

Final Minutes for IGDA Board Meeting 9/27/12

Present: Dustin, Sheri, Ed, Cordy, Wendy, Brian, Gordon

Staff: James, Diann

Tardy: Coray (1:58 PM)

Absent: Darius

Brief Announcements

- IGDA Finland is our first Formalized International Chapter
 - Put into place a non-profit organization
 - We have revenue sharing and license to use our IP
 - Working with Bohle company to create press release to announce this hopefully by end of next week
- Global Game Jam Contract executed
 - Have a contractual relationship now so they can operate more independently
 - Can share revenue from sold sponsorships
- Ed and Dustin meet with UBM
 - Ed and Dustin met with Meggan and Simon
 - Base summary was sent to the board list as we work to figure out the agreement for GDC 2013
 - Discussions will continue with UBM and the board to work things out
 - Big thank you to Ed and Dustin for meeting with UBM and working on the various parts of the agreement and relationship with UBM.
- Next Board Meeting: 10/25/2012 at 2pm EST

Meeting called to order at 1:08 pm CT

Review previous meeting minutes.

Brian moves to approve minutes, Dustin seconds. Passed unanimously.

Election of New Secretary

- Sheri was nominated for Secretary
- No one else was nominated for the position
- Sheri was voted in unanimously as Secretary, effective immediately

Executive Search Group update

- Have had 1-2 interviews each week when available
- Interviewed about 6 people so far with more to interview shortly
- Have a couple people we like and ideally will have 2-3 names to put forth to the Board to consider
- Job posting up on the IGDA website this week; it was already on the aggregators
- If you have additional suggestions please send them to the group ASAP so we can take a look at them.

Membership Group Update

- Started working on getting auto-renewal up on the website with iMIS, should have more on this early next week from Talley
- Started working on membership emails including “Thank you for joining”, “You’re about to expire,” and “please come back emails.”
- Also preparing tests for membership emails to people who’ve never been a member before but have been a part of our website or events to see about getting them to join
- Working on getting the membership card designs finalized to add in a change from our sponsor NVIDIA as well as the membership team’s request plus trying to make them printer friendly

Employment Contract Group Update

- Group meeting generally weekly
- Putting together a broad framework to send out to the Board and ~10 advisors to get feedback from with a variety of sources (employees, contractors, CEOs, etc.)
- Structure includes 10 categories with 5 points you can get for each category
- Scoring on a contract goes anywhere from 0-50
- Knowing what you’re getting into is the most important thing, e.g. if they mention that they have overtime and don’t pay for it that’s more points than not mentioning any overtime policy at all
- Deadline will be included on feedback
- Next big step after this is working with studios to get launch partners
- Ed said he’d love to do this with Airtight Games

Amazon Update

- Ed is talking to Tom about the Amazon contract
- The Seattle Times asked us to comment on the current state of Amazon contract and terms and conditions
- This is a good chance to follow-up on past advocacy efforts and see if Amazon has done better or takes the opportunity to do better
- Ed is taking the lead on this; Wendy or Sheri will help with the writing

Staffing Group Update

- The staffing group is a box that catches the majority of the loose ends as it relates to the general day-to-day operations, staff management, talley management, etc.
- Continues some of the stuff that Dustin had been doing with the staff but broadens to include groups like the newsletter team and the scholars group
- Newsletter team is doing a great job, Scholars group talking regularly
- We’re holding steady, fulfilling our partner agreements more consistently now and that’s making our partners happy
- Dustin wanted to ask the other groups if the allocation of time was appropriate in regards to James’ time supporting the other groups (Yes from website, yes from membership, no one else spoke up needing more time)

Website Group Update

- Have three responses to the RFP for the website redesign
- The responses look strong and understanding of what we need
- Optimistic we'll have a really good partner at the end
- Timeline is mid-to-end of October for closing the RFP process - but this needs to be verified with Coray
- Ed requested some projections on costs since we'll be starting the budget process soon; Wendy said they are requesting cost estimates and in-kind donations and so they'll know more once they get close to selecting a vendor

Finance Discussion

- Overall August was a good month
- Came up a little short on revenue but spent less than we planned so it worked out ok
- Almost all of the shortfalls in memberships was budgeted in the studio membership area; but hopefully the items the membership team is doing will start helping bring in more overall membership
- Most of the savings in costs came from not having to pay for an Executive Director and an Education Connect item
- We're moving in the right direction but not having the SCRUM event will bring us back a bit.
- Need to keep an eye on the balance since memberships aren't done in true cash basis but part-accrual
- Will be starting budget soon
- Talked about how the board offsite went over with last minute flight purchases due to flight cancellations; we'll be reviewing the other costs to make sure all the charges were done properly
- Dustin confirmed the SCRUM event will not be happening

Review of Action Items

- Dustin to add Sheri to EC and appropriate lists
- Finance group to review final folio once we get it from the hotel
- Board to give feedback in a timely manner on fair employment agreement structure
- Wendy or Sheri to help Ed with Amazon thing
- Fair Employment group to talk with Ed about using Airtight Games as a launch studio partner
- Coray to verify projected costs and timeline for the website RFP process
- Dustin to follow-up with Jessica on reimbursement of Summit revenue and plans for next year
- Dustin and Ed to coordinate with Cordy on renewing Microsoft's membership
- Sheri to send out separate email with action items for the group
- Dustin to work on scheduling the rest of the monthly chats with board members that aren't scheduled yet

Executive Session entered 1:56 pm CT

Coray arrived at 1:58 pm CT

Exited Executive Session at 2:10 pm CT

Sheri moves to adjourn meeting.

Brian seconds.

Meeting Adjourned 02:12 pm CT.