



Taiko Community Alliance Regular Board Meeting

Date: Wednesday, October 10, 2018

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

Location:

Go-To-Meeting

Participants:

Officers <ul style="list-style-type: none"> ● Derek Oye, Chair ● Alan Okada, Vice Chair ● Alysse Itatani, Treasurer ● Akemi Imai, Co-Secretary ● Margaret McKenty, Co-Secretary 	Board of Directors <ul style="list-style-type: none"> ● Tamiko Ooka ● Toni Yagami ● Rome Hamner ● Elise Fujimoto ● Wynn Kiyama ● Wisa Uemura
Staff <ul style="list-style-type: none"> ● 	Guests

- Agenda -

	Topic	Discussion Lead	Agenda Time	Agenda Minutes
1.	Call to Order at 6:31PM A. Present: Derek, Alan, Alysse, Akemi, Tamiko, Toni, Rome, Elise, Wynn, Wisa, Margaret B. Regrets: C. Invited: Terry, Linda, Sue	Derek	6:30-6:35PM	5 min
2.	Approvals A. July, August (Retreat), & September Meeting Minutes B. Current Agenda	Derek	6:35-6:50PM	15 min
3.	NATC A. Welcome Terry B. NATC Co-Chairs	Toni/Terry	6:50-7:10PM	20 min
4.	Executive Committee A. Sue and Linda Proposal <ul style="list-style-type: none"> a. Recommendations from Executive Committee b. See below for Notes c. Q&A with Sue and Linda B. Board Reshuffling List	Derek	7:10-7:30PM	20 min

4.	Finance Committee 1. YTD Financial Report 2. Setting up additional accounts (Pay Chex, NATC)	Alysse	7:30-7:45PM	15 min
5.	Membership Committee A. Asking Board members to reach out to 2 taiko groups to submit taikothon videos (Deadline 10/16. 5 minutes on 50 years and beyond theme or 10 minutes performance video) B. 50 for 50 LT campaign/50 and beyond campaign	Tamiko?	7:45-8:00PM	15 min
5.	Board Development Committee A. Presentation - "2018 TCA Board Feedback"	Akemi	8:00-8:20PM	20 min
12.	New Business A. New Meeting Dates (for review) a. Board Meeting b. Exec Comm B. European Taiko Conference: Board member want to attend on TCA's behalf?	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, Alan, Alysse, Akemi, Tamiko, Toni, Rome, Elise, Wynn, Wisa, Margaret (late)
 - b. Regrets:
 - c. Invited: Terry, Linda, Sue
2. Approvals
 - a. Current agenda adopted by consent.
 - b. July Board meeting minutes, August Annual Retreat minutes and September meeting minutes
 - i. **Motion to approve July minutes as amended: (Alan/Toni). Wisa & Rome abstain. Minutes approved with 2 abstentions.**
 - ii. **Motion to approve August minutes: (Wisa/Tamiko). Minutes approved unanimously.**
 - iii. **Motion to approve September minutes as amended: (Alan/Rome). Minutes approved with one abstention.**
3. Committee Reports (received in writing as part of "consent agenda" except where Board discussion or motions noted)
 - a. NATC Committee (Co-chairs: Toni & Terry; Alan switching to small comm/supervisor role):

