

IGDA Board Minutes
June 10, 2009

Called to order at 12:05 p.m. EST, and adjourned at 1:45 p.m.

Board Members in Attendance:

Bob Bates, Gordon Bellamy, Tom Buscaglia, Jamil Moledina, Coray Seifert, Tim Langdell, Mark DeLoura, Tim Train, Tobi Saulnier.

Absent: Jen MacLean and Brenda Brathwaite.

Also Present: Joe Casey, Joshua Caulfield

Agenda

1. Approve minutes of 5/3/09 and 5/22/09 Board meetings. (Coray)
2. ED Announcement schedule and onboarding plan (Jen)
3. Status of Web Portal (Tim L)
4. Finance Report (Tobi)
5. Global Game Jam (Bob)
6. Proposed new category of membership: Educational Institutions (Bob)
7. Set date/time of next Board Call (Bob)
8. Any other business

Motions Summary

1. Motion to approve the minutes of the May 3, 2009 board meeting made by Coray and seconded by Tim L. (Approved 8-0 with one abstention)
2. Motion to approve the minutes of the May 22, 2009 board meeting made by Coray and seconded by Jamil. 8-0 with one abstention)
3. Motion to adjourn at 1:45 p.m. by Jamil and seconded by Tim T. (Approved unanimously).

Next meeting

The next board meeting will be held Wednesday, July 8th at noon EST.

Submitted by Coray Seifert, Secretary of the Board

Decisions, Recommendations, Action Items, Deadlines

Approve minutes of 5/3/09 and 5/22/09 Board meetings. (Coray)

- ACTION ITEM: Post revised format board minutes on IGDA website asap (Coray).
- Minutes of the 5/22 meeting are brief as the single agenda item was a confidential personnel discussion regarding the Executive Director employment search.
- ACTION ITEM: Collect expanded notes on the board retreat (Coray, Joe, Bob)

ED Announcement schedule and onboarding plan (Jen)

ED Announcement

- Will announce new executive director internally to SIG and chapter leaders, as well as key stakeholders, followed by announcements to IGDA membership, and then to the media and general public.
- **ACTION ITEM:** Board members will send recommendations for additions to key contacts list
- Goal is to allow our volunteer leaders access to the ED for various questions/initiatives and help shape the communication plan, as well as allow the new ED to spend time interfacing with volunteers.
- **ACTION ITEM:** Will work with Sean Kauppinen to get an exclusive interview for ED announcement. (who? Jamil? Bob?)

ED Onboarding Plan

- The ED candidate has presented a proposal for maximizing the first 90 days in the role.
- Will be sent to the board for review.

Governance misc

- **ACTION ITEM:** Bylaws to be amended to remove the Executive Director from the Board of Directors (Jen).
- **ACTION ITEM:** Governance is looking at board skills analysis and internal board review (Tobi).
- **ACTION ITEM:** Governance assessing what to do with current vacant board seat (Tom)

Status of Web Portal (Tim L)

- Good news: all core systems from initial specifications provided to Koumbit have been completed.
- Website back-end is presenting challenges.
- Non-trivial integration of QuickBooks into web tech will likely push website delivery out past June.

- Chapter and SIG leaders have presented constructive feedback on customizability and look/feel of new site.
- Chapter and SIG leaders have suggested that volunteers within the org could contribute to the aesthetics of the new site. Free/awesome option?
- **ACTION ITEM:** Discussed pros and cons of chapters and SIG being able to post HTML or other advanced formatting such as links to external URLs in the new platform – Tim will ask Koumbit to add that functionality asap.

Finance Report (Tobi)

- Bottom line is that our bottom line looks good.
- While SAP revenue is down, IGDA's expenses in a few areas, (e.g. we have not had an ED for a few months), are also down, which has helped the bottom line.
- Additional revenue growth opportunities coming online.
 - Jamil working to bring on a sales consultant from the industry to explore new sponsorship opportunities.
 - New ED will drive membership growth, sponsorships, other revenue opportunities.
- Currently assessing accounting software and new staff impact on reporting of revenue and expense numbers.
- **ACTION ITEM:** Will review budget projections in July to determine whether we can provide additional funds for programs. (Tobi)

Global Game Jam (Bob)

- Need to clarify relationship between Global Game Jam and IGDA.
- Board would like to keep GGJ as an IGDA event if possible to resource as needed. There are a few options regarding the growth of the event.
- Board has fiduciary responsibilities to maintain IGDA's non-profit status, so appropriate oversight of GGJ funds is required.

Proposed new category of membership: Educational Institutions (Bob)

- Susan Gold has proposed signing up academic institutions in a new membership category similar to Studio Affiliate program.
- Jason's advice is that it's a good idea. His only concern is that that title may imply endorsement of those programs by IGDA.
- **ACTION ITEM:** Investigate and develop plan for addressing this potential new program and the existing Partner Program. (New ED).

Set date/time of next Board Call (Bob)

Wednesday, July 8th at 12:00 noon EST.

Any other business

- **ACTION ITEM:** Jamil consulting with Joe to finalize/create a list of potential targets for the sales consultant.