

MEETING MINUTES

January 24th, 2021: 1:00 – 2:00 P.M.

Location: Virtual (via Zoom):

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

Topic: FSCOK Board Meeting

Time: Jan 24, 2021 01:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83113283271>

Meeting ID: 831 1328 3271

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

1. Call to order (Carmen)
 - a. Time in: 1:08 p.m.
2. Review and Approval of 01/10/21 Meeting Minutes (see attachment)
 - a. Discussion: Previously reviewed via email; no revisions.
 - b. Ken motions for approval of minutes; Aislinn second
 - c. Vote called: Ayes – 4 (Zac, Carmen, Aislinn, Ken) Abstain – 1 (Kimber); no nays; vote carries approving document as written.
3. Review and Acceptance of signed Conflict of Interest Forms from FSCOK Board officers
 - a. Distributed electronically on 01/14/21
 - i. **Discussion** re: Aislinn and Carmen being spouses was previously conducting regarding potential conflict of interest at 01/10/21 meeting and resolved as not being at issue. Each recorded this information on their form submissions for this current period of board service.
 - b. **FOR ACTION:** Complete review and acceptance discussion by email.
 - i. Email action was conducted January 24, 2021, including motion for acceptance made during 01/24/21 Zoom meeting session:
 1. For Carmen Bryan, President (accept or reject) – 5 ACCEPT
 2. For Zac Hallows, Vice President (accept or reject) – 4 ACCEPT, 1 ABSTAIN (Zac)
 3. For Ken Chalker, Treasurer (accept or reject) – 4 ACCEPT, 1 ABSTAIN (Ken)
 4. For Aislinn Burrows, Secretary (accept or reject) – 5 ACCEPT
 5. For Kimber Chessmore, Member-At-Large (accept or reject) – 5 ACCEPT



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- ii. Motion for acceptance carries for all five board member form submissions and these Conflict of Interest forms will be retained on file.
4. **Discussion:** SoonerCon 2021 event cancellation status (Committee Convention Chair, Directors report)
 - a. Resolved action items: Communication of cancellation to public (published on SoonerCon's website and social media channels 01/16/21); Phillip completed forms for refund requests (reviewed/approved as-is by Ken and Matthew A.); Amber and Aislinn reviewed and edited refund email; SoonerCon website updated (by Amber/Phillip/Caleb) to reflect current cancellation status and evergreen convention information.
 - b. New action items: Complete refund email edit with link to refund request form and its process; Send refund email to all applicable stakeholders where email information is available; Pull down Eventbrite lists and all Constant Contact lists for all stakeholders (to be reconciled by applicable committee staff, Con Chair, Dir. Comms, Dir. Marketing, FSCOK Treasurer)
 - i. Plan: Email out by Saturday, 01/30/21; complete listed action items Sunday, 01/31/21
 5. Finance Updates
 - a. **Report:** SoonerCon 2021 cancelled event refunds status
 - i. Only one refund request previously, which was not tied to event cancellation; no other refunds requested thus far following event cancellation announcement.
 - b. **Report:** "Reboot Norman: City of Norman Small Business & Non-Profit Relief" grant application 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.
 - ii. As of 01/24/21 – received letter of grant award approval (dated 01/15/21) from City Manager's office; requested W-9 be mailed to then send grant award to our org (grant award amount not determined).
 1. Ken mailed W-9 back per letter request on Saturday, 01/23/21; awaiting additional contact from City Manager office/grant award check; Ken emailed CPA Ben Sanders 01/22/21 to let him know about grant re: tax implications and awaiting reply (per advice in letter).
 2. **Discussion:** Why it's important to accept award via check versus PayPal, with consideration for taxable income.
 3. **Discussion:** Grant award communication to publics (press release, committee, etc.) once all award information is known, for immediate action by Comms team.
 - c. **Report:** SoonerCon transfer of bank account authorized users to applicable 2021 officers (from 1/10/21 action item)
 - i. Resolved 01/23/21; signatories are Carmen Bryan, Kimber Chessmore, and Ken Chalker.
 1. Carmen has company checkbook; Kimber and Ken have debit cards; Ken also has a company checkbook.
 - d. Financial **report:**
 - i. Account balances: See *Finance Report* attached.
 1. Checking: See *Finance Report* attached.
 2. Savings: See *Finance Report* attached.
 3. PayPal: See *Finance Report* attached.
 4. Other: See *Finance Report* attached.
 - ii. Payables: See *Finance Report* attached
 1. Monthly operating expenses for February 2021: See *Finance Report* attached
 - a. **FOR ACTION:** Master list of cancelled 2021 SoonerCon event refunds will be maintained by Ken as refunds are issued.
 2. Planned/Committed expenditures:
 - a. Embassy Suites 2022 contract agreed revenue values:



