
CHADO URASENKE PHILADELPHIA TANKOKAI BOARD MEETING MINUTES

Location: Zoom
Date: March 20, 2022
Time: 1845 – 2030
Facilitator: Franck Chance, Participants: Morgan Beard, Brandon Forsht, Drew Hanson, Keijiroh Yama-Guchi, Yuka Yokoyama, Record: Sachiko Houck

Agenda Items

1. Approval of last minutes
Frank and Sachiko approved

2. From Previous Meeting
 - a. Membership list was shared in Google Doc. Household members should be counted as two members whether they are practitioners or not.
 - b. Morgan will continue to pursue looking into CPA for tax returns, and some questions. She will be able to have information sometime this week. CPA is to be someone disinterested 3rd party, outside of this organization.
 - c. Frank will continue to pursue looking into an outside consultant by the next meeting. Frank is thinking of LaSalle's nonprofit center. And will have specific in the next meeting.

Action Items	Owner(s)	Deadline	Status
CPA information	Morgan	Week of 3/21/22	In progress
Outside Consultant	Frank	By the next mtg	In progress

3. Membership survey and future planning

- a. Membership survey will have two structures, and the survey will be available to member prior to sending out.
- b. Drew would like to raise a suggestion regarding Bylaw. We looked into our Bylaw in order to make a better organization than a current well-run organization. We have to know what our objectives are and what we mean by 'better.' For an example, an objective should be fact-oriented. We would like to establish specific and measurable goals, such as an increase membership of 20 %. We can modify the bylaw to reach those goals. Keijiroh: agrees. Survey will be important to establish our goals. Frank: We can get together in a brainstorm session to establish goals. We also looked into our Bylaw to make sure that our current practice fits the Bylaws. Yuka: It seems like most important problem is financial, which is fundamental. We can have a tangible plan, such as hiring somebody to apply for grants, hiring a CPA and a consultant. Morgan: Volume of the work might not justify hiring for a fulltime administrative person. Yuka: Lack of a dedicated person delay the entire process. An election who to operate the organization might help. Frank: we can consider a part time person, and we can add that idea to the list in a brainstorm session. Drew: Before we can come to any conclusions, brainstorming session will be important to determine our direction.
- c. In-person brainstorm session: to be done in May, after Mothers' Day, by then, Frank would be in touch with LaSalla to be a facilitator, who would usually like to establish the goals and missions of the organization. This should be after the results of the survey come back. We need some non-board member participation in this brainstorm session. We will include a question in our survey to the members, if they are interested in participating our brainstorm meeting and ask those individuals for their available date and time. Possibility of the places are KOP, Penn Classroom, Frank's dining room, JASGP office. JASGP might be good for parking, access, near Shofuso. Once we know the date/time, Yuka will find out its availability.
- d. Membership survey is done by Google and will be sent at the end of March and beginning of April. Then we will have a brainstorm meeting sometime in May.
- e. Another survey for the membership structure will be sent later.

Action Items	Owner(s)	Deadline	Status
Reach out to LaSalle	Frank	?	In progress
Membership Survey draft to send out	Frank	3/31/2022	In progress

4. Discussion of recommendations from the Outreach Task Force

- a. We have to know our goals to move forward. We appreciate their effort and encourage Task Force people to join our brainstorming meeting. Yuka: There are some things we should explore more, for an example, who are the targeted audience? Shofuso is looking into reaching out to our neighbors rather than upper middle class. We will be expressing our appreciation and informing our plan to have a brainstorm meeting to establish our goals.
- b. Keijiroh has been working on a draft for the newsletter to send out. Plan is to send every 2-3 months. Since we are asking OTF to hold till our brainstorm meeting, it is fair to hold to send out the Newsletter. However, if this is coming from Keijiroh personally as him sharing information, news, updates from Kyoto, that is ok. We reached an agreement that this will be sent out to current members and previous members from Keijiroh , not as Tankokai Philadelphia, in hope that they may renew, or join in the membership. This is also sent out to the participants to Tea Culture events. Keijiroh will make it clear that this is from him, not from our organization.
- c. Yuka suggests to hire an administrator to conduct a brainstorm meeting, who can navigate to talk about strategies, timeline, goals. We can get advice from LaSalla and other Tankokai Organizations.

Action Items	Owner(s)	Deadline	Status
Inform OTF our plan	Morgan	3/21/2022	completed
Keijiroh's personal newsletter	Keijiroh	Early April 2022	In progress

5. Other business

- a. 9/25/22 is an anniversary dinner, we will move our demonstration date to other date.
- b. Cherry Blossom Festival at Shofuso: There will be no official event as Tankokai Philadelphia. Keijiroh will be having a private tea gathering one day between 4/8 to 4/10, when there is no music concert.
- c. Yuka shared the program of Cherry Blossom Festival at Fairmont Park/Shofuso. No tents or workshop will be done. Tankokai Philadelphia should only serve

Action Items	Owner(s)	Deadline	Status
Change the date of Sept Demo	Sachiko	3/21/2022	completed

tea/sweets to its guests by invitation, not to public.

6. Next Meeting date

- a. April 23, 2022, Saturday at 4:30 pm