

This meeting of the Tech Valley Game Space Board of Directors was held on Thursday, 10/13/2022 at 8:00 pm EDT.

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

Taro Omiya (Chair of the Board)

Tom Carmona (Treasurer of the Board)

Daniel Tanguay (Secretary of the Board)

Jamey Stevenson (Executive Director)

Elizabeth McLaren

Dr. Laquana Cooke

Jarell Pryor

A quorum is present at the start of the meeting.

There is a motion to approve the Consent Agenda. The Board approves the Consent Agenda.

Tom is on the road; he requests moving the Quarterly Report to later in the meeting.

Jamey proposes to scope down the 2022 Nancy Warner contract to Phase 1. In short, Nancy hasn't signed, and they won't be able to get Phase 1 & Phase 2 work done by the end of 2022. They can only get Phase 1 work done in time. Jamey proposes that we redistribute the Phase 2 funds.. \$5500 should shift to Lift Off, as it's more expensive to run than we expected, even though it's virtual this year. Additionally, it's a bad look to underpay organizers and mentors for a diversity program; we want to correct that this year so that organizers, mentors, and speakers are paid fairly. \$2000 should shift into software now that folks are beginning to use the coworking space again. Elizabeth says this will also give us the opportunity to align Phase 2 work with the 2023 strategic planning instead of the 2022 strategic planning. It also gives us a chance to vet working with them prior to paying them a lot of money. Jamey will need to update RPI on the change in budget distribution.

Taro leaves for a bio break.

Jarell asks how Nancy Warner feels about this change. Is it going to blindside them? Jamey doesn't feel like it's going to hurt the relationship. There've been a lot of delays on their end. Elizabeth also suspects that the TVGS relationship isn't a priority for them and doesn't sense excitement from them. Jarell also agreed with putting more money toward the Lift Off organizers and the mentors given the time involved in running an event like this. Laquanna asks for more details on the software and equipment purchases; Jamey provides those details.

Taro returns from his bio break.

Elizabeth asks what the process is for equipment/software purchases. Up to this point, it's been very informal, with Jamey and Taro driving purchases. Elizabeth wants to make sure the purchases purposefully map to our coworking strategies.

There is a motion to approve the updated budget. The Board approves the updated budget.

Next, Tom presents the Quarterly Report. Before he dives in, he asks for feedback on the Report after the presentation concludes; he wants to improve the format moving forward. Tom reports on the revenue and expenses for July, August, and September. He highlights when we caught up on our outstanding payments to contracts in August.

Elizabeth compliments everyone on a job well done. Taro asks for a bar chart or a line chart to note our account balance over time. Tom will add that as a quarterly overview for the next report. Elizabeth also requests if there's a way to integrate our strategic goals (especially if they are financial) into the Quarterly Report as well. It's not feasible to do this year since the KPI documentation was implied and not easily discovered. This can integrate into our process moving forward.

James shares TVCOG's updated Memorandum of Understanding (MOU) to the Board to solicit feedback for additional negotiation with TVCOG. Jamey provides context for the MOU; in short, we never had a formal MOU with TVCOG. This bubbled up once folks began coworking over the summer, as the current process for tracking TVGS coworking does not scale well. TVCOG wants to merge the membership and tracking systems. This is a topic TVGS and TVCOG have discussed in the past, never to the point of resolution. The biggest gap in alignment is the process of membership tracking. TVGS has asked for membership tracking to be both mergeable and separable, which TVCOG cannot provide. TVGS also needs insight into when new members join TVGS to allow for onboarding.

In response to this summer's coworkers, TVCOG provided a draft MOU to TVGS. The draft favors their organization. We need to now review this MOU and provide feedback to TVCOG so that we can continue negotiations.

"TVCOG has done a lot for TVGS" is a common framing within this draft MOU. Tom & Dan recommend removing language like this. It sets a parental tone that isn't relevant to the mechanics of the MOU. Instead, it's framing the relationship to make it seem as if we owe them something. They view their relationship as a sponsorship; we view it as a partnership. Additionally, TVGS is more than the physical space.

The Board reviews the draft MOU for feedback. The feedback includes:

- Making the charge for key fobs and the downstairs cart optional.
- If membership tracking is merged and future members sign up through TVCOG, TVGS needs some way to query the TVCOG membership for TVGS members. TVGS also needs reporting of membership changes at sign-up/cancellation.
- TVCOG sign-up should have TVGS branding as well.
- Alternatively, consider a sign-up flow that starts at TVGS and completes at TVCOG in order for everyone to get the data. Jamey feels that'll be a hard sell because of the manual work associated with other events.
- Invest time in mitigating any brand confusion between TVGS and TVCOG. Further merging membership, etc. will heighten this confusion which has subsided when we've been virtual only.

The MOU needs to go to Legal next.

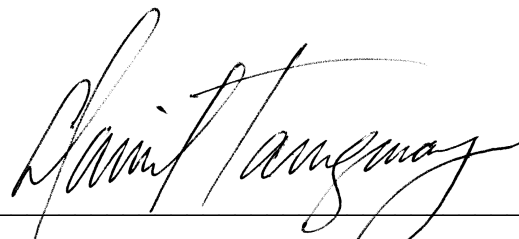
Jarell updates the Board on Giving Tuesday plans. Jamey and Jarell will sync up to make sure Jarell has all the necessary materials.

Jamey provides an update on outreach efforts (Lift Off, curriculum development, volunteers). In short, he needs more help! He has a handful of "maybes" for Lift-Off mentors, and he needs to confirm them. There are a record number of applicants, but the number of applicants we can take is bound by the number of mentors we have.

Jamey also provides an update for contract negotiations with Vocation Media and Questar. He's having initial planning conversations with Emily and Rochelle to get a sense of if Vocation can execute in the time remaining. This may necessitate budget shifting as well, potentially in November. As for Questar, the teaching is going well, but the negotiations are dragging. The contract does not recognize that we're doing two separate pieces of work, as Questar simply wants to treat Jamey as an employee. We'll agree to this once we get the organization to organization contract in place that recognizes TVGS in this equation.

Given the little meeting time remaining, Dan requests that the Board doesn't try to cram the final agenda topics, instead saving them for another time.

There is a motion to adjourn the meeting. The motion passes and the meeting is adjourned.



Daniel Tanguay, TVGS Secretary of the Board