

## **FINAL Minutes for IGDA Board Meeting 18 April 2013**

Present: Brian, Dustin, Ed, Luke, Sheri, Tom

Staff: Diann, Kate, Nick, Tristin

Tardy:

Absent: Cordy

### **Brief Announcements**

- Next Board Meeting - 12 May 2013 at Offsite

Meeting called to order at 13:06 CT

Review previous meeting minutes.

Sheri moves to approve minutes for 21 March meeting, Dustin seconds. Motion passed, 4 approved, Tom and Luke abstained.

### **Executive Director Update**

- Kate was in Estonia and Finland last week at the invitation of a company in Estonia to help launch IGDA Estonia chapter with a series of talks, selection of officers, and folks came over from IGDA Finland as well for support.
- Visited some companies in Finland and went to IGDA Finland meeting that had over 400 people.
- GDC items have quieted down; Kate did a follow-up blog post about IGDA Event policy based on the feedback we heard from the membership because they wanted more networking events where they can talk to people versus 'classic' parties.
- The blog post got a lot of good responses from it.
- Kate has been ramping up getting more partners in order to provide more tangible benefits. Two book publishers have joined as partners Pearson and Taylor and Francis which are both offering discounts. Pearson has even set up it's own 'store front' for IGDA members.
- Kate has also been talking with vendors who are knowledgeable about setting up store fronts to help game developers create merchandise for their games. This may include a discount on the setup and a % of fees coming back to the IGDA.
- Studio memberships are being shored up with infrastructure to make sure studio renewal notices are being setup and to confirm those who are in process.
- Events - IGDA Summit the plan is to launch the Call for Proposals tomorrow; Tristin is working on a web form to collect information; in touch with Casual Connect to update the website there; Cat has updated the Summit logo to account for 2013.
- CfP for Summit has not set defined tracks but suggested themes and once the CfP comes in we'll work on creating tracks as it shows what is popular.
- Kate wants the Board to think about potential keynote speakers or topics and send it to Kate and Tristin.
- E3 - We had two soft commitments for sponsors and are working to see if they'll be confirmed; Ed offered to help talk with one of the companies to help secure the funding.

- Figueroa is tentatively held for Wednesday and outlines the base costs based on what last year is in case we can secure sponsorships.
- IGDA Membership as a credential for E3 has now been secured and members are starting to use that to register.
- We are working on securing passes for the various events for E3 for IGDA Scholars.
- Kate is working to try and secure Scholar passes for GDC Europe.
- Tristin and Kate are working on shoring up infrastructure and processes for Chapters and SIGs with Luke and Sheri helping on those fronts as well.
- Will be working to clean up the requirements for what constitutes a Chapter or SIG and help work them through the process to become full chartered/formalized chapters.
- Tom talked about reaching out to Studio Affiliates to see about them helping with the E3 party.
- Dustin thanked Kate for the update, her hard work, and her continued leadership.

#### Officer Elections

- The board needs to elect officers due to the election being completed.
- We need to fill three positions at this time, the fourth position serves a one-year term from the time they take the seat and that generally happens about 6 months into the terms for the other positions. Brian took that position in August at our last offsite.
- Dustin nominated himself to continue in the position as Chair. No one else was nominated.
- Dustin nominated Ed for Treasurer and this was pending his acceptance; Ed accepts. No one else was nominated.
- Sheri nominated herself to continue in the position as Secretary. No one else was nominated.

The board unanimously elected Dustin as Chair of the Board of Directors.

The board unanimously elected Sheri as Secretary of the Board of Directors.

The board unanimously elected Ed as Treasurer of the Board of Directors.

#### Financial Update

- We have \$150K in the bank which is the good news; the bad news is that we're about to spend a lot of that money.
- March: We brought in about \$5,000 less in membership income than we budgeted. Membership income is spread over a year or more so this doesn't reflect as on cash basis. Lifetime members get spread over 10 years so even though we have their cash in the bank it won't show up in the current spreadsheets.
- No sponsors were brought in for our party or VIP luncheon so we didn't have money coming in to cover those expenses.
- We do show a bunch of money coming in for the GUR SIG Summit that we had expected earlier but we'll have expenses going out for them. So it shows up on our books in the budget (which helped for this month) but is kept separate for them to spend and bring in.
- Bottom line was we had \$20k less income than expected but also didn't spend as much

money as we had budgeted for expenses, e.g. the party, website, etc.

- So in the end we came in pretty close to where we budgeted for the month but in the next month we'll see stuff going out like the GUR SIG Summit expenses/reimbursements we're going to be sending out. We'll also be catching up on expenses as we work to spend money on the website.
- Year to date we'll be quite ahead of where we're supposed to be but as all the expenses come in we'll be looking worse in April but it won't end up that way by year end if we continue as planned on the budget.
- We have the cushion but Ed hopes we're going to not use it and that we'll hopefully make money during ECGC, E3, and Summit.
- Tom asked about having the accrual and cash basis budgets that he had asked Diann to do as treasurer. He asked if that was not being done anymore and if it wasn't could we have it done for the next meeting.
- Ed talked about the only thing really spreaded out is the membership income and what he had when he came on. Tom talked about other issues that had come up through that.
- Diann talked about how we had a cash report for each month and could send that out. Ed said he'd work with Nick and Diann to provide more visibility.

