

IGDA Board Minutes
July 8, 2009

Called to order at 12:06 p.m. EST, and adjourned at 1:37 p.m.

Board Members in Attendance:

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

Also Present: Joshua Caulfield, Chuck Sapp, Joe Casey

Agenda

1. Approve minutes of June 10 Board meeting. (Coray)
2. Executive Director Report (Joshua)
3. Status of Web Portal (Tim L)
4. Finance Report and Proposed Mid-Year Budget Review Process (Tobi)
5. SIG organizational issues (Joshua)
6. Majors updates (all)
7. Set date/time of next Board Call (Bob)
8. Any other business

Motions Summary

1. Motion to approve the minutes of the June 10, 2009 board meeting made by Coray and seconded by Jen. (Approved unanimously).
2. Motion to adjourn at 1:37 p.m. by Jamil and seconded by Tim. (Approved unanimously).

Next meeting

The next board meeting will be held on Wednesday, August 5th, 2009 at noon EST.

Submitted by Coray Seifert, Secretary of the Board

Decisions, Recommendations, New Action Items

Board Member Updates

- We are looking to post Board Member updates to the Board Blog (Bob).
- Bob will post brief summary of each status update.
- Each Board Member may post details and “personal touch” for their own action items.

Approve minutes of 6/10/09 Board meeting. (Coray)

- **ACTION ITEM:** Will be publishing action item report with future meeting minutes. (Coray)

Executive Director Report (Joshua)

- @IGDA Email set up complete.
- Global Games Jam (GGJ) conversations have gone very well, and we are looking to reach a mutually-beneficial operating agreement with GGJ organizers.
- Review of operational procedures and start of operations manual underway.
- Membership Survey system being finalized and member survey being prepared for launch
- Webinar program planning ongoing.

Status of Web Portal (Tim L)

- SIG and Chapter leaders have provided aesthetic feedback and constructive criticism. We are attempting to apply that feedback to our launch.
- Koumbit has completed most action items for the past 2 weeks.
- Working on more fully utilizing resources of Koumbit to finish faster.
- **ACTION ITEM:** We need to immediately (within the next 2 days) make a decision on CIVCRM vs. IMIS. (Joshua, Tobi, Talley)

Finance Report and Proposed Mid-Year Budget Review Process (Tobi)

- We are currently down 40k net, against the budget for the first half-year.
- This is in addition to the already expected 14k shortfall.
- This change in status is due to the unexplained spike in revenue we had seen arrive in April, which turned out to be a clerical error on behalf of one of our partners.
- Revenue is down overall, due to sponsorships, membership renewals, and studio affiliate renewals.
- These losses are somewhat offset by not having an ED for a few months.

- It is important for the financial health of the organization that the Leadership Forum be successful since it involves cash outlays.
- **ACTION ITEM:** Bob, Tobi and Joshua need to perform a cash-flow analysis (Bob, Tobi, Joshua, and TMG).
- **ACTION ITEM:** Goal is to focus on resuming sponsorship and other ensure events like the Leadership Forum run in the black. (Joshua)
- **ACTION ITEM:** Must get our marketing materials and drive attendance to Leadership Forum. (Joshua)
- **The goal** longer-term is regular savings to an operating reserve for IGDA long-term financial health. (Joshua)

SIG Organizational Issues (Joshua)

- Joshua is currently in communication with the individuals involved with a disagreement in the forums about who is included in the SIG Admin list.
- **ACTION ITEM:** Need to do a close review of SIG Formation manual. (Joshua)
- **ACTION ITEM:** Joshua working with strike team to solidify SIG Practices. (Joshua, Brenda, Coray)

Majors updates (All)

Gordon (Events)

ACTION ITEM: Gordon will reach out to Richard Dansky and Megan Scavio regarding GDC Austin IGDA presence. (Gordon)

ACTION ITEM: Bob to set up call with Joshua and Megan. (Bob)

Brenda (SIGs)

ACTION ITEM: PR Firms have expressed interest in working with IGDA. Have begun to investigate those opportunities, and more coordination needed.

(Joshua, Jamil, Brenda)

Mark (Chapters)

ACTION ITEM: We are assessing what our relationship should and can be with the IGDA Japan chapter. Mark will initiate conversation there and will loop in Joshua, Coray, Tim L and Tom. (Mark)

Set date/time of next Board Call (Bob)

12:00 EST on August 5th

Other Business

Leadership Forum Board Support

Mark is very involved with the Leadership Forum planning. Jamil and Gordon will also be getting more involved.

Membership Survey

ACTION ITEM: Tom and Josh will sync up regarding use of the IGDA Foundation's Constant Connect license to release a membership survey to gauge member satisfaction with the IGDA.

Action Items Completed

- **ACTION ITEM:** Post revised format board minutes on IGDA website asap (Coray).
- **ACTION ITEM:** Collect expanded notes on the board retreat (Coray, Joe, Bob)
- **ACTION ITEM:** Board members will send recommendations for additions to key contacts list
- **ACTION ITEM:** Will work with Sean Kauppinen to get an exclusive interview for ED announcement. (Bob)
- **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.
- **ACTION ITEM:** Jamil consulting with Joe to finalize/create a list of potential targets for the sales consultant.

Action Items Ongoing

- **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 (Jen).
- **ACTION ITEM:** Governance committee clarifying policy and procedure on open and appointed board seat. (Tom)
- **ACTION ITEM:** Will review budget projections in July to determine whether we can provide additional funds for programs. (Tobi)