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additional examples of similar fundraising efforts conducted by Hero Forge, Reaper Minis, and Commonsplace Game Café.

- a. Through the discussion, a fundraiser with existing SoonerCon swag item inventory and custom artworks (request donation of time/piece from 10 or so artists) was suggested for consideration.
 2. **FOR ACTION:** Ken to email Ben Sanders, CPA, with follow-up questions. These include Amazon Smile donation accounting information, accepting Facebook birthday fundraisers, and conducting dedicated fundraising events toward FSCOK monthly ops expenses for now through July 2022; Sales tax collection (as applicable); Determining Ben's current retainer fee for completing FSCOK accounting tasks following Q1
 - a. Need this CPA reply regarding various fundraising questions by early February at the latest.
 - h. **Discussion:** Organizational budgeting for Q1 2021 (*Jan.-Mar. operating period*)
 - i. \$1105.29 is required for three months operations (Q1 2021). See attached *Finance Report*.
 - i. **For Action:** Quickbooks 2021 accounting year setup
 - i. Complete by date: 03-15-21
 1. Resources needed: All bank account statements, linked PayPal account.
 2. Note: Chelsea has 10 years' experience with Quickbooks from previous job.
 - a. Motion made by Aislinn to include Chelsea Haldane (from SoonerCon convention committee staff) as interim Finance team member to assist with project through end Q2 (June 2021). Carmen second; call for vote; 5 – Ayes, no abstentions nor nays
 - b. Motion carries, and Chelsea was added to this FSCOK team.
 3. Kimber recommended using MS Teams for setting meeting to resolve bookkeeping categories, etc. from listed. Caleb will help Kimber with settings for secure location.
 - a. Meeting to occur via MS Teams with Matthew A., Ken, Chelsea, Kimber to initiate this accounting reconciliation project, with report to FSCOK on project's status expected by 02-15-21 via Discord and/or email.
 - ii. **Discussion:** Problem: Quickbooks is pulling old transactional information from previous known accounts and is missing ledger categories; process to correct is fully manual. COVID-19 additionally presents safety and logistics issue for in-person meeting for Finance team members to use software and resolve.
 1. Question from Kimber: Q. What is version of software? A. Quickbooks online is the software and has two sign-ons: 1. Ms. Billye Kraus, (CPA with BK & Associates, PLLC; software service subscription donated by BK Talent Agency 01/10/21 for 2021 use by FSCOK), and 2. A single sign-on for an FSCOK user (Finance team members are designated users with this login information).
 - iii. **FOR ADDITIONAL ACTION:** Once Quickbooks is updated for Q1 2021, provide Q1 reporting to a designated CPA for review for continued advice on conducting fundraising for regular FSCOK operating expenses, SoonerCon 2022 event fundraising (including conversation about using trust funds collected toward event planning expenditures pre-event date), grant accounting, and other applicable accounting questions.
6. Operations Update
- a. **Discussion:** Storage units' consolidation; new vendor(s); additional storage locations
 - i. Zac **reports:** Saturday, 01/30/21, will be consolidation to single storage unit.

