

Chado Urasenke Tankokai Philadelphia Board Meeting

Date: 10/09/2022

Time: 1837 – 2012

Attendees: Frank Chance, Brandon Forsht, Morgan Beard, Drew Hanson, Keijiroh Yamaguchi, Taiko Ruf, Sachiko Houck

Absent: Yuka Yokoyama

Recording: Sachiko Houck

1. Approval of agenda
Approved
2. Approval of previous meeting minutes
 - a. Sachiko requests correction regarding the correction from a previous meeting. Morgan added, “She suggested that reference could be deleted entirely” Sachiko feels the opposite. she feels that we do need outside consultant including a lawyer, and an accountant.
 - b. Frank shared that he had been talking with Rob Buscher, regarding a board retreat and Bob is introducing a facilitator for \$200-300 range for Tankokai Philadelphia hopefully in-person. This is still in a preliminary stage.

The minutes were approved by above correction.

TASK: Minutes will be changed above request. PERSON IN CHARGE: Morgan. DATE: as soon as possible.

TASK: Information regarding our Board Retreat PERSON IN CHARGE: Frank DATE:11/6/22

3. Tenth Anniversary Celebration (this was discussed casually prior to the official meeting)
 - a. One person was no show. Drew offered to reach out to him and give him a gift.

TASK: Contact the no show person and give a gift PERSON IN CHARGE: Drew, DATE 11/6/2022

4. Memorandum of Understanding with JASGP
 - a. The discussion about this started 3-4 months ago with JASGP and we need this to be done so that Drew can start teaching if he wishes to do so.
 - b. Keijiroh went to Omotesenke tea event at Shofuso on 10/01, and had an impression that they might be interested in expanding their activities at Shofuso, and we should be aware of this. Sachiko who also attended the event, and expressed that she did not have that impression, and even so, they should not be our “competitor”

- c. Brandon suggested that we only use titles rather than individual names. Keijiroh states that it is supposed to review every year, so we know who is in charge each year, but he will put the individual names as addendum.
- d. Morgan suggests to be intentional of presenting this to our members, and we have a process in place, such as who qualify to each role, , and what opportunity is available.
- e. Drew suggests that if we are considering as an employment to fulfill a certain function, we need a clear outline for what the responsibility, and qualification for the position.
- f. Keijiroh states that this is not Employer/Employee relationship, rather “contractor”
- g. Frank suggests that we should have internal document to clarify those for internal use, not as a part of agreement with JASGP
- h. Brandon asks if any legal issue to have individual contractors whose majorities are board members. Morgan states that this is not formal “employees” and do not believe that it is not a legal issue. Frank suggests that we sign the conflict of interest. Keijiroh shared a website http://youtu.be/KiCSO_T1hZM . Drew wonders if any other Tankokai face this issues. Morgan was not sure about the detail, but she will ask around.
- i. Frank suggests that “Maximum number of demonstration as 25” to be called “Optimal number”
- j. Frank also suggests exchanging “discuss” with “negotiate”
- k. Any can send the suggestion of change to Keijiroh, by 10/15, and he will work on 2nd draft.
- l. Drew asks what will change after the agreement of this Memoradum. This is not a legal document. Previously JASGP had an agreement with individual, but JASGP would like to have an contract as an organization, and also Kazumi requests this so that after she resigns her position, she has something easy to explain to her successor. She is also asking the same thing to be done to other individual contractor, such as a dance group, and taiko group.

TASK: Any changes/suggests will be sent to Keijiroh PERSON IN CHARGE: everyone DATE 10/15/22

TAKS: 2nd draft of this document PERSON IN CHARGE: Keijiroh DATE: 1-2 weeks

TASK: Inquire about handling of similar issues with other Tankokai PERSON IN CHARGE: Morgan DATE: 11/16/22

TASK: Draft of the internal document for responsibility/qualification and rules for demonstration and teaching PERSON IN CHARGE: Morgan. DATE: 11/16/2022

5. Events

a. Tenth Anniversary Report

47 registered guests, we have a good donation, including Konnichian so we made \$1500. It seems like everything went well. Drew shared that Willy Shingleton appreciated our generous payment. We have 7 complimentary guests. Morgan will send the list of complimentary guests to Sachiko via Email. (done as below)

Great thanks to those who organized it.

Complementary guests are as follow: Sokei Suguki Gyotei, Yumiko (Mimi) Pakenham, Ayako Takamoto, Aiko Otake, Kukiko Mitani, Miyoko Miller (head teacher at Urasenke DC), Mirai Yasuyama (president of JASGP), Aside from the two whose titles are noted, all of them are teachers from Urasenke New York.

- b. Robiraki on 11/6 Sunday, Virtual event. From 1:00 pm. Frank will set up the Zoom
- c. Hatsugama 1/29/23, at Wallingford Art Center.
 - i. We will discuss further in the details such as in case with a bad weather and time. Keijiroh will be busy assembling the tea room on that day so he is not able to help with cooking and so forth.
 - ii. Tea space is 8 mats, and elevated about one foot.
- d. Annual meeting 1/22/23, 11 am. tentative. Virtual. Or Face to face or Both. Frank suggests that at Penn, there is a room to set up for hybrid meeting. Frank will investigate this

TASK: Hybrid space for our annual meeting PERSON IN CHARGE: Frank DATE:11/16/2022

6. Demonstration

- a. Updates, September, monthly demonstration, October First Thursday, both well attended.
Upcoming; we have SJU demonstration, and monthly demonstration in October and November.

7. New Business

- a. Board member elections.
 - i. We have to let Kyoto know who the board members are going to be in 2023 by the end of this year. Morgan has to know who are going continue or not to continue, and who is to be nominated.
 - ii. Taiko would like to resign. Taiko states that some board member who are in position in financial area should have turned over. The past years, this board is always arguing and not constructive and it is not in a good environment. As a student, it was a difficult position.
 - iii. Nominating committee is formed with Frank, Morgan, Taiko and Sachiko,
 - iv. Nominating committee will discuss regarding a representative from Shofuso, since Yuka expresses to resign as well.
 - v. Morgan will be drafting a letter for member to nominate the board members and officers.

TASK: Drafting a letter for nominating. PERSON IN CHARGE: Morgan DATE: ?

TAKS: Discuss the new board members/officers PERSON IN CHARGE: Nominating Committee - Frank/Morgan/Taiko/Sachiko DATE: as soon as possible.

b. Budget process for 2023

- i. Morgan would like everyone to see if we would like to change a format of the budget. Will talk more in next meeting.

TASK: Review the current budget format and sent any questions/suggestion to Morgan PERSON IN CHARGE: Everyone DATE 11/16/2022

8. Old Business

- a. Membership survey. Frank has not checked after the reminder. Sachiko suggests that we need to talk about the result and how we are going to reflect in our annual meeting, along with membership fee changes and Bylaw changes. We can talk about this in the next meeting.
- b. Membership renewal/online tracking system. We have been talking about using Zeffy. Morgan can invite anyone to the online site and see how it works. We will talk further in the next meeting.

TASK: try out new online system Zeffy, Morgan can send a link to access. PERSON IN CHARGE: Anyone who wants to try DATE: Anytime

9. Next Meeting

- a. November 16, 1830
- b. There was a notice about 20th anniversary for Chado Urasenke Tankokai Chicago Association on 4/21-4//232023. Morgan will send out the information

TASK: Send out information re: Chicago 20th anniversary information PERSON IN CHARGE: Morgan DATE: completed on 10/9/22