

## Tech Valley Game Space Meeting Notes for 11/16/2019

The regular meeting of the Tech Valley Game Space Board of Directors was held on Sunday 11/16/2019 at 3:30pm.

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

Taro Omiya (Executive Director)

Frederika Edgington-Giordano (Secretary)

Jamey Stevenson via Discord

Stephanie Jennings (Acting Chair) via Discord

Dan Tanguay via Discord

A link to the meeting agenda was posted in the Discord chat prior to the meeting.

The meeting notes were reviewed, some changes to the document were proposed for clarification and the notes were approved.

Abigail Mathews joined the meeting.

The attorney search was discussed next. Neil would not be available going forward, we need another point person. Taro discussed some of the options, including one that works with non-profits. The pro-bono group would be good to pursue next year. Taro would provide the contact info for the two possible firms. A quote from each would be needed. Someone would need to take on emailing them and making sure they respond with a quote. Taro has too much on his plate currently, so another person would need to do it. Availability was discussed. Dan offered to help but would need to get up to speed. Taro and Dan have an action item to discuss getting an attorney.

Advertising the volunteer coordinator sign up form was the next item discussed. A social media push would be probably be enough. Jamey asked for the link and Taro sent it to him. Jamey has an action item to do a social media push for this item.

The next item was the discussion about improving funding. Stacy was not in attendance. Taro reported on some of her recommendations. Local fundraisers (e.g., a bake sale), online fundraising (e.g., Giving Tuesday) were discussed. Each board member could donate to TVGS, it could be as little as \$10. This is a typical way that board members raise money for their organizations.

A meeting outside of the normal schedule or a write up of recommendations for fundraising might be needed so that the board can communicate with Stacy more directly. Early December might be a good time, because of the holidays.

Stephanie has wanted to some research on organizations like TVGS and their funding models. She could make a list of the organizations. Taro brought up TVCOG's approach. Jamey has done some research on this previously. Academic partnerships were discussed as a possibility.

## Tech Valley Game Space Meeting Notes for 11/16/2019

Funding focused on specific projects was a model that could work for TVGS. Projected costs might help provide a target for fundraising.

A priority list for fundraising goals might help for planning for next year.

Giving Tuesday video would need updating. This would need to be done by December 1<sup>st</sup>. There was a question about whether Facebook provided the money from the last giving Tuesday. The amount may have been \$930.

Action item for Abigail to update the video for Giving Tuesday.

Potential funding source was discussed, educational videos.

Meeting at the start of the year might be a good time to have a fundraising meeting and funding models. It is important for Stacy to be included at this meeting.

The Treasurer report was reviewed next.

During the review of the report it was discussed that Jason was using his own credit, rather than using TVGS's credit. Action item for Abby to ask Jason about why he is using his own credit. She asked him via Discord during the meeting.

The credit limit on the TVGS credit card was discussed. Taro clarified that TVGS is invoicing RPI on a weekly basis and bundle it for the month. They have 30 days to reimburse from the end of the month. This gives a delay of up to 62 days.

Jason responded to Abby via Discord chat regarding the question about using his credit. He is the guarantor. He was available on chat to answer further questions.

Jamey wanted to know what the trade-offs for doing it this way. Were there any other options?

There are issues with how this is currently handled, as the credit card bill will likely be due prior to the reimbursement from RPI.

Jason thought it might possible to get a line of credit, but it's not clear that TVGS would be able to do this for very long, as the RPI grant will not be available after the end of the year.

The amount in the TVGS bank account was not provided in the report.

Jamey sees three options – 1) use the credit, 2) have individuals front payments and be reimbursed by RPI, 3) have individuals loan money.

There are concerns about large purchases and hiring contractors. Jamey is willing to front cash for some purchases, but not many of them, due to the issues encountered last year.

## Tech Valley Game Space Meeting Notes for 11/16/2019

Currently, TVGS is behind the grant budget schedule and Ben Chang has not responded to Taro's inquiries.

Abby reported that Jason is responding to her questions. She indicated that it would be easier if Jason messaged everyone directly in the board chat.

There was an ongoing discussion with Jason in chat.

Lessening volunteer workload was discussed. Putting some of the regular events on hold was proposed. The impact from events is not proportional to the effort put forth. Recognition is also an issue. A lack of advertising was discussed. Paring down the events was discussed and then working on getting more volunteers, then scaling up when the workforce is increased. Lessening intensity of the events was also discussed to decrease volunteer workload.

Abigail left the room.

Doing social nights might be less intense. Seeing if there are times available which TVCOG might not mind us having a standing meeting. This is an action item for Taro. Checking with volunteer coordinators was discussed. Fluctuating attendance for various events were discussed based on season. This would be discussed further later.

The grant status was discussed next. Jamey brought up the cash flow issues, contingency plan for unspent funds, and the possibility of shifting the budget amounts around, and process for outsourcing.

Abigail returned.

Taro shared the link to the RPI grant budget. TVGS has reached out to RPI about shifting the amounts around.

Abigail suggested that the process for hiring contractors needs to be clarified. Taro stated that he has not documented the procedure, but any hiring should be brought to the Executive Director and Treasurer for their approval.

Given the short timeline currently available, some items were brought up. There needs to be a cutoff date for spending. The option to pay a contractor in advance was discussed. This might not fit the RPI grant requirements. Asking if this would be acceptable is an action item on Taro and Jamey.

Report on Digital Game Hub grant was discussed. This was to be discussed offline.

Reserving equipment was discussed, TVGS is currently using AssetTiger. Are there any other suggestions? There might be money used to obtain a better inventory control/reservation software. TVCOG has been using TVGS equipment without notice. Abigail to investigate better resource.

## Tech Valley Game Space Meeting Notes for 11/16/2019

Drafting an updated budget to cover shifting some of the funds was discussed.

Abby reported on action item from last meeting, speaking with current members of the TVGS community regarding how the grant money could be spent. She spoke to people but did not receive much useful feedback. She will continue to follow up and document the feedback in a spreadsheet. She will meet with Taro and Jamey, this is an action item for Jamey, Taro, and Abigail.

An emergency meeting may be needed to discuss the RPI grant. The holidays may interfere with the normal meeting. Stephanie has an action item to work on scheduling the meeting on a different date.



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Frederika Edgington-Giordano, Secretary of the Board