

## Tech Valley Game Space Meeting Notes for 4/22/2018

The regular meeting of the Tech Valley Game Space Board of Directors was held on Sunday 4/22/2018 at 1:20pm

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

Taro Omiya (Executive Director)

Jason Harlow (Chair)

Sarah Lauser (Treasurer)

Frederika Edgington-Giordano (Secretary)

John Ceceri III

Abigail Mathews

Stephanie Jennings

Laquana Cooke

Guest attended: Jamey Stevenson

The meeting notes from 3/18/2018 were reviewed and approved.

Laquana joined the meeting via Discord.

Jason asked Laquana to look over the notes from 3/18/2018.

The meeting notes from 3/25/2018 were reviewed and approved.

Jason asked if anyone wanted to bring up anything else not covered in the action items, to which Sarah brought up the Treasurer report. Abby brought up the process for getting new members. It had been discussed at the last meeting, where Taro had posted a document for bringing on new board members. The document was discussed.

Abby asked about the process of nominating someone for the board. Sarah suggested having nominations open in February and provide information to people who would be interested. Then it could be acted on in March and it would then be taken to the members for approval at the Annual meeting in April.

Jason suggested opening nominations in January. This was discussed.

Taro suggested the process that TVCOG uses. The potential board members would submit a letter of intent. The board members would receive the letters and be responsible for bringing them to the board.

Action item for Taro: flesh out process for potential new board members, with the timeline for steps.

Sarah provided the Treasurer report. She discussed Wave, an accounting product that has a free tier that would cover the needs of TVGS. Taro and Sarah currently have access. Sarah will be giving access to the board members as collaborators.

Sarah would like to review the usage of Meetup, given its cost. This has been discussed, but it would be good to discuss further at a later time. Action item to discuss this further as part of the branding and

## Tech Valley Game Space Meeting Notes for 4/22/2018

communications. Sarah suggested bringing in Sarah LJ to the discussion. Currently, we are at -\$875 for profit.

Laquana brought up some of the work that she could give to TVGS, as a method of making money. These would be projects that could be handled by some of the members.

The educational instructor program with external partners was discussed.

Jason suggested having a separate meeting for fundraising.

Sarah has an action item to have a discussion with Laquana about contracting.

Stephanie brought up the BCDI event next month at RPI, which TVGS would be doing for free. TVGS was asked to do this event because of the Black History Month Game Jam.

The next item discussed was the approval of the volunteer coordinators, Sarah LJ as Communications and Abby as Web. The candidates were discussed.

Sarah LJ was approved as the Communications Coordinator.

Abby abstained from voting. Abby was approved as the Web Coordinator.

Action item for Jamey to remind the members about the Annual Meeting on Wednesday.

Laquana left the meeting.

The action items from the previous meetings were reviewed.

The first item was to create a presentation for the Annual meeting. Frederika and Sarah were working on their presentations. Taro discussed what he was going to present with Jamey. Taro has a presentation created that everyone who is presenting should use.

The next item was informing the members of a meeting. Action item for Taro, tell Tess to include the Annual meeting in the newsletter.

The next item discussed was updating the members mailing list, which has been completed.

The next item that was discussed was making the results of the nominating process public, which had been completed.

The next item discussed was the Patreon account. Taro discussed the progress with the account. Sarah reported that only the co-working tier is live, but the other tiers will be unveiled during the Annual Meeting.

It was mentioned that during the last coordinator meeting Chris, the Fundraising Coordinator, needed some guidance on the Patreon account, Sarah has provided it.

The business workshops perk for the membership tiers was discussed in more detail. Sarah is prepared to do the first workshop during the summer.

The next item discussed was Abby's action item to discuss the membership tiers with Chris. Abby reached out to Chris, but others handled the issue. Abby brought up the issue of not knowing who to pass something by.

## Tech Valley Game Space Meeting Notes for 4/22/2018

The next item was the agreement with TVCOG that the additional \$50 fee would not be applied to new TVGS memberships. Taro has gotten the membership agreement in writing from Holly.

Sarah brought up posting goals on the Patreon. Sarah has an action item to post goals on the Patreon page.

Jamey's action item was discussed. Jamey has an action item to write up a report on community relationships, including what we could do for them.

Abby reported on her progress with the About Us page. Abby has an action item to discuss the About Us page with Jamey.

The next item discussed was reserving the room for the current board meeting. It was not completed, but the room was available.

Taro and Sarah still need to meet on the presenter meeting notes.

The liaison role was discussed. Taro suggested doing a presentation at Community Night and reporting on it to the board meeting. Abby suggested doing a 'completed action items' list. Frederika will work on adding it to the meeting updates.

Jamey brought up his communications document.

The next item was the instructor procedures action item discussion, which is now closed.

The BCDI event at RPI was discussed.

Branding and communications was discussed next.

Stephanie discussed her thoughts on the website, as a liaison between TVGS and RPI. Asking us who we are and what we do. Who is our audience? Approaching people at RPI, parents, non-TVGS members of the public. The mission statement was discussed. This included, grounding the presentation in the mission in concrete ways, providing a safe space for people who do not have access to games to explore, and fostering games criticism. The Patreon blurb was reviewed and compared to the blurb on the TVGS website.

Abby brought up her concerns with updating the website and getting approval. These concerns were discussed.

Sarah proposed bringing up this issue and having Taro responsible for approving coordinators' work.

John discussed his working on Communications procedures and the promotions Discord channel.

Board members oversight was discussed.

Jason and Jamey discussed the change in structure that would come with an increase in size for TVGS. T

The discussion of the presentation of TVGS to the public was resumed. Streamlining our programs would also help, since TVGS volunteers and board members would not be stretched thin.

Jason left the room.

Stephanie brought up the fact that we need to be clear what we offer organizations and members of the community.

Jason returned.

## Tech Valley Game Space Meeting Notes for 4/22/2018

Jamey brought up his efforts to build an advisory board.

Taro asked what they were looking for? Sensitivity training and assisting with diversity initiatives was proposed some things that could be offered. It was mentioned that RPI could use this type of assistance.

Taro brought up the fact that game studios view TVGS as a place to look for talent. He suggested designing a strategy to better connect game studios with TVGS community members.

Jason suggested that TVGS is not currently at a point where we can provide training to other organizations.

Making it more clear what donations would be going to was discussed. This would be important for getting large donations.

The website design was discussed.

Organizational goals for TVGS were discussed and it was agreed that they were not well understood at this time.

Action item for all board members to come up with 2018 goals, including anything that has been discussed.

This should be added to Jamey's document. It was shared in the Discord chat. He suggested using the RPI grant in mind.

Jamey brought up the paid Admin roles and concerns about setting up the groundwork for setting them up.

Sarah brought up some of the Admin considerations for handling the grant money.

The discussion of the Annual Meeting and any last items that need to be worked on. These included the Patreon page with the new membership tiers, the reintroduction of Shark tank, and mentioning events in the community that TVGS would be involved with in the future.

The meeting was adjourned.



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Frederika Edgington-Giordano, Secretary of the Board