

Tech Valley Game Space Meeting Notes for 7/22/2018

The regular meeting of the Tech Valley Game Space Board of Directors was held on Sunday 7/22/2018 at 1:07: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

Elavarasi Dharmalingham

Sarah Lauser

One guest attended via Discord: Jamey Stevenson.

The minutes were reviewed and approved.

The action items were reviewed.

Sarah report that she spoke to a nonprofit expert about our Mission, Vision, Values document. He stated that the Mission and Vision sections should be combined. It was discussed that the outward facing version would be more engaging than the current document. Abby and Sarah LJ are working on the 'About Us' page and the mission and vision more clear. Sarah LJ will take her updated version to the board for approval when it is ready. Jason suggested that they keep the advice from the expert in mind when working on it. It was generally agreed that the board does not need to review the document further.

The action items were discussed next

Taro has not reviewed the budget schedule. Taro has an action item to review the budget schedule.

Jason spoke to someone about the concerns about advertising the admin positions. They advised that it was not necessary and it might make things more complicated because there are candidates that have already been selected.

Jason did complete his next action item by scheduling the current meeting.

Taro's action item for the board member process was already completed.

Jamey is working on his action item, a document on the community partnerships as a current task in the coordinator sprint.

The goals action item was discussed next. It was agreed that the goals for the remainder of the year will be related to grant budget items. Ela suggested making sure we had a clear elevator pitch. Jamey suggested including it in the document he is working on for the community relationships.

Taro posted a link to the document with the elevator pitch in the general board chat on Discord.

The action items review was completed.

Jamey presented on the administrator roles and the job descriptions for both roles.

Sarah suggested that this should be handled through a temp agency.

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Ela asked about the considerations for part-time employees.

Sarah discussed the issues with independent contractor vs. employee, including various checklists.

Frederika discussed the presentation that Patrick created and the discussion that he had with Taro, Jamey and Frederika. His conclusion was that we should classify them as employees based on the description of the positions at the time and on his research on recent legal trends in New York State with regards to the classification of workers.

Ela posted a link to Zenefits, which is an HR platform. Sarah says it does not cover all of the requirements that TVGS would need for these positions.

Sarah brought up a concern with being able to pay the admins in a timely manner.

Abby suggested we talk to an CPA.

Sarah brought up meeting an accountant, how they stated that Contractors would work and suggested a temp agency.

Abby brought up an experience with a company being audited, but it was not in NY State. In this case, contractors who held important roles were found to be correctly classified. The greater issue for the company was their record-keeping.

Jamey brought up the fact that we have money to pay for consulting with professionals.

Sarah brought up the issues with hiring an accountant. They would need to be responsible for all filings.

Taro suggested talking to Esther Vargas with REVEAL.

Frederika stated that we should get advice in writing from licensed source, as opposed to merely reporting on the conversations second hand, if we were to take an action different than what Patrick had advised.

Abby suggested starting out with independent contractor and asking DOL. Sarah did not think this was a good idea.

Sarah stated that it was better idea to start with employees and switch to contractor later.

Ela would like check how much it will cost.

Sarah stated that the fees would be 12-50% of the hourly rate based on her research so far.

Sarah has an action item to contact temp agencies to get the rates.

Sarah has as an action item to submit a DOL judgement request.

Sarah has as an action ask her accountant friend for his hourly rate for being as advisor.

The budget will need to be reviewed for amounts that can be put towards this effort.

Jamey suggested that the board review the admin roles document as an action item so that they could be signed off within the week.

Abby asked if there should be a vote. This was discussed, and it was suggested that more information was needed and the hourly amount would need to be decided on.

Jason suggested having a meeting earlier in August.

Sarah wanted to add a new item to the agenda. This was buying a tool to accept credit card payments at events. This would require getting some additional equipment/accounts through Paypal, which would let

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people who don't have cash, donate to TVGS. Sarah suggested that we could get the Paypal one. This would cost about \$30. Chip and Swipe \$25, Chip and Tap \$60 were proposed. The Chip and Swipe credit card reader was voted on and approved. Sarah purchased it during the meeting.

Frederika also brought up recruiting previous instructors (board members included) when a position that had been filled fell vacant suddenly. This was voted on and approved.

Taro gave an update on the budget, including the tablet stand from 2016. The 8 laptops were purchased. Sarah has gotten a credit card.

The Lift Off application is currently in the works. Taro and Jamey are working on the description and FAQ. The application period will be a month long. We will need to outreach, including a flyer.

The next meeting time was decided to be 8/5 at 1pm. Frederika has an action item to reserve the room for that time.

The meeting was adjourned.



Frederika Edgington-Giordano, Secretary of the Board