



**Board of Directors and Staff
April 2017 Meeting Minutes**

**Date: April 24 2017
Time: 12:00PM PT
via: GoToMeeting**

Approved by: Farhad, Lucien,

Facilitator: Trent Oster | **Minutes by:** Farhad, Lucy, Lucien

	Name	Arrived at	Left
Board Members	Trent Oster (Chair)	12	
	Lucy Morris (Vice Chair)	12	
	Dr. Farhad Javidi (secretary)	12	
	Vesa Raudasoja	12:19 (connection issue)	
	Ellie Ross Crawley	Abs	
	Lucien Parsons	12	
	David Stelzer	12:07 (connection issue)	
	Renee Gittins	12	
Staff	Kate Edwards	12	
	Jillian Mood	Abs	
	Tristan Hightower	Abs	
	Diann Furfaro	12	
Guests	Brandon Huffman	12	12:42

Ed Update, Presenter: Kate - Time Allotted: 30

- Kate provides high-level organization updates. (PPT)
- Membership Update, New Benefits – Platforms and Hardware,
- Mentor cafe is discussed in detail.
- New contacts from IGDA Foundation Board member
- Revenue update
- Mentorship cafes – getting space and food for free – most of sponsorship is profit to us
 - Most of the events are happy for us to free ride
- Survey Results – how do we get more participation?
- Intel – take their Buzz format
- Board Orientation – needed!, (Virtual) Off-Site,
- Bylaw Changes – needs to be annotated
- ECGC event was discussed

Finance Update, Presenter: Diann - Time Allotted: 10

- Cash Report
- Need the finance committee back underway – Need Finance Officer

Discussions:

- David reappointed to board for 3 years – voted into temporary position as Treasurer officer (passed unopposed)
- Officer Elections due – Treasurer (see below), Secretary, Chair
- Dustin has offered to do a meeting with the board to go over protocols and procedures – Trent to contact
- Renee asked for a number of documents – started conversation about recovery procedures and plans
 - Started using Office 365 for documents
 - using ZOHO for CRM
- Board is requesting an account management plan and account recovery plan. Board is asking staff to provide documents containing passwords, minutes, historic data, ongoing projects and business relations, services used, companies working with, etc. (the bus insurance). Lucien is asking for the CRM information. Kate mentions Zoho, as our CRM.
- Use of Slack, Microsoft Document system, etc. is discussed. Board likes to have access to these shared documents.
- Director, Kate, is asked to provide these documents and where they will be placed at by the next meeting. This has been asked as high priority item.
- Committees need to be formed and their members need to be selected. Trent, Lucy and Farhad will work on this task.

Action items	Person responsible	Deadline
Kate to deliver an account management plan and account recovery plan.	Kate (via Tristan)	Next Mtg
Trent to reach out to Dustin for orientation	Trent	

Votes

- Farhad moves to accept David Stelzer as the new board member, Trent seconds and it's voted unanimously
- Trent moves to appoint David Stelzer as interim authority over organization's financials until the Board appoints a new treasurer, Renee seconds and it's voted unanimously

Farhad motions to adjourn meeting. Lucy seconds.

Meeting adjourned at 13:18pm PT