

Tech Valley Game Space Meeting Notes for 11/12/2017

The regular meeting of the Tech Valley Game Space Board of Directors was held at TVCOG on 11/12/2017 at 12:31pm.

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

Taro Omiya (Executive Director)

Patrick Totaro (Treasurer)

Frederika Edgington-Giordano (Secretary)

Sarah Lauser (Chair)

Abigail Mathews

Jason Harlow

The following guests were present via teleconference: Jamey Stevenson

The notes from the previous meeting were reviewed and approved.

The first action item was to review membership tiers. That will be carried over to the next meeting. Board members have an action item to review the Abby's document.

The next item was Safe Zone training. Jason has posted the materials on the Google Drive. Taro sent out the link to the materials to the other members. Jason reported on it. The Board members have an action item to review the materials posted by Jason.

<https://drive.google.com/file/d/0B7zP8A47f-jyelUtSzJyREVERW8/view>

The next item was the logistics of the Safe Zone training for volunteer coordinators. The next election will need to be via Skype, or moved to the second week in January. The board could appoint the current coordinators to cover the intervening period between the end of the year and the start of the new coordinators' terms. Taro suggested using the second meeting after the election for the new coordinators, since the first meeting will be the hand-off meeting.

Abby brought up the need to clarify the Social Media Coordinator. The position still needs to be defined and given a correct title. Abby was given the power to update the description and position title. The motion was passed. Abby to get the language to Patrick to update the by-laws.

The next item was the Code of Conduct presentation. Changes were proposed to differentiate serious/criminal issues and more minor Code of Conduct violations. Sarah has an action item to make updates. Creating a poster was suggested to replace the current list that is posted at events.

The next item was increasing foot traffic to TVGS. Taro needed to look for his notes so it was put off.

The next item was the proposal process for new board members. Taro needed to look for his notes, so it was put off.

The next item was to review the changes to the by-laws. Patrick had shared the changes, they include changes to the classification of the volunteer coordinators. Changes to bylaws require a 30 day notice to members and board members. This will be included in a list of changes that

Tech Valley Game Space Meeting Notes for 11/12/2017

need to be made next meeting. Patrick has an action item to post the changes for review, as per the requirements in the by-laws.

John has an action item to provide the document with the updates to the Social Media coordinator position.

December 17th was decided to be the date of the next board meeting.

The list of board members and professions have been reviewed. This action item has been completed.

The items that were on Frederika were not completed, and carry over to the next meeting. These included reviewing past notes to verify that the mission statement had been approved by the board and to send the approved mission statement to John, for posting on the TVGS website.

The insurance was the next item. Taro reported that he had paid \$400 as a premium deposit. Patrick went to get the documentation/binder.

The trello card items for Taro had been created. These included looking into changing banks and getting Google non-profit help. The trello card creation items have been completed.

Patrick returned with the quote and Taro reviewed his email for the binder. The binder will be mailed to TVGS, and Taro will create an account so that the admin members will be able to review the welcome kit.

The next item was the strategic priorities. It was decided that these should be narrowed down to four items. Sarah suggested that the safe and welcoming environment should be one of the main items, which was agreed upon. Taro suggested that TVGS should focus on being an incubator for game development talent in the Capital District. Abby suggested that reaching out to a diverse group of people, not just game developers, should also be a priority. Taro suggested that it should include some expanding our analog game resources. Abby suggested that getting resources, like computers, was integral to the priorities.

There was a discussion of the relative priority of the second and third items, which were TVGS being an incubator and working on the inclusion of diverse groups, respectively. Abby suggested that the incubator priority could be included in the discussion with the 'organizational tier'.

Taro suggested making showcasing the work of members at major events, which TVGS has started doing at Genericon and at the Troy Interactive Showcase.

The next item was the RPI grant. Taro has emailed Ben Chang, but he will need to meet with him directly to clarify some of the decisions that were made at the last meeting and to discuss renegotiating the contract. Taro has an action item to talk to Ben Chang.

There was a discussion of methods for getting money, possibly by borrowing from a bank. Sarah suggested going to RPI to get them to assist with purchasing equipment directly.

Taro left the room to assist a member with a question.

Patrick reported on the progress on the 501(c)(3) application.

Sarah was suggested having a virtual 'Admin Jam'. The dates for the 'Admin Jam's were decided to be November 26th 12:30pm – 2pm and on December 5th 7pm-8:30pm.

Action item for Abby - Research Google for non-profits.

Tech Valley Game Space Meeting Notes for 11/12/2017

Action item for Taro – organize Web Content committee, which should include the creation of wireframing and the information organization. It would also include checking over site analytics.

Action item – Updating the RPI grant proposal to reflect the priorities discussed in the meeting. Patrick will send out the link to the board. The board will review.

Action item – Frederika to send out action items. Sarah to remind Frederika to send out action items.

The meeting was adjourned.



Frederika Edgington-Giordano

Secretary of the Board