

February 28th, 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: Feb 28, 2021 01:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84643251068?pwd=dDNVNFZ4Y0NVSEhsSFozTnovYk16UT09>

Meeting ID: 846 4325 1068

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

1. Call to order
 - a. Time in:
2. Review and acceptance of 01/24/21 Meeting Minutes (see attachment).
3. Review and acceptance of Member-At-Large board member resignation.
 - a. Kimber Chessmore provided notice of resignation from FSCOK Member-At-Large position via email 02/12/21 effective that day.
 - i. Ms. Chessmore additionally provided notice of resignation from SoonerCon Director of Finance committee staff volunteer role to convention chair, Matthew Alfred, via email 02/12/21 effective that day.
 - b. Note: Email acknowledgment sent in reply to these notices indicates the immediate conclusion of Ms. Chessmore's business roles for the organization as requested, and commencement of applicable administrative winddown actions necessary for continued business operations.
4. Call for nominations to fill vacant FSCOK board Member-At-Large position.
 - a. Note: Term of service is February 28, 2021, through August 8, 2021.
 - b. See [By-laws](#) for reference of membership requirements/board service.
5. **Discussion:** Establishing administrative procedures for organization member entry/exit tasks.
 - a. **See attached Report:** Onboarding-Offboarding Systems Procedures_FSCOK_20210217.pdf (*Caleb Haldane, SoonerCon Director of IT & Software Development*)
 - i. Proposed procedure for new board or committee member entry: FSCOK board member or committee director will provide the contact information for the new member to



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FSCOK Volunteer Coordinator. The Volunteer Coordinator then works with Director of IT & Software Development to complete onboarding procedures as described.

ii. Proposed procedures for member exit:

- i. **For FSCOK board member resignation:** Board member shall provide written notice of resignation to FSCOK board of directors. The Secretary will provide this information for the resigned member to the FSCOK Volunteer Coordinator. The Volunteer Coordinator then works with Director of IT & Software Development to complete offboarding procedures as described in the Systems Procedures doc.

The FSCOK secretary will also file written notice of resignation and prepare board meeting agenda for acceptance of resignation (whereby opening this position on the board, to be filled per standard board election procedures in By-laws.).

- ii. **For FSCOK committee staff resignation:** Staff members are requested to notify their committee area director of their resignation from the committee. The committee area's director will provide notice of staff member resignation to committee chairperson and provide the information for the resigned member to FSCOK Volunteer Coordinator.

The Volunteer Coordinator then works with Director of IT & Software Development to complete offboarding procedures as described in the Systems Procedures doc.

Committee chairperson will notify FSCOK board of directors of staffing updates provided during regularly scheduled board meetings or committee work sessions, or at the written request of the board as needed and the chairperson may staff these positions upon vacancy.

6. **Discussion:** Establishing a nominating committee for FSCOK board position fulfillment
- a. Committee will serve on an annual basis.
 - b. Committee will be responsible for recruiting and interviewing board member candidates so that there is always a pool of fresh talent available from which to choose.
 - i. External applicants encouraged, in addition to internal network of talent and SoonerCon convention planning committee staff volunteers.
 - c. Nominating committee would be empowered to conduct exit interviews whenever board members exit the organization to inform its policy and staffing recommendations.
7. **Discussion:** Establishing a nonvoting Secretary of Finance board membership role.
- a. The FSCOK Secretary of Finance is a role overseen by the Treasurer and appointed by the FSCOK board of directors by a majority vote.
 - b. This role is responsible for:
 - i. Regular day to day accounting for FSCOK organization (*all ledgers*)
 - i. Give a receipt for all monies received for FSCOK and remit at once to the treasurer or deposit immediately in a bank approved by the executive board. Give a copy of the deposit slip to the treasurer.
 - ii. Keep an accurate record of all receipts and payment authorizations for the treasurer's financial records.
 - iii. Prepare all payment authorizations as approved by the treasurer (*amount threshold may be indicated here if executive committee authorization is desired for expenditures exceeding such a threshold*).
 - ii. Reporting:

- i. Prepare and present a *Financial Secretary's Report* at scheduled FSCOK board meetings and at other times when requested. The report must include an accurate record of all receipts, deposits and authorizations for payment.
- ii. Report all funds deposited to the treasurer. These totals shall be included in the Annual Financial Report to the membership association.
- iii. Perform such other duties as may be delegated to the financial secretary by the president or treasurer.
- iv. The treasurer and the finance secretary work jointly to plan, prepare and oversee all financial transactions, related accounting, and post-operations reporting for FSCOK-sponsored events.
 - i. The event planning committee chair will routinely recommend and provide event budget reports, purchase orders, cost-savings measures, etc. related to all aspects of event's operations.
 - ii. The treasurer and/or finance secretary may designate members who may conduct purchases for event operations. Purchase orders with receipts must be retained on file for annual reporting.
 - iii. Note: The Secretary of Finance and/or the FSCOK Treasurer would be the persons responsible at events, such as SoonerCon, for taking large deposits of cash to the bank as needed.
 - a. Both the Secretary of Finance and the FSCOK Treasurer must be versed/trainable in different software systems, such as QuickBooks Online, EventBrite, PayPal, and Square.

