Executive Board Meeting for Chado Urasenke Tankokai Philadelphia

Date: April 30, 2025. 8 pm – 9 pm

1. Prelude
	1. Attendance, Frank Chance, Takako Suzuki, Tansy Foster, Miyo Moriuchi, Jon Chan, Sachiko Houck
	2. Minutes will be taken by Sachiko
2. Approval of minutes
	1. Minutes of 3/19/2025 board meeting approved.
3. Financial report – Tansy
	1. Current balance is $29.730 We had unusual high expense due to the purchase of Sumi and Website update in March.
	2. We will hold off pursuing the acquisition of Tatami covers for now, but we will make sure to educate those people who are handling.
	3. Tansy and Sachiko will be getting together to have $10,000 from our fund to go to CD.
4. Events:
	1. Cherry Blossom Festival : had a Feedback meeting. In general, the pace was slower than the last year. We had a carpenter table this year which crowded the registration area. The bell worked well generally. We will change the tatami arrangement next year, so that guests are not watching the back of the host. We need a printout of the registered guests. Taeko sensei mentioned that there is no fan needed to great for the host. There was about 230-250, Last year, we serve about 320. Last year we charged $5, this year we charged $10 per person. Chu shared that in Chicago, they use Ryurei for the demonstration. We may be able to have Ryurei next year.
	2. Upcoming events.
		1. Next Shofuso Demonstration on 5/11
		2. Taeko sensei’s birthday today, she is having dinner with friends tonight and have a cerebration at Miyo’s house on 5/3.
		3. Members’ Night on 5/1. (Mike wants us every month, but not sure if we are able to or not. It will $50 per night this year, instead of $250)
		4. Museum Mindfulness on 5/17 at Philadelphia Museum of Art
5. Insurance - D&I endorsement
	1. Erie insurance still is trying to quote the price. Will wait but will obtain quotes from other companies only for D&I part, like the USLI, the company we had previously. Sachiko will follow-up.
6. Old business
	1. Ryurei purchase - Taeko sensei recommends Tencha Ban. This can be used for Koicha, Sumi and Chaji. We discussed the Ryurei table of the photo sent by Drew. Jon states that Drew has his own Misono Dana. Possible purchase or borrowing from him? In order to purchase from Japan, it will be around 200,000 yen ($1500) plus the same amount for shipping. Tansy suggested to contact Tadao Arimoto. We also discussed how this Ryurei sets can be shared among three study groups for lessons. It will be nice to have Ryurei for older students or new students who are not able to sit Seiza. Sachiko will send the photo to Tadao, also will check with Drew. Miyo will ask Chu about the Ryurei table in Chicago.
	2. Scholarships for students. Sachiko had a student who requires the scholarship to continue the study of Tea. We need to set up the guideline. This is for the existing students who shows commitment to the Way of Tea, and the teacher evaluate that the scholarship can benefit the students under the circumstance of the temporal financial hardship. All the teachers are charging the same ($30 Konarai $40 Shikaden $50 Okuden). The board will accept the application of $300 scholarship, per student (student can use as they like). This should be by recommendation only and should not be advertised. We did not have budgets for this for this year, so we will evaluate case by case. This should be the budges for the year 2026. Even we have five students, it is $1500, which is not a large amount. Frank volunteered to write an official application. IRS has a guideline for scholarship program, and we should investigate, however, if less than $600 it is not taxable and it should be fine.
	3. Purchase of Banners. We should have the banners at the demonstration , showing our name, Chado Urasenke Tankokai Philadelphia in Japanese and English. It can be done in $200 to $300 for a vertical one. Takako will find out who JAGP had to make their banner.
	4. Purchase of Zoom account. Frank’s Penn account is available free of charge. We can afford $19.50 per month; however, we only use once a month usually, we will hold off to have our own account.
	5. Aislynn can have a training session with us. We will incorporate that into our board meeting. Sachiko will check the date/time with Aisylnn

Next Board Meeting : 5/28/2025 Wednesday, 8 pm