

## Tech Valley Game Space Meeting Notes for 9/2/2018

The regular meeting of the Tech Valley Game Space Board of Directors was held on Sunday 9/2/2018 at 1:05pm

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)

Elavarasi Dharmalingham

John Ceceri III

Stephanie Jennings

One guest attended via Discord: Jamey Stevenson.

The notes from the last board meeting were reviewed and approved.

The action items were reviewed.

The first action item, finding a replacement Fundraising Coordinator, has been resolved. Taro is the new Fundraising Coordinator.

The second action item, creating a document detailing the role of the Fundraising Coordinator, was not completed. Ela suggested that it include documentation of what efforts Chris Spahn, the previous Fundraising Coordinator has completed. Frederika and Taro have an action item to create this document.

Getting sponsorship for the Protostar Prototype program was discussed. Also getting sponsorship for events like Lesson Night was discussed.

Ela suggested selling T-shirts at Lift Off! or other events. Taro brought up the T-shirts that Sarah had purchased previously. Jamey brought up the budget items for promotional items.

Jason has an action item to work on the assets for promotional items.

Taro asked about getting consulting for sponsorships using the budget.

The action item with the TVCOG ambassador was not completed. Also, Sam has been voted in as the TVGS co-working coordinator. The position of TVCOG ambassador has been discussed with Holly. This position (within TVCOG) would be in charge of low-level problem solving and communications. Action item for Taro and Jamey: the issues that this position would be authorized to handle would need to be clarified with Holly. Further discussion is needed, probably during the hand-off meeting with Taro. These discussions with Holly and Sam would be brought back to the board.

The temp agency action item has been handled. Taro and Frederika are working on setting up the employment.

The DOL request has not been sent out.

The IRS request for more information has been handled by Sarah.

The conference room was reserved for the current meeting.

Jamey has an update on the community report action item. It is still in progress. He posted the link for the document in the chat. Jamey has an action item to report on this document at the next meeting.

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Jamey also reported that there is a contact list that has been created. It is currently being used for the Lift Off! Diversity Incubator.

The board has an action item to get more mentors for Lift Off!

Taro brought up changing the length of the volunteer coordinators' terms from 4 months to 6 months, which will require a change to the by-laws. The purpose of the shorter term length was to make it less intimidating to sign up to be a coordinator. A longer term would lower the overhead for changing over positions. This was discussed. Taro brought up the possibility for keeping this term length in place for two years. The motion to start the term length change in January of 2019 was passed.

Checking the qualifications of potential coordinators was also discussed. The Admin team has an action time to create a policy for reviewing and verifying volunteer coordinator candidates.

Taro accepting the Community Administrator position was discussed and approved. Taro abstained.

Frederika accepting the Education Administrator position was discussed and approved. Frederika abstained.

There was a discussion about the search for other candidates and Frederika and Taro's voting on the handling of the positions during the previous board meeting. At that time, it was understood that Frederika and Taro would not necessarily be the only candidates for the positions, but this has changed since that meeting.

The Budget/Grant schedule was discussed. The board has an action item to review the document. The amount of money already spent on snacks and promotional material will need to be added.

The board has an action item to get more applicants for the Lift Off! Diversity Incubator.

Jamey reported on the free trial membership progress. A third of the memberships have been given out to REVEAL program. The board has an action item to find people who would be a good fit for the program and send their info to Jamey.

Sarah Lauser joined the meeting to say hi.

The meeting was adjourned.



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Frederika Edgington-Giordano, Secretary of the Board