

CHADO URASENKE PHILADELPHIA TANKOKAI BOARD MEETING MINUTES

Location: Zoom (Recorded)
Date: June 6, 2022
Time: 1834 - 1950
Facilitator: Franck Chances,
Participants: Brandon Forsht, Drew Hanson, Keijiroh Yama-Guchi, Sachiko Houck
Record: Sachiko Houck
Absentee: Yuka Yokoyama, Taiko Ruf, Morgan Beard

Agenda Items

1. Approval of last minutes

Correction: Under the topic “Dogu at Shofuso”, Action items, “Move association tatami mats from Sakura Pavillion to King of Prussia” was completed on 4/26/22 by Sachiko Houck

Under the topic “Hiring an accountant” “Write up the policy for reimbursing demonstration expenses” Drew verbally stated that “The receipt is to be submitted to Tankokai with an invoice, and it will be reimbursed.”

With above corrections, Keijiroh and Drew approved the minutes.

2. Outside consultant

- a. La Salle Non-profit Center costs \$268 to be a member with one consultation and if need, will be charged. The concern is minimal interaction by being a member.
- b. With the past history with La Salle, we might not be comfortable
- c. Frank can reach out to Shoko who might know the possible consultants

ACTION ITEMS: Contact other possible consultants

OWNER: Frank

DEADLINE: within a few day

STATUS: In Progress

3. Survey

- a. The survey is ready to send out

- b. 40 current members and past (former members) are bigger number than 40 per Frank
- c. Frank will obtain contacts for current members and former members and send out.

ACTION ITEMS: Send out Survey

OWNER: Frank

DEADLINE: 6/15/22, or “very very soon”

STATUS: In Progress

4. Ten’s Anniversary

- a. It is planned on Sunday, September 25th, 2022
- b. The fee was set for \$125 per person, but all agreed that Tankokai will pay \$25 out of \$125 so, the fee for a participant would be \$100. Possibly Tankokai might pay about \$2500 - \$3000
- c. For those VIPs or members for the other association we invite, whether we should pay for the expenses for travel and tickets was discussed. When other organization have this type of anniversary, the invitation was sent out to all the Tankokai and the expenses are paid by the participants. One example was Kurashima Sensei from NY. Anniversary Committee will further discuss who those VIPs are.
- d. Ten’s anniversary trip is postponed to March 2023 due to pandemic. Keijiroh is negotiating and will be updating. There are about 7-8 people interested in this trip.

ACTION ITEMS: Determine who VIPs are

OWNER: Anniversary Committee

DEADLINE: 7/18/2022

STATUS: in Progress

5. Lessons at Shofuso

- a. Currently, no lesson is planned in June.
- b. According to Drew, there may not be any lesson at Shofuso from conversation with Morgan, and Frank. Shofuso is not willing to have us.
- c. According to Sachiko, Shofuso is willing to have us to do lessons.
- d. Frank is planning to speak with Yuka and Kazumi
- e. Keijiroh suggests that (1) it is important for us to continue teaching tea at Shofuso, (2) Drew and Morgan have been teaching at Shofuso for about 10 years and there are now four other qualified tea instructors, (3) all six qualified instructors should be given opportunities to teach. One teacher with an assistant can teach beginners for a series of 5 – 6 lessons. There may be 3 – 4 series of lessons, ie in total of 15 – 24 Saturday lessons per year.
- f. Keijiroh also states that currently two instructors have been working as independent contractors for Shofuso, without any involvement of Tankokai. Tankokai and Shofuso should have Letter of Understanding, regarding all tea activities with Shofuso, including lessons, monthly demonstrations, First Thursday nights, etc.

ACTION ITEMS: Discuss with Kazumi regarding Tea Lesson

OWNER: Frank

DEADLINE: 7/18/2022

STATUS: in Progress

ACTION ITEMS: Write up a plan on tea lessons and other tea activities at Shofuso and send it to Frank, which he may base to discuss with Kazumi and Yuka

OWNER: Keijiroh

DEADLINE: 6/12/2022

STATUS: in Progress

6. **MARAAS 2022** (Mid-Atlantic Region Association for Asian Studies) MARAAS.Org
 - a. Kazumi shared if we are interested in participating in the panel discussion regarding history of Tea in Philadelphia at MARAAS. Application Deadline is 6/15/2022, Conference is October 1 -2, 2022
 - b. Frank agrees to apply

ACTION ITEMS: Apply for panel discussion for MARAAS

OWNER: Frank

DEADLINE 6/15/2022

STATUS: In Progress

7. Others:
 - a. From Demonstration Committee, both May's monthly demonstration and First Thursday Members Night in June were well attended.
 - b. Some of us participated at Stakeholder Reception at Shofuso. We celebrated the success of this year's Cherry Blossom Festival. Sachiko shared that new direction of Shofuso to reach out to its own neighbor will bring us as Tankokai, many opportunities to share the Way of Tea
 - c. Sachiko recalls that Morgan mentioned that in order to reimburse for sweets/tea, there is no receipt needed, rather, the price set with Morgan and Sachiko, \$4 per person is ok. Brandon states that receipt of detailed material is needed.

ACTION ITEMS: Clarify Morgan regarding if the receipt for material needed for reimbursement for sweets/tea

OWNER: Sachiko

DEADLINE: 6/15/2022

STATUS: In Progress

8. Next Meeting

- a. July 19, 2022, 6:30 pm.