# Executive Board Meeting Notes – January 8, 2024

* Attendance: Ross Cowman, Beth Damis, Chris Pramas, Rai Kong (late)
* Guest: Holly Chisa
* Agenda:
  + Check In (5min)
  + Announcements (5min) Banana is stepping down as our communication director. Ross will assume their duties in the meantime.
  + Commitment Check In (5min)
  + Committee Reports (15min)
  + EAT (Chris / Ross) - The EAT committee is requesting that we submit a step grant application to fund travel costs for a booth manager for the Tokyo Game Market (Shawn from lone shark games) - Annual Meeting Schedule
  + Large Enterprise (Ross)
  + Membership (Ross)
  + Legislative Update (10min) -
  + Election (5 min) Finalize returning candidates, election process
  + Communications Director (10min) - Proposal to not have Coms director (or anything that is operational) occupy a board seat and use that slot instead for another Member Category representative.
  + Design & Illustration Committee (10min)- Proposal for formation of Committee for Game Designers and Illustrators. Appointment of Beau Johnson as Chairperson of committee. Adoption of Playtest Northwest as a program of the TGA administered by this committee
  + Retail Committee Proposal for formation of Committee for Retail owners, proposal of appointment of Gabrielle (Olympic Cards and Comics) Kyndra Williams (Blue Highway Games), Tim to committee. Proposal to leave distributors out of this committee for now.
  + Bylaws - (10 min) vote for approval of bylaws
  + Paypal Account (10min) Proposal to use Paypal as our payment processor (who should have access? etc…)
  + 2024 Budget (10min) Proposal to draft a budget to hire some staff in the coming year
  + Commitment Review (5min)
* Holly Chisa
  + 3 AI bills – study will probably come out of that
  + Employer bills – mostly related to contract work: when is a person a contractor vs employee
  + Tax bills
  + Can help us book appointments for folks with legislatures for Day on the Hill
* Announcements
  + Banana is stepping down our communication director
  + Feb 1 is the date for Day on the Hill / Membership Meeting
* Committee Reports – Events and Trade
  + Can we submit a step-grant application for a booth manager for Tokyo Game Market (for Shane)
    - We are not eligible to do this at this time: we don’t export goods, have not been a non-profit long enough
* Committee Report – Large Enterprise
  + Waiting on second meeting to be held
* Committee Report - Membership
  + Did not meet this week
* Election
  + Feb 1 Election coming up
  + We have not yet actively solicited for others to throw their hats in
  + Beth will likely step down / Chris undecided / Rai
  + Need to post in Slack to general membership and others that are interested and let them know we are having elections for board members
  + Create a form where they can submit their info
    - Ross will propose some form fields
  + Nominations due on Jan 18
    - Ross: will put out announcement on January 9
  + Send out ballots on 22nd
  + Announce on February 1
  + Proposal:
    - Ross will put together ballot announcement and process on January 9
    - Nominations due on January 19
    - Electronic ballots on January 22
    - Take votes through January 29
    - Announce on February 1
    - Proposal passed.
* Communications Director role
  + Does it make sense to have this person on the board?
  + We have lost two folks in this role already
  + Responsibilities of the role so far:
    - Newsletter
    - Social Media accounts
    - How to prepare a presentation for legislators
  + After much discussion, proposal withdrawn
* Design and Illustration Committee
  + Proposal to create a committee to represent folks that are doing the creative work of making games
  + Hobbyists would fall under this category
  + Beau Johnson is willing to chair committee
  + Proposal passed.
* Retail Committee
  + Proposal of a committee for retail owners
  + Proposal of appointment of Gabrielle (Olympic Cards and Comics) Kyndra Williams (Blue Highway Games), Tim (Around the Table Games) to committee.
  + Proposal to leave distributors out of this committee for now.
  + Would 3rd party logistics members fit in this committee? No.
  + Proposal passed.
* Approval of by-laws
  + Need to change membership meeting time in bylaws (Ross to change)
  + Unanimously approved.
  + Needs to be turned into a PDF
  + President and Secretary to sign
  + Rai to create a PDF and sign, then send to Ross
* Paypal
  + Proposal to use Paypal over Zeffy
  + Signers on the bank account should be on the account (President/Vice-President)
  + Treasurer to have access for reports
* Budget for Staff
  + Put together a budget for the coming year
  + Example hire: administrative assistant
  + Do not have membership fee schedule finalized yet
* Committement Review
  + Rai to create a by-laws PDF and sign, then send to Ross
  + Ross will put together ballot announcement and process on January 9
  + Ross to change membership meeting time in bylaws
* Meeting adjourned 6:04pm.

\*Budget for staff topic pushed to next week.

[1.8.24 – rtk]

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