- 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: 10/2/18
 - iii. Welcomed Terry as 2019 CC
 - 1. WS applications out - pls apply (!) or pass on to someone interested
 - a. <https://taikocommunityalliance.org/natc2019/workshop-proposals/>
 - i. Deadline: October 31
 - ii. Former workshop leaders have been specifically notified of application period & deadline.
 - 2. Terry planning to make PSU site visit in November
 - a. Let Terry know in advance if there are details about the site and contracts that we would like clarification.
 - 3. Taiko Jam - performers/Producer in progress
 - 4. Terry connecting with Local committees
 - 5. Terry mtg with Linda/Sue after Membership Drive starts
 - 6. NATC 2019 Goals:
 - a. Foster community and collaboration among taiko groups and practitioners
 - b. Support the development of taiko as an art form
 - c. Document and share taiko traditions, repertoire, and history
 - iv. Thank you, Elise and Program Comm - CC and WS posts!
 - v. Next meeting: 11/5
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- b. Executive Committee (Chair: Derek) :
 - i. Membership: Derek Oye, Alan Okada, Margaret McKenty, Akemi Imai, Alysse Itatani, Wisa Uemura
 - ii. Met on: Sept 26, 2018
 - iii. Sue and Linda Proposal
 - 1. Recommendations from Executive Committee and discussion resulting therefrom.
 - 2. **Motion to approve proposal to engage Sue Yuen & Linda Uyechi as consultants per the Exec Comm's recommendation (Alan/Wisa). Motion carried unanimously but for one abstention (Wynn).**
 - iv. Meeting Recap
 - 1. Human Resources
 - a. Discussed Sue and Linda's Proposal to make recommendation to the Board
 - b. Creative Works Project Coordinator - Move forward with application outside of Sue and Linda proposal
 - c. Conference Coordinator oversight and sharing notes from one-on-one with Terry. Plans to move forward Small Committee
 - d. Discussed update on reshuffling of Board duties and Derek's continued outreach to connect with each Board member
 - 2. Strategic Framework - Wisa offered to help give advice on tracking and reporting
 - 3. European Taiko Conference: Derek's discussion with Jonathan Kirby
 - v. Next meeting: November 6th
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- c. Finance Committee (Chair: Alysse):
 - i. Membership: no changes
 - ii. Met on: September 29, 2018 (as Executive Committee)
 - iii. YTD Financial Report
 - iv. Fiscal practices were discussed including account establishment & updating signers.

1. **Motion to approve establishment of the two additional accounts (Wisa/Toni). Motion carried unanimously.**
 2. **Motion to approve Derek Oye, Akemi Imai & Alysse Itatani as signers for these new accounts (Wisa/Alan). Motion carried unanimously.**
 3. 2017 Financial Review: draft due October 24
 - a. **Motion to vest Exec Comm with authority to review & approve Financial Review on behalf of whole Board (Wisa/Alysse). Motion carried unanimously.**
 Tax forms (based on Exec Comm's Financial Review) will be submitted on Nov 15.
 4. CPA presentation of final Financial Review to full Board at Nov 16 meeting (30-45 minutes). Further approval possible then.
 - v. Next meeting: November 6, 2018 as Executive Committee
- d. Membership (Co-chairs: Margaret & Tamiko):
- i. Membership: Margaret McKenty, Tamiko Ooka, Toni Yagami, Tyrone Nakawatase, Anne Kessing
 - ii. Met on: September 25, 2018
 1. Membership/Tech/Comm team are ready to go on Membership campaign
 2. Launch 10/10. 106 members as at time of this meeting.
 3. Early Bird \$40/Flat student rate \$10
 4. Gift memberships for LT or GOGO "Get One, Gift One" (e.g., for special community members/leaders/group memberships) is supported by new system with additional donations.
 5. All Board asked to change Facebook cover photo to campaign banner, and apply custom FB filter (when available)
 6. Board members please Opt OUT of prize draw when renewing membership
 7. Asking Board members to reach out to 2 taiko groups to submit Taikothon videos (Deadline 10/16. 5 minutes on 50 Years and Beyond theme, or 10 minutes performance video), OR submit own Taiko Story video (3 mins)
 8. "50 for 50" LT campaign was discussed.
 9. "50 and Beyond" campaign: this is encouragement to top up membership with additional donation
 10. Tyrone has given notice that he will need to step away from Memb Comm for time commitment, but still willing to help on ad-hoc basis in future campaigns.
- e. Board Development Committee (Chair: Akemi)
- i. Membership: Akemi Imai, Wisa Uemura, Rome Hamner, Ron Miyamura
 - ii. Met on: N/A (meets quarterly)
 - iii. To present results and recommendations based on Board feedback to survey and evaluation - "2018 TCA Board Feedback"
 - iv. Next meeting: TBD
- f. Programming (Co-chairs: Elise Fujimoto):
- i. Membership: Tamiko Ooka, Rome Hamner, Ai Matsuda, Ben Pachter
 - ii. Met on:
 - iii.
 - iv. Next meeting:
- 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, September 15

