

## Tech Valley Game Space Meeting Notes for 7/8/2020

The regular meeting of the Tech Valley Game Space Board of Directors was held on Wednesday 7/8/2020 at 6:06pm.

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

Taro Omiya

Frederika Edgington-Giordano (Secretary)

Jamey Stevenson (Interim Executive Director)

Neil Yoshi Alers

The meeting started without a quorum, so that the agenda items could be discussed. Some items may require an emergency meeting if a quorum is not reached by the end of the meeting. Taro was acting as the Chair for the meeting.

The meeting notes were reviewed but could not be approved. No changes were suggested. There were question about one of the items discussed during the previous meeting, the posting for the volunteer coordinator nominations and election. There has not been a posting on the election for new volunteer coordinators. This was discussed.

TVGS does not have a full complement of volunteer coordinators. There are 3 vacant roles currently.

Given the timing, TVGS won't have a vote for the coordinators during the next Community meeting. Jamey needs to confirm what timing is required.

Jamey gave an update on the current status of the biannual report and more generally about the grant. He sent out the budget and statement of work to Amanda Kirk at RPI. She provided some feedback, more than what had been received during previous years. The metrics provided by TVGS were the main focus. Quarterly reports would be preferred, additional metrics were suggested by RPI. Also, there were questions about how TVGS was taking COVID-19 into consideration. Jamey emailed back asking for additional information about what TVGS needs to provide in the Statement of Work. He was going to run a draft of the document by Amanda Kirk prior to talking to the board and he had requested a meeting. Jamey to follow up on arranging the meeting. The report has not been re-sent to RPI. Taro asked if TVGS could request that the money would be available for 12 months once the money is received. This has been previously rejected by RPI.

Not taking the grant for this year was discussed, since it is a stress on the organization. Shifting the focus on the budget for next year instead was discussed.

The budget was discussed. A lower amount of funding was what was approved. A larger amount would be left off of the new budget, including money earmarked for applying for additional grants.

Concerns about running Lift Off and Protostar were discussed. Concerns about burnout and how it affects TVGS's ability to meet goals and TVGS's reputation were discussed.

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It was suggested that an emergency meeting would be necessary to discuss, when there were more members of the board in attendance.

TVCOG's offer of the mezzanine was discussed, but no decision could be reached without quorum.

Jamey summarized the answers to the questions about the mezzanine. There is a locking mechanism and a limit of up to 10 keys with no additional keys without permission. A key storage solution is possible, so that additional members could access the space.

An outside facing monitor display will be allowed, but TVCOG might move it if they wish to do so.

One wheeled cart allowed on the lower floor, which could potentially be used for the VR dev computer.

Other equipment for accessibility was discussed, specifically an additional desk for iMac Pro.

It may be possible to move a locker into the space for additional security.

Jamey to update Cheryl that we have not voted on accepting the offer.

There were additional items in the email from TVCOG. The MOU was discussed. It had previously been discussed with Holly, but it has not drafted it yet. TVGS were waiting to consult a lawyer.

Jamey to share a link to the board to the information in the email from TVCOG.

There are no additional updates since Phase 2 from TVCOG for coworkers in Phase 4. No one has any additional questions. Further communication with the paying members was discussed.

The next item discussed was TVGS's response to the most recent #MeToo events. Potential actions TVGS should consider were discussed. Statement should be made to the community. Who should be responsible for drafting the statement was discussed. The reporting processes currently in place were discussed. Additional resources are available. Taro to send an email to board to assist drafting the #MeToo statement.

Improving the Code of Conduct was discussed. Find someone who could tackle improvements to the Code of Conduct reporting process. Including a request for help in the email to board members.

IGDA Albany was providing resources for what to do regarding how to handle/report sexual harassment and assault. Resources for allies were discussed. Frederika to track down Take a Stand Troy organization.

Jamey brought up the St. Rose program for women in gaming/games/game development. Working with them might be good. They may have funding for speakers.

IGDA Albany will be hosting a roundtable for company executives on creating an inclusive culture. Taro to provide updates.

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Taro suggested including Amanda Stevens in the discussion.

The next item discussed was TVGS's involvement with educational programs and commitments.

Jamey to meet with St. Rose again to decide on priorities.

St. Rose notes are posted in the Discord chat.

Hopeworks had questions about the payment structure for curriculum materials. Taro suggested talking to Stacey. The status of the materials was discussed. Jamey needs to follow up with the educators who are creating the curriculum, Astra and Amy.

The timeframe for needing the curriculum materials was next year.

The copyright process for curriculum materials was discussed. Taro to talk to Stacey about how this should be handled, including payment.

The next item discussed was the theme, the list of possible themes has not been completed.

The Google Drive migration was touched on, it is not complete.

Appointing the new Chair was brought up.

The next item was the Executive director search, which is on hold. Neil looked the job description over and had some suggestions. Taro would like comments on the document linked in the agenda.

Needing a New Treasurer was discussed, Jason is feeling less pressured about this.

Previous action items were reviewed quickly.

The diversity and inclusivity push agenda item was discussed. Jamey and Mitchell talked, but have not had a meeting yet.

Admin jam has not been scheduled.

The lobbying question was discussed. TVGS still needs to talk to a lawyer. May need discussion of authorizing Jamey going forward.

Jamey proposed an action item to document options for budgets. He was going to follow up with Taro after the meeting.

Jamey mentioned setting up committees of board members for specific areas. Jamey, Taro, and Jason are meeting to discuss TVGS's financials and would like feedback from Stacey and Mitchell. A Doodle poll would be created to help schedule the meeting. Neil asked about other committees, currently there are no other permanent groups.

The meeting was adjourned.

*Frederika Edgington - Giordano*

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Frederika Edgington-Giordano, Secretary of the Board