



July 19th, 2021: 8:00 – 10:00 P.M.

Location: Virtual (via Zoom):

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

Topic: FSCOK Board Meeting

Time: Jul 19, 2021 08:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85874800930?pwd=Z2ZPZEJpWjIMWU9TdN5a1I5Qys2QT09>

Meeting ID: 858 7480 0930

Passcode: 686060

One tap mobile

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+12532158782,,85874800930#,,,,*686060# US (Tacoma)

Dial by your location

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+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

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+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 858 7480 0930

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

1. Call to order

- a. Time in:
- b. Quorum:

2. Finance Updates

- a. **Report:** Status of bookkeeping (2016-current period) with Precision Tax & Bookkeeping, LLC.
 - i. Lucy Thornburg, EA retained in May to conduct bookkeeping reconciliation and prepare 2021 budget reporting.
 - ii. **FOR FOLLOW-UP ACTION:** After finalized bookkeeping reconciliation: Complete D&O, liability, and property insurance quotes.
- b. **Report:** see attached July 2021 Financial Update doc (*prepared by Ken Chalker, Treasurer*)
- c. **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. Ken emailed a reply to Ben on May 07, 2021, requesting to file an extension for 2020 tax period (*nonprofit tax filing due 5/15 annually*).
 - ii. Extension approved by IRS per 05-31-21 notice CP211*; filing of December 2020 form 990 due by 11-15-2021.
 - a. Note: Aislinn replied to Ken's April 21 email on April 23 with information pertaining to information needed for 2020 filing; not a comprehensive detail for certain items, so additional information may be required.
- d. **Report:** Status of all refund requests (received and non-response), plus completing required communications and refund processing within this period.

- i. **FOR ACTION:** Add non-response donated funds to applicable Quickbooks (ask Lucy beforehand); add donor information to donor database; send tax receipts for donations
 - 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.”

- e. **Discussion:** Organizational budgeting for Q3-Q4 2021 (Jun.- 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. Informs what is needed for fundraising goal setting, too.
 - ii. **FOR ACTION:** Complete full Q2-Q4 budget report for consideration/acceptance by end August 2021.
 - 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.

- f. **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](#).
 - i. 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).

3. Fundraising Updates

- a. **Report:** June 2021 Auction Campaign results (*Matt Cavanaugh, Fundraising Committee Chair*)
 - i. **FOR ACTION:** Auction item in-person pickup dates set for 7/18 (Vanessa House) and 7/31 (Norman Central Library).
 - ii. **FOR ACTION:** Add donor information to donor database; send tax receipts for donations
- b. **Report:** Upcoming fundraising activities through 2021.
 - i. **FOR ACTION:** Budgeting for these fundraisers.
 - ii. **FOR ACTION:** Set goal amount for fall 2021 crowdfunding campaign.
- c. **FOR ACTION:** Establish formal donor database for FSCOK
- d. **Discussion:** Establishing gift acceptance policy regarding the donations of FSCOK staff who are facilitating fundraisers.
- e. **Discussion:** Applying for OG&E Grant
- f. **FOR ACTION:** Budgeting for SoonerCon mascot concept art rendering, finalization, trademark fees, etc. as applicable to launching mascot for marketing communications use alongside SC30 promotions, FSCOK fundraising, volunteer recruitment, et al.

4. SoonerCon 2022/SC30 Convention Updates

- a. **Discussion:** Proposed SC30 Con Comm meeting schedule (Matthew Alfred, SC30 Convention Chair)
 - i. Note: Initial convention planning committee meeting set for 07-31-2021 at Norman Central Library.
 - ii. **FOR ACTION:** Budgeting for facilitating these meetings.
- b. **FOR ACTION:** Complete and return 2022 event direct billing application
- c. **FOR ACTION:** Request service quote for event electrical and Wi-Fi charges (resuming action from late 2019 preparation request; will need to contact Jennifer Bradford at Embassy Suites for quoting). Quote information to be used to prepare various pricing tiers for 2022 event and all applicable communications.
- d. **FOR ACTION:** Review 2022 event contract regarding security requirements, contact hotel for any updated policies/forms required and obtain contact information for hotel's current preferred security vendor, and begin seeking quotes for event security services from preferred vendor as well as outside sources.

5. New Business

- a. **Discussion:** Conducting SoonerCon 2023 event and sourcing venue quotes.
- b. **Discussion:** Joining Norman Chamber of Commerce
- c. **Discussion:** August 2021 FSCOK board elections
 - i. **FOR ACTION at August 08, 2021, MEETING:** Set remainder 2021 FSCOK board meetings and post meeting date/time information on fscok.org website.

6. **FOR EMAIL ACTION:** Review and acceptance of 05/12/21 Meeting Minutes (*see attachment via email and complete review & responses by 07-18-2021*).

7. Adjourn

- a. Time out:

Attendance:

Current FSCOK Board of Directors 2021 Meeting Schedule:

July 11, 2021: 1—3 P.M. Location: Virtual via Zoom

August 8th, 2021: 1 – 5 P.M. Location: Virtual via Zoom; 2021-2022 board officer elections

December 12th, 2021: 1 – 5 P.M. Location: Virtual via Zoom