#### IGDA Website Contract

- In the last call we specified that we had \$50,000 in the budget to work on the new website.
- The board approved spending that money and working with our preferred vendor.
- The vendor delivered a new and updated proposal based on our budget that was presented to the EC.
- The discussion has begun on having a project manager that was paid to oversee the website project and overseeing the work with the vendor to make sure things go more smoothly than in past attempts at redoing the website since that was the goal from the beginning of the website project.
- The EC needs to look into approving the contract with our preferred vendor. Dustin is happy to send the proposed contract to the new board members to get them up to speed if they want.
- We also need to look into suggestions for project managers who can be engaged to oversee the web project.
- Kate has said she is happy to oversee the PM for the website project but it'll be helpful to know ASAP what the budget is and the lead time on securing the PM.
- Ed asked about looking at a volunteer first.
- Dustin said he would love a volunteer but would prefer we pay someone. Brian said he disagreed with Dustin and would prefer to pay someone as that's been the failings in the past.
- Ed's concern was that we don't have the funds for this based on the current budget for this based on rough estimates for hiring someone.
- Dustin knows that we're working with a very professional developer and hopes it will turn out easier than we think.

- Ed mentioned we are coming up on May and almost halfway through the year. Kate said that's why she's asking what the parameters are so she can start finding someone ASAP. If she is going to manage someone to get this done then it's going to get done but she needs the potential budget for a PM so she can talk to them with details.
- Sheri talked about how she had mentioned she was available to volunteer for this since she had run website projects before but the movement on the list was that we had to have a paid person.
- Sheri said if we are insisting on a paid person then we just need to take the volunteer option off the table. If we're opening up Ed's option to have a volunteer we need to decide that.
- Luke mentioned the need to have a person who is invested in this project and so if it's someone like Sheri then it may go better. Ed mentioned we're trying to get stuff of Sheri's plate not add more. Luke mentioned if it was someone like Sheri he'd be OK with going in the volunteer direction.
- Tom mentioned Luke and also getting someone in for 10% of the contract price if we were going to pay someone. Tom talked about the lack of oversight in the past that has killed/hurt the projects in the past.
- Dustin said if they have any thoughts on this to please share them on the mailing list.

#### Global Game Jam:

- Dustin attended a meeting at GDC with the other board members.
- The IGDA has a seat on their board of directors.
- The GGJ folks would like someone to fill that seat and offer advice and help organizing the jam.
- Dustin has been holding that position and is not interested in continuing that capacity and he has told the GGJ folks that.
- Being a board member for Global Game Jam is similar to the IGDA but without the fiduciary responsibility.
- Dustin wanted to know if there was a board member interested in taking this seat and attending the board meetings.
- Sheri talked about how the conversation at GDC (during the informal board meeting) was that Sheri would take that on and that is the assumption the GGJ is under.
- Dustin took Sheri's comments as her notification to take that on. Luke would be happy to take it if Sheri was only doing it to jump on the grenade.
- Sheri talked about how and why she was offering to do it and Ed mentioned he didn't want to share Sheri and wanted all her time for the IGDA.

The board voted to appoint Sheri for the IGDA's seat on the Global Game Jam board of directors. 5 in favor, 1 opposed.

#### Board Offsite

- Talked about how most people have responded and Sheri is just waiting on a couple

people to help figure out logistics and food/room issues.

- Everyone will be coming from the board except for Cordy who is already booked for travelling through multiple places in April and May.
- Once Sheri has all the information in she'll be working with catering and putting together packets for everyone to let them know what is going on.
- Dustin thanked Kate, Sheri, and Ed on working to do all the research and planning.

#### ECGC Update

- Dustin updated on this for the new board members about the partnership where we're co-producing the event with Triangle Game Initiative and what we're managing versus what they are managing.
- Dustin is still hopeful that we'll garner about \$8-10k from the event for the IGDA
- Dustin talked about discounts for IGDA members and that Lifetime members are free.
- Dustin has some thoughts on us working with TGI and that it will probably happen again next year as they seem to be happy with what we've contributed.
- Epic Games is sponsoring the main conference party.
- There is a badge available for each board member if they'd like one and please let Dustin know.
- Dustin is really excited about it and thinks it will be a positive thing for the IGDA.
- Ed mentioned we have \$10K income in the budget marked for this and hopes that we'll bring that in.
- Ed asked about having something Board members could take and re-blast and Dustin said he'd work with Sheri and the MarComm group so we can craft that and get it out.
- Kate will be there but no other board members besides Dustin said they will be in attendance.

#### Review of Action Items:

- Send Keynote and Topic suggestions for IGDA Summit to Kate at [kate@igda.org](mailto:kate@igda.org) and Tristin at [tristin@igda.org](mailto:tristin@igda.org).
- Ed to help Kate work with one of the E3 soft commitments for sponsors.
- Dustin to send the website proposal to new board members.
- EC to approve the contract with the preferred website developer.
- Board and Kate to find a project manager to engage in overseeing the web project.
- Dustin asked people who have thoughts on the website project to please share them on the mailing list.
- Dustin to notify the GGJ organizing committee Sheri will be filling the seat on their board.
- Dustin to have a short call to transition stuff for GGJ to Sheri from their board and provide any documents as necessary.
- Ed to work with Nick and Diann to help provide more visibility and 'cash basis' type reports each month.
- Brian to respond to the check-in email; Dustin and Brian to respond to the feather free room email; Dustin to send Sheri his itinerary once his flights are booked.
- Dustin to work with Sheri and the MarComm group to get basic info on ECGC out for

MarComm to craft blasts to put out and for board members to use.

- Board members asked to send out blasts about ECGC when it's ready to their networks.

Executive Session entered 14:11 CT

Exited Executive Session at 14:35 CT

Tom moves to adjourn meeting.

Ed seconds.

Meeting Adjourned 14:37 CT