

## Tech Valley Game Space Meeting Notes for 2/10/2019

The regular meeting of the Tech Valley Game Space Board of Directors was held on Sunday 2/10/2019 at 1:15 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

Jamey Stevenson attended in person as a guest.

Abigail had some technical difficulties.

The board has an action item to review requirements for board member process.

Changing the board meeting times was discussed.

Stephanie joined the call.

Abby was able to fully join the call via Discord.

The meeting notes were reviewed, some changes were proposed and made. Taro left and returned during the review of the minutes. The notes were approved.

Ela joined the call.

The action item list was reviewed.

The first action item was adding the updates to the by-laws that were approved at the last meeting. Frederika reported that this had been completed.

The next action item was half completed. The members were listed. Frederika confirmed. Stephanie indicated that she would be willing to step aside, but this was discussed as not being necessary. Jason reported that Laquana wants to remain on the board. Jamey to reach out to Sarah regarding staying on as a board member and as the Treasurer.

Ela offered to join the advisory board, if that would make room for someone who could contribute more to TVGS. Her term will not be up until the next board election.

The next action item was the grant report action item can be fulfilled by sharing the report sent to Ben Chang at RPI. Taro shared the link to the report. Any questions from board members can be posed on the Discord channel. Taro and Jamey to present the report at the next meeting.

The Center for Economic Growth action item is still in progress. Jamey is meeting with them tomorrow. Jamey has an action item to report on that meeting.

The next item was the membership MOU with TVCOG. The meeting with Holly took place. Some discrepancies were found in the new system. Jamey shared the meeting notes from the meeting with Holly. Formal document will need to be created and signed. The email sent out about the new system was a mistake. Taro has an action item to clarify what is happening with the TVGS memberships in the TVCOG system.

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The action item for board member to submit their photos for the Start-Up Tech Valley presentation was completed.

The action items for finding an Event Coordinator and a Media Coordinator are still not completed. Taro reached out the previous Event Coordinators. There are a few people that Jamey will be reaching out to some potential candidates.

The Fundraising Coordinator position document was started, but still needs to be completed. Action item for Taro to complete this document.

Fundraising was discussed. Ela brought up the Biobus approach, having board members reach out with personal emails, and provide personal testimonials. Frederika brought up sending out thank you notes to donors, like they do at Hope 7.

The promotional assets action items for Jason and Jamey are in progress. Abby wanted to be looped into the discussion so that she could provide what asset dimensions were needed.

Frederika, Abigail, and Jamey have an action item to develop a survey to send out to current and past volunteer coordinators.

The action item for identifying possible board members has not been completed.

The status of the DOL request item is unknown. Jamey and Taro to reach out to Sarah about this item.

The free membership action item is still in progress, the deadline is in April.

Taro will be taking on the communication with the TVGS members action item.

The 501(c)(3) action item in progress but will be dropped off the list.

The action item to sending out the agenda to the volunteer coordinators was not completed.

The action item for board to find new board members is still in progress.

The action item for the board to search for potential volunteer coordinators for future elections is a low priority and will be marked as completed for now.

Jamey reported on the Start-Up Tech Valley presentation. Jason left the room.

Jamey reported that he presented the mission and vision TVGS at the event and talked about how TVGS raises money.

Jason returned.

Jamey will share the slides on the Google drive, so that they could be re-used as an intro of TVGS at events.

At the Start-Up Tech Valley event, Jamey also spoke to Sam Carpone (sp?) from RPI, who wants to collaborate with someone on AR/VR. He also discussed getting involved with a certification program with a Hudson Valley Community College board member. Also, Jamey met with someone from Schenectady County Community College, which is adding a new video game development program. They would like to meet with someone from TVGS.

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Another program that is looking for assistance with curriculum development is the Center for Economic Growth, which Jamey would be meeting tomorrow for updates on their end. Jamey has an action item to share data from that meeting with the board.

Curriculum development was discussed. Stephanie would like to help with curriculum development but cautioned about unpaid work. Ela brought up that Albany Can Code and how they work with SCCC. TVGS could reach out to them and see how it works for that organization.

There was a discussion about the open coordinator positions and volunteering in general. Ela suggested asking people when they sign in at events. There is a form that Abigail added to the website, this was discussed.

There was a discussion of the policy and procedures for new board members.

Frederika stepped away from her computer and came back during the discussion. Nothing had been decided on at that time. There will be a meeting in mid-April, which will be prior to the Annual meeting on April 30<sup>th</sup>.

Jason has an action item to create a policy for adding new board members. Frederika has an action item to help. An example of a signed letter of intent would help.

The next item discussed was Nina Stanley and the EGX opportunity. There possible classes for participants. Panels and presentation submissions are sought. Jamey would be contact for anyone interested in being involved.

Taro had questions about payment and health insurance, that would need to be handled elsewhere. He reported that the no-cost extension on the RPI grant is moving forward according to Ben Chang.

Frederika has an action item to find other sources of funding and specifically to review the grant application from Chris Sohn.

The meeting was adjourned.



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Frederika Edgington-Giordano, Secretary of the Board