

## Tech Valley Game Space Meeting Notes for 12/23/2018

The regular meeting of the Tech Valley Game Space Board of Directors was held on Sunday 12/23/2018 at 1:11pm

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)

The action items were reviewed.

No progress made on the first item, which was documenting the Fundraising Coordinator roles.

The next item was the promotional assets and Jason reported on the progress.

Progress has been made on discussion between Jason and Jamey on the promotional assets.

Sarah has created a request for the Department of Labor. Taro texted her to follow up on the progress.

No progress was made on the volunteer coordinator vetting policy. It was discussed that we should reach out to anyone we don't know for a screening process. This will require further documentation.

The free membership program was the next item discussed. Taro reported that TVCOG will be continuing the program for a few more months. The board has an action item to work on retaining current free members for good metrics.

The action item to have Sam notify the TVGS paying members of the system changes was discussed. Taro has an action item to follow up with Sam prior to the changes being implemented. The timeline for when this will be implemented is still up in the air.

Taro checked the Patreon to see if the action item to remove the co-working tier had been completed. It had not been completed. There are two Patrons on that tier that need to be informed of the upcoming changes before the tier is removed. Taro has an Action item to contact them and handle removing the tier.

The next item discussed was identifying programs and services that TVGS can use as a 501 (c) (3).

The actions items related to gathering feedback from the volunteer coordinators has not been completed, Frederika will take them on.

Jamey joined the meeting as a guest.

Taro updated the board, there is only one active member on Patreon on the coworking tier. This member was already made aware of the upcoming changes. Taro removed the tier.

Taro and Frederika did not complete the action item to send out the agenda from the last board meeting.

Frederika did complete the action item to reserve the conference room for the board meeting.

Jamey reported that the sales tax item is in progress.

The Media coordinator position is in progress. The description will need to be added to the bylaws and reviewed.

The board member search is in progress. Taro suggested Jamey as a candidate.

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Jamey reported that he will work on the list of potential board members.

The Mentorship Coordinator position action item was completed as far as the description. It had not been added to the bylaws.

The Giving Tuesday video action item was completed.

The equipment sharing MOU with TVCOG needs to be completed in preparation of the new equipment arriving in the space.

Frederika to take care of updating the MOU and getting it to Holly. It may need additional review, depending on Holly's feedback. Also, it requires that a reservation system be implemented by TVGS.

The board members have an action item to find new volunteer coordinators.

Insurance was discussed. Taro reported that TVGS was notified that the insurance amount and premium has been increased. Questions about the grant and if it can be applied to the insurance costs. The insurance binder was reviewed.

The new equipment was discussed. Jamey and Taro reviewed the budget report and reported on their meeting with Amanda Kirk. They reported that Sarah is working on finishing up on handling payments. The volunteer hours/cash match was exceeded. Spending the money from the budget was not completed. In the future, spending of the grant money will need to be more spread out to demonstrate the impact of the funds on TVGS programs. The remaining \$11,000 was put towards equipment, based on feedback received from Ben Chang. The purchases were made by Jamey, to be reimbursed when RPI provides the funds. Sarah is handling submitting the requests.

Storage of the new equipment was discussed. Jamey and Jason offered options. Any equipment stored offsite should be documented.

The meeting was adjourned.



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Frederika Edgington-Giordano, Secretary of the Board