- iii. SalesForce and Tools. Preparing for Membership Drive is good exercise to ramp up SF expertise. A shift in tools (from Soapbox to FormAssembly) has added an unexpected learning curve to the current work. The new tool is much more flexible. The combination of new SF instance and tools is allowing the team to build a more robust and customized system.
 - iv. Website Analytics. Sarah is gathering data to assess user interaction with calendaring. Response rate needs to come from website clicks. Abena and Elise will dive into Google analytics to determine user interaction with website.
 - v. Data Security. Group is meeting regularly. Next meeting: Monday 9.17. Working Committee: Elise, Abena, Steve. Board Reviewers.: Alan, Wisa, Tamiko, Derek. Elise is gathering and editing first drafts of agreements for each security level. Longer-term there will be a number of data security tasks that need to be addressed: On-boarding, communicate changes, regular data review, manage keys to TCA assets.
 - vi. Calendaring. Participation in calendaring is about half organic (groups adding entries; European groups heavily represented) and half curated (Sarah finds events and reaches out to groups for permission to include them). Sarah is exploring other features that can be derived from calendar.
 - vii. Taiko Group Census. Planning census for Spring 2019. Objectives: Build taiko directory + Conduct TCA Needs Assessment
 - viii. Website. Will consider website upgrade after Membership Drive; before NATC.
 - ix. TCA Internal Calendar. Effort launched by Cathy Tio. Goals: synch internal dates and deadlines for TCA projects, board, committees, and volunteers to aid TCA alignment.
 - x. TCA Google Drive xfer. Sarah has documented a method to transfer documents. Will share wider after membership drive launched.
 - xi. Next meeting: Saturday, October 20
- h. Fundraising (Chair: Rome/Kelly K):
- i. Membership: Mary Jane Blystone, Sue Yuen, Kelly Kuwabara, Evelyn Liu
 - ii. Met on: no meeting this month
 - iii. Grant proposal submitted to New Generation Nikkei Fund
 - iv. Next meeting: TBD
- i. Comm Comm (Co-chairs: Jen Caballero and Elise):
- i. Membership: Robie La, Abena Oteng-Agipong (new), Cathy Tio (new- Fall only)
 - ii. Met on:
 - 1. Fall Calendar
 - 2. Lots of items happening in October:
 - a. Membership Drive!!!
 - b. Taikothon submissions: due 10/16
 - c. Taikothon is on 10/21 (also early membership cutoff)
 - d. Mini Grants: due 10/24
 - i. Blog posts: BTG, ITI, ECTC
 - e. NATC Workshop Leader recruitment due 10/31
 - f. 50th Projects:
 - i. Creative Work Fund announcement
 - 3. Newsletters (Bi weekly) for membership Drive
 - a. Sue is taking over newsletter creation from Salesforce as part of the new upgrade
 - 4. Website:
 - a. Linda has been cleaning up the website in preparation for the membership campaign

- b. in late November we will start our update of the website into a new layout, look, and feel in order to improve functionality.
- iii. Next meeting:

4. New Business:

- a. New Meeting Dates (for review) - comments to Akemi by Saturday Oct 13
 - i. Board Meeting
 - ii. Exec Comm
- b. European Taiko Conference: Board member want to attend on TCA's behalf? Please advise Derek ASAP
 - i. The 4th European Taiko Conference will start at 6:00pm on Thursday 21st February and will finish at 1:00pm on Sunday 24th February 2019.

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

- a. **Membership Drive: Please reach out to 2 taiko groups to submit Taikothon videos (Deadline 10/16), either 5 mins on "50 Years and Beyond" theme, OR 10 mins performance video; OR submit own Taiko Story video (3 mins).**
- b. **Membership Drive: Please OPT OUT of prize draw when renewing membership.**
- c. **Membership Drive: Please change Facebook cover photo to campaign banner, and apply custom FB filter (when available).**
- d. **Membership Drive: New system supports gift memberships, so consider promoting collegiate memberships for alma mater, LT memberships for special community/group members, etc.**
- e. **New Meeting Dates (for review) - comments to Akemi by Saturday Oct 13**
- f. **Advise Derek ASAP if interested in attending European Taiko Conference Feb 2019 (own cost)**
- g. **Future Board meetings will be convened using Zoom rather than GTM (more user-friendly & stable) - Akemi implementing meeting link.**

6. Announcements:

- a. Next Exec Comm meeting: Wednesday, Nov 7, 7:00-8:30PM Pacific
 - i. Regrets: Akemi
- b. Next regular Board meeting: Friday, Nov 16, 6:30-8:30PM Pacific
 - i. Regrets: Akemi
- c. 2017-18 TCA Board Meeting Schedule
- d. TCA Meeting Scheduler

7. Meeting adjourned by consent at 8:44PM Pacific.