

Tech Valley Game Space Meeting Notes for 8/20/2017

The regular meeting of the Tech Valley Game Space Board of Directors was held at TVCOG on 8/20/2017 at 12:30pm.

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

Sarah Lauser (Chair)

Taro Omiya

Patrick Totaro

Frederika Edgington-Giordano (Secretary)

Stephanie Jennings

Jason Harlow

John Ceceri III

The following members of the board joined later during the meeting via teleconference:

Abigail Mathews

Laquana Cooke

The following guests were present via teleconference: Jamey Stevenson

The notes from the 7/9/2017 meeting were reviewed.

The first action item was the elevator pitch. Taro discussed his progress with practicing the pitch.

The next action item was the membership tiers. Ela and Abby were not present at that time, so it was decided that the membership tiers would need to be discussed at the next meeting

The next action items that were discussed were the part time roles and the related changes to the volunteer Education Coordinator. Work on the part time roles and the updated role for the volunteer Education Coordinator will need to be handled in a future meeting. Patrick has an action item to arrange a meeting with Taro, Frederika, and Jamey to discuss what is needed to set up the part time positions.

The next item that was discussed was the proposed Social Media Coordinator position. It was decided that coordinator role will be handled by an interim organizer until this role is more defined.

Tech Valley Game Space Meeting Notes for 8/20/2017

The Social Media coordinator role proposal was reviewed, which may be the Communication or the Public Relations Coordinator. The person in this position will be responsible for the newsletter and for general PR. The Outreach coordinator may need to be adjusted to be more of an Ambassador role. John brought up the possibility that each of the Coordinator roles may need to be reviewed and updated.

Abby joined the meeting via Skype.

Abby reported that she and Ela had not discussed the membership tiers, so this will be delayed until next meeting. Abby and Ela have an action item to discuss the membership tiers.

The next item discussed was obtaining insurance for the RPI grant. Patrick reported on the progress. TVGS does not need auto insurance, which lowers the amount by \$500. The current quote covers the entire space 24/7, which should not be necessary. Patrick is still looking for additional insurance quotes.

Patrick next reported on the current progress with the RPI grant. RPI has not been responsive with respect to the 2016 budget. Stephanie has offered to talk to the RPI contacts in person once the semester has started, Patrick and Taro will be included in the conversations. Jamey suggested contacting Michael Lynch. Stephanie suggested talking to Robert Nideffer, the head of the arts dept.

Patrick has an action item to get the insurance provider information for the March for Science from Ela.

The minutes were approved.

Taro brought up the Code of Conduct training, which was decided to be the next item on the agenda. The questions are how do other organizations handle training volunteers/employees. Sarah offered to work on a presentation to train the volunteers. Jason has experience with Safe Zone training and proposed getting someone to present a Safe Zone training. Jason has an action item to research options for getting Safe Zone training or training materials. Sarah brought up the possibility that there could be training materials that could be regularly accessed, but that the initial training could be a presentation. Sarah has an action item to create a presentation on the existing Code of Conduct. Taro reminded the group that the email address provided for reporting violations of the Code of Conduct will need to be changed.

Taro raised the issue of bringing up the Code of Conduct at events. Sarah suggested adding some actions on the Code of Conduct poster and creating a quick presentation of actions for the start of an event. The Orbit mentors as a group will need special consideration.

Frederika to send out the action items weekly to the board.

The board reviewed the submitted goals and grouped them by topic. The group reviewed and categorized the goals for the focus of the next 4 months, to be reviewed at the next meeting.

Laquana joined via Skype during the discussion of the goals.

Tech Valley Game Space Meeting Notes for 8/20/2017

Sarah added an agenda item for next month's meeting to review the strategic priorities.

The meeting was adjourned.



Frederika Edgington-Giordano

Secretary of the Board