



MEETING MINUTES

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

1. Call to order

- a. Time in: 8:05 p.m.
- b. Quorum: Carmen, Aislinn, Zac, Ken, Chelsea. Ken left meeting at 9:30 p.m.

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.
 - i. Ken: Believes everything has been setup in Quickbooks; Lucy sent reports
 - ii. Invoice received for \$3000.00; Lucy requests payment of \$1000.00 due by 8/1/21, with remainder balance due, "as you get started again," indicating she will accept payment in installments and FSCOK will not charged late fees. Ken completed writing out of initial check and will mail this week.
 - iii. **FOR ACTION:** Lucy requests a separate ledger for managing petty cash. We will need to request the format she needs this information in. Carmen and Ken will follow-up.
 - ii. **FOR FOLLOW-UP ACTION:** After finalized bookkeeping reconciliation: Complete D&O, liability, and property insurance quotes.
 - i. Chelsea will follow-up with insurance providers now that bookkeeping information is fully available; will contact Lucy for custom reporting as required.
- b. **Report:** see attached July 2021 Financial Update doc (*prepared by Ken Chalker, Treasurer*)
 - i. Report provided totals as of 7/10/21; current funds on hand: \$16,258.58
 - i. This total does not include funds held in trust for refunds.
 - ii. **FOR ACTION:** There is a discrepancy of \$200 on total accounting for 7/10/21 report.
- c. **Report:** Current IRS items



Future Society of Central Oklahoma

- 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.
 - b. **FOR ACTION:** Ken will reach out to Ben Sanders by 7/22/21 to follow-up on completing tax filing for 2020 filing.
- d. **Report:** Status of all refund requests (received and non-response), plus completing required communications and refund processing within this period.
 - i. **FOR ACTION:** During discussion of July finance report, Ken requested outreach be made to Friends of SoonerCon members with funds remaining in trust (not refunded as of 7/19 meeting) i.e. transaction amounts of \$100 or greater on Missing Refunds report. Zac concurs with this approach, but also stated that we have done our due diligence to complete refunds.
 - i. **Discussion:** Download contact information from Eventbrite, scrub to match Missing_Refunds as of 07-10-2021.pdf report for mining contact information to conduct this outreach. Eventbrite only has email contact information. Aislinn suggested that all refund requests that are in queue as of 7/19/21 meeting be processed, then by 7/31/21, no more refund processing.
 - ii. **Motion by Carmen:** Ken will complete any existing refund requests by 7/25, then on 7/26, begin email donation tax receipts for any remaining funds in trust (Aislinn will complete report prep for tax receipts alongside data provided by Ken and work with Amber on Constant Contact emailing to applicable recipients). Ken will transfer funds from trust to main ledger with Lucy assistance as needed. Motion seconded by Chelsea.
 - a. **VOTE:** Unanimous ayes, motion accepted.
 - ii. **FOR ACTION:** Matthew A. will process the Eventbrite donation of Ken Chalker's memberships 7/19/21.
 - iii. **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. \$30,474.08 spend with Embassy Suites in 2019
 - iii. Aislinn recommended budgeting be done at August meeting to allow time for refund processing, direct bill application, etc. to reconcile, as well as time for board members and committee chairpersons to be familiar with reports provided on 7/12/21 from Lucy.
 - 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.
 - b. **FOR ACTION:** Matt Cavanaugh to complete form by 7/31/21; he will need a firm number of all funds donated in 2021. Matthew A. advised previous filing used 990 information to complete form. Board members to assist Matt with any information requests to support completion.
 - 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. June online auction event was successful; raised \$3433.00 (June 21-27, 2021, period). There were costs incurred to conduct this event, so these must be pulled out to report fundraising total.
 - ii. To date, Matt reports total amount raised is \$4,800 raised (cost of \$272 to make this happen for advertising, supplies, software, et al) during various fundraising campaigns.

