

Tech Valley Game Space Meeting Notes for 2/15/2020

The regular meeting of the Tech Valley Game Space Board of Directors was held on Saturday 2/18/2020 at 3:10pm.

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

Taro Omiya

Frederika Edgington-Giordano (Secretary)

Jamey Stevenson (Interim Executive Director)

Due to low attendance, quorum was not met.

Taro acted as Chair for the meeting, since Stephanie was not in attendance. She is unable to continue the duties as acting Chair. Taro will be taking over as Chair in the future.

The Shared Google drive was discussed. The new logo was discussed.

The previous meeting notes were reviewed quickly.

The action items were listed off quickly.

There was a meeting to discuss the 1-year plan. Action items from that meeting still needed to be assigned.

Jamey compiled list of people for the open Volunteer Coordinator positions, but he still needs to reach out to them.

Documenting policies was not worked on, including the policy regarding selecting and hiring freelancers.

The approval process for putting the TVGS logo on items was not discussed.

A one-page document for outlining board member responsibilities had been drafted.

Reference document for budget has been created. The budget will be drafted when 1-year priorities are finalized and approved.

Amanda from RPI asked about the budget. Emergency meeting might be needed, if the budget needs to be sent in sooner.

The Statement of work for the RPI grant for 2020 has been started.

The transition process for the Executive Director has been done. Further questions can be asked when needed, since Taro is available. The work with the shared Google Drive and equipment reservation system are still in progress.

The newest group of volunteer coordinators was announced to the community. There are still open positions.

There will be a meeting to discuss fundraising and cutting back on programs. A Doodle poll was sent out to schedule the meeting.

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The Treasurer Report was discussed next. It might be better to have it quarterly, rather than monthly.

Jason reported in (in chat):

“I've spent some time organizing income/expense sheets for TVGS from Sept-now. I'll be reviewing our invoices and sending out checks as we have received all the monies from RPI that we invoiced for last year (totaling around \$45k)

We (Taro, Jamey, and I) have been working on tax related tasks like sending out 1099 forms to contractors and the IRS. And filing our taxes with the IRS (the 990-N form) It's a slow process as we try to make sure we cover all (sic) the bases.”

Quarterly might be more manageable, with smaller updates provided by Jamey.

Jason indicated that he would have a more complete report for the March meeting.

Seeking potential new board members was discussed.

Board members whose term is expiring: Taro, Abigail, and Ela. There is one additional opening. Frederika to contact Abigail and Ela regarding their staying on.

A letter of intent is needed from returning Board members and any new members.

The one-page document for board members was reviewed. Financial contribution in support of the TVGS might be necessary. “Reasonable financial contribution” is a possibility. Volunteering or financial contribution was suggested. This portion may need further work.

Informally providing the information about the guidelines was discussed, since the document could not be approved.

Taro has an action item to share the process for appointing a new board member to the rest of the board.

Skill gaps were discussed. Jamey provided a list of skills in the board agenda document. Fundraising, grant writing, promotion and marketing, business development, and organizational growth management, HR, account management, game industry experience – also diversity needs to be considered. The contact sheet has tags for skills, filtered list is linked in agenda document. Advocacy was raised as another item that should be included. Action item for board review the list of skills and see if there are any skills that should be included.

Contacting potential board members was discussed.

The Executive Director job posting was discussed. Jamey to update and review document.

Searching for new Treasurer was discussed. Jason would like to step down at some point. Taro has an action item to follow up with Stacy on taking over as Treasurer or finding someone else to take it over.

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The NYS grant program was discussed. Jamey provided an update. The governor's budget is cutting funding, but that's not final. TVGS signed on to RPI's letter of support, which might be considered lobbying. TVGS might need to consult a lawyer. Action item for Frederika to speak to Patrick regarding his previous work filing for TVGS's 501(c) 3 status and what considerations were needed regarding lobbying when that filing was made. Jamey has an action item to contact Waggoner firm about how lobbying might impact TVGS in the future.

The next item discussed was the 1-year objectives. There is a link in the agenda. Sizing of the action items was discussed. Some action items were taken on by those present.

The RPI Budget and Statement of Work were discussed further. Jamey needs to do a draft of the Budget with Stacy, and the Statement of Work with Taro. Jamey will use the documented 1-year plan as a guideline. This can be discussed on the Discord channel.

The search for new volunteer coordinators was discussed. The list of candidates was discussed, no one has been contacted. Letting someone volunteer prior to being approved was discussed. It would be better for potential volunteer coordinator to not have full access until they had been approved.

The meeting was adjourned.



Frederika Edgington-Giordano, Secretary of the Board