



March 28th, 2021: 2:00 – 4:00 P.M.

Location: Virtual (via Zoom):

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

Topic: FSCOK Board Meeting

Time: Mar 28, 2021 02:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85763363672?pwd=R1hhTHE4K0hacONTQXNjZWZ09>

Meeting ID: 857 6336 3672

Passcode: 280171

One tap mobile

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Find your local number: <https://us02web.zoom.us/j/85763363672>

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 02/28/21 Meeting Minutes (see attachment).
3. Review and Acceptance of signed Conflict of Interest Form from FSCOK Board officer Chelsea Haldane.
4. Communications Updates
 - a. FSCOK Facebook page updates
 - b. **Report**: Media coverage (OU TV)
 - c. **Discussion**: News release/social media post about grant award
 - i. Needs to be sensitive of community orgs that did not receive funds, as well as consistent with Fundraising messaging.
 - d. **FOR ACTION**: SoonerCon website update in Cancellation Info/FAQ (Gov's removal of capacity restriction on 03/12/21 per executive order below:
 - i. <https://www.ok.gov/okdocc/documents/2021-07%20Executive%20Order.pdf>
 - ii. Aislinn completed draft updates for this on 03/12/21.
5. 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; Ken has debit cards and checkbook.

- ii. Schedule appointment with Bank of Oklahoma to remove Kimber Chessmore from accounts; add applicable FSCOK finance person.
 - i. **Follow-up FOR ACTION:** To be completed by Ken and Carmen ASAP to remove Ms. Chessmore from account. Matthew A. has her debit card in hand. Matthew notes that Ken can remove her account access from bank account online in the interim. Matthew will work Caleb following this meeting to complete the offboarding process to remove Kimber from email accounts; note that security verification for the bank will text Carmen. Ken has the required banking letter to complete removal from bank accounts.
- b. **Report:** "Reboot Norman: City of Norman Small Business & Non-Profit Relief" grant 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. On 2/24/21, Aislinn picked up check from City of Norman and provided to Ken.
 - i. **FOR ACTION:** Ken will deposit in bank.
 - a. Amount awarded: \$10,000.00
 - ii. **FOR ACTION:** Communicating grant award to the general public. See previous discussion.
 - c. **Report:** see attached **March 2021 Financial Update** doc (*prepared by Ken Chalker, Treasurer*)
 - d. **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.
 - b. **Follow-up FOR ACTION:** All volunteer hours for 2020 to be turned in to Savannah by 3/7/21 for her to complete report to send to IRS for CPA.
 - 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. **FOR ACTION:** Establish a cutoff date for refund requests, and complete required communications and refund processing within this period.
 - i. Multiple email communications have been previously sent to eligible persons since initiating refunds. CPA recommends a 90-day period for attempting outreach to process these, then the funds may be retained as donation.
 - i. 90 days from 03/28/21 is Saturday, June 26, 2021.
 - ii. Establish Quickbooks GL for these specific donation types (for 2021 tax accounting + completing donor tax receipt emails for these).
 - b. Proposed communications process: 1. Wait on email round 1 week (expired 3/7), 2. Make phone call outreach for all we have this contact after that time, 3. Send final notice for those we couldn't get in touch with, "Final reminder, if no contact by ___[date], then we thank you for donation," style.

