

Chado Urasenke Tankokai Philadelphia: Executive Board Meeting | MINUTES

January 13, Thursday | 6:30pm – 8:00pm | Zoom

Meeting called by Frank Chance
Facilitator Frank Chance
Note taker Morgan Beard

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

Absent: Yuka Yokoyama

AGENDA TOPIC: Minutes Approval

Minutes approval: The minutes from the 12/19/2021 meeting were approved.

AGENDA TOPIC: 2022 Budget

Frank called for questions about the revised 2022 budget. Morgan confirmed that it had been updated for the demonstration fees that were received in 2021.

Drew raised a question about the way we are handling demonstration fees. In the past, the demonstrator was paid directly by the company or organization, and that demonstrator filled out a W-9 form and reported it to the IRS as income. In this case, committee chair Sachiko Houck suggested that the checks go to the association, and we reimburse her for expenses only. However, she requested that we reimburse her at a flat fee per person rather than submitting receipts. The question is, from an accounting perspective, can it be considered a reimbursement if she is submitting an invoice for the per-person fee rather than receipts?

Taiko shared her business experience that it's a matter of having the proper documentation: for expense reports, it's typically either a receipt or a per-diem fee. In this case, per diem could be what is agreed upon as a reasonable fee that will cover expenses.

After an extended discussion, it was also agreed that we should consult an outside professional who is familiar with the tax implications to be certain.

Drew also raised a question about whether the demonstration fee structure had changed. Sachiko explained that it had not, but that she's been flexible when talking to various groups to adjust to their circumstances. The topic was tabled for future discussion.

The draft budget was approved for distribution with no further changes.

Action items	Person responsible	Deadline
Find a tax accountant who can clarify what counts as an expense versus a fee.	Morgan Beard	Prior to next meeting
Distribute 2022 budget to members for discussion at annual meeting	Morgan Beard	Prior to Annual Meeting

AGENDA TOPIC – Membership Fees

The Policy Committee met and has proposed a new fee structure, as follows:

- \$20 students and non-practitioners
- \$30 regular members
- \$50 people licensed at chamei and above
- \$100 institutional
- 10% discount for people in the same household

Drew asked the reason for the membership increase. Keijiroh explained that he had proposed it because every association he is aware of has different fees for people who are licensed at higher levels. The reason is that the people who are more invested in doing tea as a practice should also be more interested in promoting tea practice through the association.

There was discussion of the benefits for teachers belonging to the association – because they are often introduced to new students through the association, it makes sense that they would pay more to support the organization.

Brandon proposed an alternative where rather than requiring people licensed at higher levels to pay higher fees, we have a tiered structure like Shofuso’s where people can voluntarily pay higher fees as a donation. This might benefit the association financially, because there may be people who have the desire and the ability to pay more regardless of their level of practice.

After some discussions of how to handle the discussion at the annual meeting. After considering several options, it was agreed to present some possible structures to the members as a whole and get their feedback on what their needs and wants were. Frank said he would put together some options to present at the meeting.

Action items**Person responsible Deadline**

Get member feedback on possible membership structures

Frank Chance /
Others?

TBD

AGENDA TOPIC – Other Business

Long-time board member Mary Lynn Howard announced that she would be resigning as of the Annual Meeting (January 23). The board expressed regret for the decision and appreciation for her service.

Action items**Person responsible Deadline**

N/A

AGENDA TOPIC – Next Meeting date/time

A date and time for the next meeting was not set.

The meeting was adjourned at 8 p.m.