

Tech Valley Game Space Meeting Notes for 9-9-2020 DRAFT

The regular meeting of the Tech Valley Game Space Board of Directors was held on Wednesday, 9-9-2020 at 6pm.

The following members of the board were in attendance via Discord Voice:

Taro Omiya (Interim Chair)

Dan Tanguay (Acting Secretary)

Jamey Stevenson (Interim Executive Director)

Neil Alers

Mitchell Patterson

Reviewing the notes from the previous meeting was skipped, as we were unable to locate them.

Ryan Morash was nominated as coworking coordinator for the 2nd half of 2020. He agreed to it. He has experience doing IT for BOCES, and he's a good fit for a lot of the remote work going on right now.

Ryan Morash was approved by the Board.

Brion Sarachan was nominated as event coordinator for the 2nd half of 2020. While he's a new candidate, he seems like a good fit, having pulled together meetups in the past.

Brion Sarachan was approved by the Board.

We're still looking to fill 4 other coordinator positions to fill until Jan 2021.

- Media - anyone with artist skill will work
- Communications - anyone who's a social media experience will work
- Outreach - anyone who can network well with external orgs will work
- Fundraising - anyone with fundraising experience will work

If we know of anyone who can do these things, please let the board know.

On to budget approval. The big open question was if we could pay for work that occurs in 2021, or does the work need to be exclusive to 2020? RPI would prefer that we don't do this (unlike last year). Unfortunately, this throws a big monkey wrench in the previous budget.

This primarily impacts the grant work with Nancy Warner. Grant writing is planned to happen in 3 phases, and only the first phase will happen in 2020. So we can only commit to that first phase, and that is even at risk now.

We're trying to keep in closer touch with Ben Chang so there aren't any more surprises.

New budget up for approval. In short, the money that would have gone to Phases 2 & 3 of the grant writing will go on to hardware and software purchases instead. H&S improvements are achievable by the end of the year, whereas other investments are not.

An increased hardware budget will primarily benefit the dedicated Mezzanine office space, configuring it for COVID-19 guidelines as well as convenience and comfort. This includes improved storage solutions that help highlight the equipment available to members, as well as improve the secure access system to the office (the access is currently limited by the number of physical keys we can generate).

An increased software budget will allow us to renew software licenses before they expire. Ben Chang has also recommended anything that will help us improve our streaming/online services.

There is an Option A & an Option B. Option A has more money in the hardware/equipment budget. Option B has more money in the software budget, that adds Adobe CC and Autodesk license renewals. The main question to consider is should we renew Adobe/Autodesk for our machines; will we get the utilization from those machines in 2021? The intent would be to make the machines in the coworking space more attractive to our members in creating commercial assets.

Neil did not want to see Option B take money from equipment.

Dan questioned Option B: what was the usage of Adobe/Autodesk in 2020, as well as the strategy for trying to get folks to return to coworking in 2021. Would it provide the benefit we want? Jamey proposed a compromise Option C so that we only get one Adobe/Autodesk license a piece to use for coworking advertising. If we get traction with that software, we can expand. If we don't, we're out less.

Neil had inquired how the promotional budget was split up, so we followed up on that. Jamey said the promotional plan follows previous years, such as evergreen promotion on social media as well as big events. Further plans would spin up as events begin to spin up again.

Should we continue working with Tynco, even though they are more expensive? Jamey wants to continue working with them, even though the results have been mixed sometimes. Jamey feels that it comes down to muddy direction more so than their capability. And direction will be important given that the promotional budget is constrained this year.

Jamey updated Option C, and the Version 4 of the budget was approved by the Board.

Taro stepped away for a bio break.

The remaining board members reviewed the Statement of Work, and it mapped to our previous discussions.

Taro then returned.

Upon review, Jamey inquired about how we're going to manage the cash flow situation this year, since we're entering a time crunch again this year. We need to start thinking about how to deal with that again this year. In previous years, we've spread out purchases/reimbursements among board members. We have also had Wagoner draft up a more formal loan promissory note that we can use as well, which Mitchell wanted to review.

The budget was approved by the Board.

The fundraising committee initiative stalled out, so we should push on that now so we can have some momentum going into 2021. Jamey will start this up again.

Taro gave an update on the move to the Mezzanine office. All the items are moved, but it hasn't been unboxed yet. The space is not usable. There needs to be a second phase of the move to stage the items appropriately. This seems like a good thing to pair up with the new equipment purchases for storage and security.

The TVGS response to #MeToo has stalled out as well. There were no Board members who could volunteer to spearhead this, so Taro will take this offline and broaden the volunteer search to coordinators.

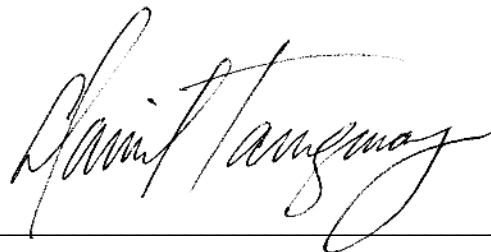
Jamey gave an update to the MoU discussion with Cheryl at TVCOG. (This effort's been going on for a while, and it stalled out with the previous director.) Jamey is getting Cheryl up to speed and starting the MoU discussions again. Jamey wonders if we should use more community (less expensive) legal resources for the MoU, or if we should use Wagoner instead (who we have funds banked with)?

Quick MoU refresher: how do we define TVGS members separate from TVCOG? And how do we clearly track TVGS members?

Jamey proposed that we revisit the 1-year plan (as well as other planning)? Dan agrees. It's been a year since our last SWOT analysis, so we should do another one (especially in light of COVID-19). We will then revisit our 5-year and 1-year planning docs.

Taro then reviewed the action items.

The meeting was adjourned.

A handwritten signature in cursive script, reading "Daniel Tanguay". The signature is written in black ink and is positioned above a horizontal line.

Daniel Tanguay, Acting Secretary of the Board