

Tech Valley Game Space Meeting Notes for 10/14/2018

The regular meeting of the Tech Valley Game Space Board of Directors was held on Sunday 10/14/2018 at 1:06 pm

The following members of the board were in attendance via Teleconference or in person:

Taro Omiya (Executive Director)

Jason Harlow (Chair)

Frederika Edgington-Giordano (Secretary)

Abigail Mathews

Elavarasi Dharmalingham

One guest attended via Discord: Jamey Stevenson.

Ela was having some technical difficulties with her mic so she responded via Discord chat.

The notes from the last board meeting were reviewed and approved.

The action items were then reviewed.

The first action item, for Frederika and Taro to document the Fundraising Coordinator role, was not completed. Frederika and Taro have an action item to document the Fundraising Coordinator role.

Frederika should get the action items out sooner. Jamey has volunteered to remind Frederika and Taro to complete the previous action item.

The second action item, to review the implications of Sam Bonfante being in the role of liaison with TVCOG, has not completed. Sam has been attending the meetings with Holly. He has been looking into the laptops, reserving rooms. Frederika and Taro have an action item to report on discussions with Holly and Sam.

The next action item, for Jason to work on the TVGS promotional assets, has not been completed. Jason has an action item to work on the TVGS promotional assets.

Abby reported that she will be updating the website in the next week. She has some questions for Jason regarding the promotional assets.

Jamey and Jason have an action item to sync up on the TVGS promotional assets.

The action item to set-up the admin roles through a temp agency has been completed.

The action item on Sarah for the Department of Labor request is unknown. The status of this item will need to be determined during the next meeting.

The Community report update action item was discussed. Jamey reported that he still needs to add descriptions. Jamey has an action item to add descriptions to the Community report.

The Lift Off Mentor recruitment action item was completed.

The action item on the Admin team to create a policy for vetting volunteers was not completed. The Admin team has an action item to create the policy.

The Budget Schedule item was discussed, it was decided that it would be reviewed with the other agenda items later during this meeting.

The action item for getting participants for Lift Off Incubator was completed.

The free membership action item was not completed, Jamey would like to keep working on this as quickly as possible. The board has an action item to forward potential candidates for this program to Jamey.

The action item for Frederika to reserve the conference room was completed.

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There were no more action items to review.

The next agenda item was for the creation of a new volunteer coordinator position, Media Coordinator. This position would assist handling the podcasts and videos for posting. Jamey and Admin team have an action item writing up the position description and updating the other current positions to reflect this new role.

Taro reminded the board about the upcoming Admin Jam on 10/21. Taro has an action to send out a Calendar invite for this event. Abby will be posting it as 'Volunteer Jam' on the website.

Taro brought up the possibility of approving the minutes before the next board meeting. This would allow the volunteer coordinators to be informed sooner. This was discussed. An alternative would be sharing the agenda with the Volunteer Coordinators. This is what the board will do going forward.

Next, the board reviewed the draft of the TVCOG and TVGS MOU on sharing equipment agenda. The version was approved, it will be taken to a lawyer for review. Taro has an action item to take it to a lawyer for review.

The review of the budget schedule was next. The Budget schedule is approved provisionally with further review needed for the Admin position items. The Admin Team will review further. This is an action item for the Admin Team..

Resources for 501 (c)(3) organizations to be researched by Abby, Taro, and Sarah. The board members have an action item to review the 501(c)(3) materials.

The next item discussed was the volunteer coordinator workload and the issues with burnout. Possible solutions were discussed, including streamlining events. The next board meeting will be open to the volunteer coordinators. Action item for Frederika to let the volunteer coordinators know about the next board meeting. Will be discussed during the Admin Jam. Jamey brought up talking to previous Coordinators.

Taro provided the Community Admin report. There are 32 active members, many are Lift Off members, 10 are free trial members and 14 are regular paying members. Taro has been advocating at ROC. He will also be going to Halloween fest, Rochester Maker Faire, and Troy 100. He is focusing on local events for plugging the co-working memberships, while promoting the Discord channel for more remote events. He also mentioned some of the work with local educational programs, including Rise High and HVCC.

Frederika provided the Education Admin report. She discussed the progress of the Lift Off! program. She also reported on some recent community partnerships, including the Rise High program and the local Girls Who Code group. She also discussed the status of the existing partnerships, including upcoming submission for classes for St. Rose Summer Academy.

The meeting agenda is to be shared with the volunteer coordinators, this would include the Action items that are relevant to coordinators and with links to documents removed. Taro to put the info together for the next meeting and will need someone else review. Frederika has offered to review.

The meeting will be determined by Doodle poll, either November 18th or 25th.

The meeting was adjourned.



Frederika Edgington-Giordano, Secretary of the Board