



August 8th, 2021: 1:00 – 5:00 P.M.

Location: Virtual (via Zoom):

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

Topic: FSCOK Board Meeting & 2021-2022 Officer Elections

Time: Aug 8, 2021 01:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85458358630?pwd=dnZHYmNscK93ZFhCQ0JlMGd1eE1pZz09>

Meeting ID: 854 5835 8630

Passcode: 903899

One tap mobile

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Meeting ID: 854 5835 8630

Passcode: 903899

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

1. Call to order

- a. Time in:
- b. Quorum:

2. Call for nominations for 2021-2022 FSCOK Board of Directors positions

- a. See attached *FSCOK-level Roles and Job Descriptions as of 08-02-2021.pdf* for job descriptions. Board members serve a one-year term beginning at the conclusion of this meeting.
 - i. Nominations for President:
 - ii. Nominations for Vice President:
 - iii. Nominations for Secretary:
 - iv. Nominations for Treasurer:
 - v. Nominations for Member-at-Large:

3. Votes for 2021-2022 FSCOK Board of Directors positions

- a. President:
 - i. Ayes – Nays – Abstentions
- b. Vice President:
 - i. Ayes – Nays – Abstentions
- c. Secretary:
 - i. Ayes – Nays – Abstentions
- d. Treasurer:
 - i. Ayes – Nays – Abstentions
- e. Member-at-Large:

i. Ayes – Nays – Abstentions

4. Review and acceptance of 07/19/21 meeting minutes.

5. Finance Updates

- a. **Report:** Current financials. See attached *August 2021 Financial Update* doc (prepared by Ken Chalker, Treasurer)
 - b. **FOR ACTION:** Generating PayPal invoices for all June 2021 auction winners whose items are to be shipped for shipping fees and managing these payments.
 - c. **Report:** Status of current IRS items
 - i. 2020 tax filing period and applicable fees
 - ii. 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*). Extension approved by IRS per 05-31-21 notice CP211*; filing of December 2020 form 990 due by 11-15-2021.
 - iii. 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
 - ii. 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. **Report and FOR FOLLOW-UP ACTION:** D&O, liability, and property insurance quotes.
6. **Discussion:** Organizational budgeting for August 2021 through August 2022 and SoonerCon Convention
- 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, informs what is needed for fundraising goal setting, etc.
 - ii. Documents For review and acceptance (prepared by Lucy Thornburg, Precision Tax & Bookkeeping, LLC):
 - i. 2016 to 2020 Balance Sheet by Year.pdf
 - ii. 2016 to 2020 Profit and Loss by Year.pdf
 - iii. 2020.12 Comparative Balance Sheet.pdf
 - iv. 2020.12 Comparative Income Statement.pdf
 - v. Budget Overview SoonerCon Year 2022 - FY22 P&L.pdf.
 - vi. Note: This document can be adjusted following budget requests completed in this meeting and those being sent to FSCOK's accountant to reproduce the report for the actual year's budget.
 - iii. Known new budgetary requests for 2021-2022:
 - i. 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.
 - ii. "Save SoonerCon" fundraising campaign promotions, facility fees, swag items, et al.

- iii. SoonerCon convention planning committee regular planning meeting location fees and hospitality services
- iv. Volunteer recruitment meeting(s) location fees and hospitality services
- v. Volunteer training meeting(s) location fees and hospitality services
- vi. Adobe CS software license for SoonerCon graphic design (*Cost is \$239.88 for the first year and goes up an additional \$120 after that*)
- vii. Nonprofit direct mailing campaign to targeted geographies promoting the return of SoonerCon.
- viii. Festivus 2021 event
- iv. **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. As of 8/4/21 emailing from hotel, current service charge rate is 25%. This fee is applicable to room rental fee, F&B, & AV services.
- b. **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 Chair of Fundraising committee and submitted by secretary. Treasurer will process application payment.
 - 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).

7. SoonerCon 2022/SC30 Convention & Volunteer Updates

- a. **Report:** 7/31/21 initial planning committee meeting results. (*Matthew Alfred, SC30 Convention Chair*)
- b. **Report:** Volunteer status update. (*Savannah Thomas, Chief of Volunteer Development*)
- c. **Discussion:** Proposed SC30 Con Comm meeting schedule. (*Matthew Alfred, SC30 Convention Chair*)
- d. **FOR ACTION:** Complete and return 2022 event direct billing application.
 - i. Ken advised that application was 90% complete for sending to hotel on 7/27/21.
- e. **FOR FOLLOW-UP ACTION:** Request service quote for event electrical and Wi-Fi charges (resuming action from late 2019 preparation request).
 - i. Quote information to be used to prepare various pricing tiers for 2022 event and all applicable communications.
 - ii. Matthew A. emailed Jennifer Bradford at Embassy Suites on 7/30/21.
- f. **FOR FOLLOW-UP 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.

- i. Matthew A. emailed Jennifer Bradford at Embassy Suites on 7/30/21.

8. Sponsorship & Grant Updates

- a. **Report:** Current sponsorship and grant requests (*Shay Griffith, Chief of Economic Development*)
 - i. Current grants being considered for application:
 - i. OG&E Foundation (*Applications are accepted year-round; however, funding decisions are made three times a year. Applications are evaluated during quarterly committee meetings based on the following dates: Oct. 1 - Jan. 31 (Committee Meeting in March), Feb. 1 - May 31 (Committee Meeting in July), and June 1 - Sept. 31 (Committee Meeting in November)*)
 - ii. Google Ad Grants
 - ii. Current sponsorships being sourced:
 - i. Fowler Automotive Group
 - ii. PayCom
 - iii. OCU eSports
 - iv. Cox Central Region (*applications for events held January – June 2022 will be accepted September 1 – September 30, 2021*)
 - v. Tetrapak
- b. **FOR ACTION:** Establish sponsorship and grant application calendar with application deadline info, sponsorship status, etc.

9. Fundraising Committee updates (*Matthew Cavanaugh, SoonerCon Fundraising Committee Chair*):

- a. **Report:** Upcoming fundraising activities through 2021.
 - i. **FOR ACTION:** Set goal amount for fall 2021 crowdfunding campaign.
- b. **FOR FOLLOW-UP ACTION:** Add donor information to donor database; send tax receipts for donations
 - i. Aislinn is currently working on this for the June auction participants as the baseline. Hope is to not have to purchase a donor database tool, if possible, and to build our own database. Aislinn (Matt, and Matthew as well) will get with Caleb to discuss requirements needed to assess.
- c. **FOR FOLLOW-UP ACTION:** Board to develop artist contract form for requesting creative work. Creative works can be crowdfunding items, con store items, advertising IP, etc.
 - i. Carmen conducted RFP research for this in July.

10. New Business

11. Adjourn

- a. Time out:

Attendance:

Current FSCOK Board of Directors 2021 Meeting Schedule:

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