

This meeting of the Tech Valley Game Space Board of Directors was held on Monday, 8/11/2022 at 8:05 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)

Jarell Pryor

Elizabeth McLaren

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.

Elizabeth introduces herself and recaps the status of her onboarding.

Jamey provides an update on the COE grant. The paperwork was signed and good to go. Because this is happening mid-year, there is a bit of a time crunch to complete all of the COE commitments. Jamey recaps the priority of initiatives for the COE grant, including grant writing, fundraising, and bringing back Lift Off this year.

Tom joins the meeting.

Jamey reviews the location of the Statement of Work and the 2022 Budget, as well as summarizes the work items. Jamey also reminds the Board that it is critical to track their time spent as those volunteer hours count toward the COE grant.

(<https://www.trackitforward.com/site/tech-valley-game-space>)

Elizabeth asks who our potential donors are so that we can better cater our outreach materials to those donors in the future. The Board reviews our donors, though we primarily have anecdotal data on that. Elizabeth and Jamey discuss formalizing that list of donors moving forward so that we can better target them.

Last week, Jamey and Tom chatted with Wagoner to identify remaining budget and to review the agreements with Nancy and Vocation Media. The Nancy proposal was more akin to a proposal of work, so Tom created a contractor agreement and sent it over to Nancy. If Nancy doesn't have feedback, they can sign and we'll sign to make it official. Jamey and Tom sent feedback to Vocation Media as well. Vocation Media has 30% upfront that we intend to negotiate with them given the COE timeline. Tom also sent some corrections for inaccuracies in the contracts over to them. Both contacts are about 95% complete; we just need to finalize details.

Taro discusses next steps with respect to these contacts. Taro recommends that we accelerate the speed of approval on these contracts, as there's a work crunch to finish this work by the end of the year. Taro posits an emergency board meeting to review these contracts. Jamey recommends instead that we approve the organizations now and leave contractual approval to Tom and Jamey.

Elizabeth wants to understand the 2022 deliverables on these organizations. Jamey points Elizabeth to the Statement of Work to review offline and summarizes them to give Elizabeth context. Elizabeth also wants to understand the return on investment. Given the money we're spending on Nancy, do we expect to get back a similar amount? What other returns do we get from working with them, such as relationship building and learning? Dan says that he considers any over spend as a short-term investment that'll hopefully reap long-term benefits with new sources of income and stability (with the assumption that renewing that income requires much less investment the next time out).

The Board aligns around working with these partners.

The Board circles back to the original question: does the Board approve the partners and Jamey approves the contacts? Or do we require an emergency meeting? The Board prefers the former. There is a motion to approve Nancy and Vocation Media as partners, and the motion is approved. Taro notes that this doesn't quite follow the Policy we've previously approved. Elizabeth and Jarell also note that if the contracts substantially change, Jamey and Tom should bring that contract back to the Board for explicit approval.

Next, Jamey provides an update from RPI's Severino Center for Technological Entrepreneurship in collaborating on a game dev incubation program. Jamey provided a letter of support. No other new information is available other than what Jamey shared in the Discord.

This begs a larger question: how do we evaluate opportunities that come up for "fit" with our vision? Jamey suggests that more clarity around our mission, vision, and strategic goals to help with that decision-making. Taro suggests that the Board review the mission and vision to help identify ways to make it more concise and actually reflect what TVGS does day-to-day. Jamey also suggests the Board use the mock Public Meeting as a forum to discuss this topic as well. Tom recommends that we tackle the Mission first, using the lens of "what we do, and what we aspire to be." Once that's solid, we can review the Vision next, using the lens of "how we accomplish the mission." Dan notes that this maps to the round of strategic planning we do at the end of each year. Perhaps we can start generating feedback on this now so that when we hold our SWOT analysis again, we can be fully prepared.

Jamey provides an update on the teaching partnership. First, classes begin shortly; they will have started by the next Board meeting. Jamey summarizes the initiative to provide context for Elizabeth. Jamey feels he is getting the necessary support from the co-instructor, though he is still locking down curriculum developers and may need assistance for outreach. He is specifically looking for assistance on 2D art and audio.

Jamey needs some feedback from the Board: he pitched a payment structure to Questar, though he's not sure if it makes the most sense. Jamey originally favored the short-term benefit of

getting paid upfront, now he's interested in owning the material to get a long-term benefit. Dan notes that hiring an Executive Director is the priority, as it has a significant long-term benefit. If we can get ownership over the curriculum, then it's a win/win, but it's not a priority. Tom also notes that reinventing your work (e.g., code) is pretty common in game development; does the same apply to recreating curriculum? How closely is that curriculum copyrighted? Jamey asks as an action item and a future Board agenda to revisit our financial targets for an Executive Director. Tom also asks when a contract is getting signed: it hasn't. Questar is used to dealing with individual instructors vs. dealing with organizations. Tom is going to help out with these negotiations.

Next, the Board discusses Jamey's load balancing. Elizabeth takes on POC for grant writing and Nancy. Taro takes on POC for fundraising and Vocation Media.

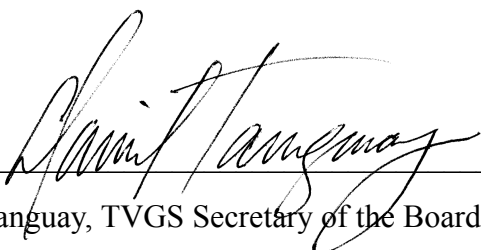
Next, the Treasurer update. The handoff between Jason and Tom is complete, including all accounts, etc. Tom, Jason, and Jamey have updated all the financials for 2021. Tom will present our next Quarterly report at September's Board meeting. All overdue payments and invoices will be settled by the end of August. Tom will organize all the financial documents (virtual and physical) within the new system so the Board has access to it. He will assist Jamey with NYS taxes as well.

Tom has had no success with finding a Volunteer Coordinator. Taro opens it up to the Board to help find leads for this position.

Taro reviews the context for the public Board Meeting for Elizabeth's sake. He then provides an update, sharing the date and a skeleton agenda for the meeting. Dan provides some feedback on what the agenda should be.

Jamey overviews Lift Off to provide context to the Board. Jamey wants to do some outreach to potential organizers. Jamey and Taro outline the traits for good organizers, including development familiarity, an understanding of the underserved population, and a network of contacts that could help as mentors. Taro also notes that we could benefit from volunteers who have video editing experience, can perform basic spreadsheet/data analysis, and can make application reviews more inclusive. Jamey wants to announce the return of this Event on the August 19th in-person Event and make the sign-up sheet publicly available asap. Normally the organizers collaborate on who the audience should be, but Jamey wants to accelerate the audience decision for the 19th. Ideally, he wanted to meet with organizers before the 19th, but that's not practical. The Board aligns around Women/Nonbinary developers as the audience.

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



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Daniel Tanguay, TVGS Secretary of the Board