8. Finance Updates

- a. **FOR ACTION:** SoonerCon transfer of bank account authorized users to applicable 2021 officers; closure of business savings account (from 01/24/21 action item)
 - i. Current signatories are Carmen Bryan, Kimber Chessmore, and Ken Chalker.
 - i. Carmen has company checkbook; Kimber and Ken have debit cards; Ken also has a company checkbook.
 - ii. Schedule appointment with Bank of Oklahoma to remove Kimber Chessmore from accounts; add applicable FSCOK finance person.
- b. **Report:** "Reboot Norman: City of Norman Small Business & Non-Profit Relief" grant payment status
 - i. Submitted application in Dec. 2020; Treasurer received notice of receipt of FSCOK's application 01/13/20 in email reply from awarding agency; received letter of grant award approval (dated 01/15/21) from City Manager's office.
 - i. As of publication, no payment received and awaiting this information to complete public announcement/news release.
 - ii. **FOR ACTION:** Finance to create "Foundation/Grants" GL in Quickbooks for accounting grant funds received/used. Must complete ahead of depositing check.
- c. **Report: see attached Financial Update doc (prepared by Ken Chalker, Treasurer)**
 - i. Note: Planned/Committed expenditures:
 - i. Embassy Suites 2022 contract agreed revenue values:
 - a. Without attrition: \$12,000 (facility rental) + \$7500 (F&B) + \$41,630 (min. room night revenue) = \$61,130
 - b. 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)
 - c. Totals do not include service charge, taxes, add on AV or other fees.
 - d. Embassy Suites 2020 addendum value (*applicable only in event of 2022 contract cancellation*): \$49,130.00

- e. 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. As of 02/17/21, no additional communications received.
 - d. **Discussion:** Current IRS items
 - i. 2020 tax filing period and applicable fees
 - ii. **FOR ACTION:** Zac notes that 2020 newly purchased equipment will need to be added to assets list, as well as add 2020 year's depreciation information. Due by 03/31/21; Carmen will email Zac master list. Zac/Ken/Matthew A. to work this action item for completion ahead of tax filing deadline (05/15/21).
 - a. Zac to report for acceptance on 04/11/21 meeting; must deliver full tax prep docs to designated CPA by 04/15/21 for timely prep and filing.
 - e. **Discussion:** Organizational budgeting for Q1 2021 (Jan.-Mar. operating period)
 - i. Note: Budget needs include: D&O insurance, equipment insurance, SoonerCon 2022 event planning budgeting, FSCOK monthly operating expenses, etc.
 - ii. **FOR ACTION:** Complete full Q2-Q4 budget report for consideration/acceptance by 03/21/21
 - iii. **Report:** Status of Quickbooks reconciliation (*project begun 01/24/21 by Chelsea Haldane for FSCOK finance special projects*)
 - i. **FOR ACTION:** Quickbooks 2021 accounting year setup with all applicable GLs (operations, fundraising/grants, admin, events, et al)
 - a. Complete by date: 03/15/21
9. Fundraising Update
 - a. **Report:** CPA consultations regarding organizational solvency & fundraising capabilities
 - i. **See attached Secretary's report** from 02/13/21 consultation with Sue Morrison, CPA.
 - b. **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 Treasurer at the same time taxes are filed (*as recommended by CPA*).
 - c. **Discussion:** 2021 fundraising campaign ideas
 - i. Campaign to launch late Q1/early Q2, as soon as possible.
 - ii. **Report and Discussion:** Fundraising software resources (*provided by Phillip Grimes, SoonerCon Director of Marketing*). See attached report.
 - d. **Discussion:** Tracking donors/donor management
 - i. Must retain donor contact information for IRS/state reporting as needed, in addition to managing thank yous and future outreach to donor base.
10. Operations Update
 - a. **Report:** Storage unit(s) consolidation to single unit completed 01/30/21.
11. Volunteer Update
 - a. **Report:** Clockify onboarding for FSCOK board members and SoonerCon directors and chairperson



- i. Note: All committee members or volunteers working on fundraising will need to log volunteer hours for fundraising campaign time.

12. New Business

13. 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 21st, 2021: 1 – 3 P.M. Location: Virtual via Zoom
April 11th, 2021: 1 – 5 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