re-design:
 - a. Slated for post membership in November (with goal of January 19 launch)
 - Abena is reviewing website export and transition options
 - b. Elise needs to re-engage Robie for design needs
 - c. Abena is signing on to help with regular website updating
 3. Logo: Halted
 - a. First draft created, need input and feedback
 - b. Need to determine scope of design needs (TCA vs NATC)
 - iii. Next meeting:

4. New Business:
 - a. Fundraising/NATC Fundraising volunteer recruitment updates (Derek)
 - i. Tabled to next Board meeting.
 - b. The Junior League of San Jose Volunteer Recognition Luncheon Nominations (Rome)
 - i. Rome suggests nominating Sue and/or Linda and can write one nomination
 1. any volunteers to write the other? If no, who should we nominate?
 2. Tabled to next Board meeting.
5. **Action Items (all Board unless otherwise noted):**
 - a. **Derek(?): Share current staff job descriptions with Sue and Linda for their consideration to accommodate it into their proposal.**
 - b. **Board members should send additional thoughts and/or ideas to Derek regarding new annual retreat format to be piloted for 2019 annual retreat.**
6. Announcements:
 - a. Next Exec Comm meeting: Wednesday, September 26, 7:00-8:30PM Pacific
 - i. Regrets: Margaret
 - b. Next regular Board meeting: Wednesday, Oct 10, 6:30-8:30PM Pacific
 - i. Regrets:
 - c. 2017-18 TCA Board Meeting Schedule
 - d. TCA Meeting Scheduler
7. **Meeting adjourned by consent at 8:42PM Pacific.**