



April 11th, 2021: 1:00 – 3:00 P.M.

Location: Virtual (via Zoom):

Future Society of Central Oklahoma is inviting you to a scheduled Zoom meeting.

Topic: FSCOK Board Meeting

Time: Apr 11, 2021 01:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89135739985?pwd=c0lENkc2WnpzQkwYL0NlQ1NpM2Jrdz09>

Meeting ID: 891 3573 9985

Passcode: 550718

One tap mobile

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Dial by your location

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+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 891 3573 9985

Passcode: 550718

Find your local number: <https://us02web.zoom.us/u/kbRvjVEbLz>

Agenda (document to be made available at <http://www.fscok.org/2021-meeting-schedule/>):

1. Call to order
 - a. Time in:
 - b. Quorum:
2. Review and acceptance of 03/28/21 Meeting Minutes (see attachment).
 - a. Note: Some action item assignments from previous meetings are *not* included in this 4/11/21 meeting agenda. Additional follow-up/reporting being conducted on Green and Purple servers, as applicable, to be reported at future-dated board meeting(s).
3. Review and acceptance of FSCOK dba SoonerCon current asset inventory (as April 2021; **report** by Zac H. See attachments).
4. Finance Updates
 - a. **Report:** see attached April 2021 Financial Update doc (*prepared by Ken Chalker, Treasurer*)
 - i. Amazon Smile activity for April, if applicable:
 - b. **Report:** Current IRS items
 - i. 2020 tax filing period and applicable fees
 - i. Note: Ken emailed CPA (Ben Sanders) 01/22/21 with request for this info to begin process, stating no substantial income updates for 2020.
 - a. **Follow-up FOR ACTION:** FSCOK to compile all required items by 3/14/21 for Ken to send to Ben on 3/15/21.
 - i. Ken has been in contact with Ben and will follow-up on 3/29 for scheduling. Ken is collected paperwork from everyone and

notes that IRS has once again extended filing deadline. But will schedule with Ben ASAP. **Date scheduled/submitted:**

- c. **Report:** Status of establishing a cutoff date for refund requests, plus completing required communications and refund processing within this period.
 - i. **FOR ACTION:** Determine remaining needed processing resources (comms info, contacts lists etc. See 03/28/21 meeting's action items from Minutes for additional detail) to complete.
 - i. Note: Add EIN language to all donation-related emails: "The Future Society of Central Oklahoma dba SoonerCon is an exempt organization as described in Section 501(c)(3) of the Internal Revenue Code; EIN 81-2367202."
- d. **Report:** QuickBooks reconciliation/setup for bookkeeping (*project begun 01/24/21 by Chelsea Haldane for FSCOK finance special projects*)
 - i. **Discussion:** Contracting a bookkeeper for 2021 bookkeeping needs in lieu of Sec. of Finance (*if no one in place for this role by end of April 2021*).
 - i. What can we afford to pay monthly for this kind of service?
 - ii. **FOR ACTION:** QuickBooks 2021 accounting year setup with all applicable GLs (operations, fundraising/grants, admin, events, et al). Project complete-by date requested: 03/15/21. To be contracted to bookkeeper.
 - a. **Follow-up ACTION:** Zac to spearhead process setup, with report by 4/11/21. Get back-access to 2016-present financial persons and documents (Annette A., Jeanie B., Phillip G. (payment systems), James S.); Matthew A. has already forwarded to Ken from Google docs & other electronic items. Carmen to assist. Ken and Chelsea will continue to provide information from their end as requested.
 - b. **Discussion:** Review various quotes for bookkeeping services obtained by board members for 4/11/21 discussion, review and for planning next steps.
- e. **Discussion:** Organizational budgeting for Q2-Q4 2021 (Apr.- Dec. operating period)
 - i. Note: Budget needs include: D&O insurance, equipment insurance, storage, software/web, background checks, bookkeeping, SoonerCon 2022 event planning budgeting, FSCOK monthly operating expenses, etc.
 - i. **Follow-up Report:** Additional insurance quote information (various vendors/insurance types, by Chelsea H.)
 - ii. **FOR ACTION:** Complete full Q2-Q4 budget report for consideration/acceptance by **DATE**
 - i. Budgeting is for both FSCOK in 2021 & SoonerCon 2022 event (*for the 2021-2022 planning period*).
 - a. Note: Embassy Suites 2022 contract agreed revenue values:
 - i. Without attrition: \$12,000 (facility rental) + \$7500 (F&B) + \$41,630 (min. room night revenue) = \$61,130
 - ii. With attrition: \$12,000 (facility rental) + \$7500 (F&B) = \$19,500 + (\$35,385.50 – any rooms sold) = *Number cannot be compiled until all factors are in (one year from contracted event date for when room block link for 2022 available)
 - iii. Totals do not include service charge, taxes, add on AV or other fees.
 - iv. Embassy Suites 2020 addendum value (*applicable only in event of 2022 contract cancellation*): \$49,130.00

- v. Embassy Suites 2021 contract – cancelled pursuant to 11/16/20 letter of cancellation provided by Overman Legal Group to Embassy Suites management and legal; Embassy Suites completed notice of room block and event cancellation to room block customers 01/13/21. As of agenda publication date 1/14/21, no further correspondence to SoonerCon from Embassy Suites has been made regarding cancellation. Received confirmation and acceptance of contract cancellation from Embassy Legal counsel on 04/05/21; Aislinn confirmed via phone and email with Weston Watts that this matter is considered by all parties as resolved, with no collection action to be expected because force majeure reason for cancellation was accepted by all parties.
- 5. Fundraising Update
 - a. **Follow-up FOR ACTION:** Complete annual registration with OK Sec. State form for Charitable Fundraising
 - i. Note: Cost is \$65.00 for contributions exceeding \$10,000.00 OR \$15.00 for contributions that do not exceed \$10,000.00. [Required form for download.](#)
 - ii. To be completed by 03/15/21 by Treasurer; **as of 3/28, to be completed by [DATE OF KEN/BEN submitting taxes].**
 - a. Matthew A previously noted that there will be some back and forth mailings with the state and process will be protracted from initial submission date of filing.
 - ii. **FOR ACTION:** FSCOK will need to complete a second filing by 12/15/21 for 2022 fundraising year (this is the state’s annual filing deadline).
- 6. Schedule additional May through July 2021 FSCOK board of directors’ meetings.
 - a. Needed for completion of board-level business items ahead of August 2021 elections.
- 7. New Business
- 8. Adjourn
 - a. Time out:

Attendance:

Current FSCOK Board of Directors 2021 Meeting Schedule:

January 10th, 2021: 1 – 5 P.M. Location: Virtual via Zoom
January 24th, 2021: 1 – 3 P.M. Location: Virtual via Zoom
February 28th, 2021: 1 – 3 P.M. Location: Virtual via Zoom
March 28th, 2021: 2 – 4 P.M. Location: Virtual via Zoom
April 11th, 2021: 1 – 3 P.M. Location: Virtual via Zoom
August 8th, 2021: 1 – 5 P.M. Location: Virtual via Zoom
December 12th, 2021: 1 – 5 P.M. Location: Virtual via Zoom