- iii. **FOR ACTION:** Auction item in-person pickup dates set for 7/18 (Vanessa House) and 7/31 (Norman Central Library).
 - i. 7/18 pickup conducted, everyone showed up except for one person and item will be delivered by Matt & Amber to donor. Next pickup is setup for 7/31 and all items are on track. Shipping process is also now happening. Donors will be sending the shipping cost via PayPal.
 - ii. Discussion of shipping process.
- iv. **FOR 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.
- b. **Report:** Upcoming fundraising activities through 2021.
 - i. Next big fundraiser is Kickstarter; may have one or two small events like a karaoke night or something similar. In-person events require prize support to generate fundraising revenue, and raffle items.
 - ii. Kickstarter will likely take some upfront funds to facilitate. Fundraising plan is to make this as cost neutral as possible.
 - iii. **FOR ACTION:** Budgeting for these fundraisers.
 - iv. **FOR ACTION:** Set goal amount for fall 2021 crowdfunding campaign.
 - i. **Note:** A long term goal is to fundraise enough to be one con year ahead in ideal terms.
- c. **FOR ACTION:** Establish formal donor database for FSCOK. See discussion above (A-iv).
- d. **Discussion:** Establishing gift acceptance policy regarding the donations of FSCOK staff who are facilitating fundraisers.
 - i. Aislinn introduced topic. Brian referenced his experience with his Friends of the NRA committee, where those members are allowed to participate in game and raffles the same as others. Amber noted similarly for Extra Life, where rules need to be in place ahead of fundraising events where volunteers who help with events aren't allowed to do that fundraiser (would need to make a direct donation otherwise).
 - ii. Recommend a disclaimer about volunteers participating in fundraising specific to each fundraising event per activity. This can extend to costume contest, mini painting contest, etc. (Caleb, Amber & Matt).
 - iii. Chelsea recommends that if persons are in leadership roles, they should recuse themselves because they are so public facing in their role.
 - iv. Matthew A. points out that this could be updated in the board's current financial policies to specifically include language for auctions, raffles, contests, etc.
 - i. Zac requests striking a balance between what counts as participating.
 - ii. Also need a "must be present to win" notice on certain fundraisers where applicable. If fundraiser doesn't require or isn't designed for in-person for prize, then this statement would not apply.
 - iii. Litmus test is, "do you have the chance to influence the outcome"
 - v. Caleb recommends online FAQ for this so we have a policy to point to. Make this resource available for people so they have quick access to know what our stance.
 - vi. **FOR ACTION:** Continue this discussion and develop these FAQ items in leadership server.
- e. **Discussion:** Applying for OG&E Grant
 - i. Matt confirmed per OG&E website that FSCOK. **FOR ACTION:** Aislinn will assist Matt and Shay to follow-up on completing this application.
 - ii. Amber notes that Miracle Con received \$1000 sponsorship from PayCom recently, as FYI.

- 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.
- g. **FOR ACTION:** Board to develop artist contract form for requesting creative work. Creative works can be crowdfunding items, con store items, advertising IP, etc.

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. Recommend that 7/31 meeting be conducted to see which team members show up to then complete full year's committee meeting scheduling to gauge interest.
 - i. A "last-call, it's game on," message needs to be conveyed for this meeting.
 - ii. Jeremiah recommends adding an urgent, "We need your help/house is on fire."
 - a. From Jeremiah in chat: "If we have any positions open, I think it would be wise to list them on the Facebook event. "Hey SoonerCon Fam, we are looking to fill these positions at the next committee meeting: Videographer, Cosplay Contest Member, etc.""
 - iii. Matthew asked if there is a con comm email list in Constant Contact. Savannah said that there is, but she would need to go through CC again to ensure the email list is updated. **FOR ACTION:** Matthew will update CC list and let Savannah know which items are updated so she can update her volunteer database forms as well.
 - iv. **FOR ACTION:** Matthew requests agenda items from directors ASAP for 7/31 meeting.
 - iii. **FOR ACTION:** Budgeting for facilitating these meetings.
 - i. Matthew will endeavour to find free space for meetings or very low-cost item and cover personally if not. Aislinn pointed out that it is not compulsory for the con chair role to pay for things out of pocket, and Zac agreed that this is cultural shift that is in place and needs to be maintained. There are funds in place to not put this costing on someone personally.
 - ii. Special events that are not FSCOK sanctioned are excepted.
- b. **FOR ACTION:** Complete and return 2022 event direct billing application
 - i. Ken is completing, requesting \$40k in total credit for 2022 event.
- 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. Matthew A. will complete this with support from Aislinn.
- 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. Matthew A. will complete this with support from Aislinn.

5. New Business

- a. **Discussion:** Conducting SoonerCon 2023 event and sourcing venue quotes.
 - i. Discussed shifting dates, location options, conflicting events, volunteer and pandemic burnout. Will move discussion to leadership server.
- b. **Discussion:** Joining Norman Chamber of Commerce
 - i. Carmen and Zac will complete application and request payment. Discussed that it's worthwhile networking opportunity. \$25 one-time fee, and \$140 annual membership fee billed monthly.
- c. **Discussion:** August 2021 FSCOK board elections



Future Society of Central Oklahoma

PO Box 950406; Oklahoma City OK 73195-0406

www.fscok.org

- i. **FOR ACTION at August 08, 2021, MEETING:** Set remainder 2021 FSCOK board meetings and post meeting date/time information on fscok.org website.
 - ii. Aislinn will not be staying on the board and has not been successful in sourcing alternate candidate; request for 8/8/21 meeting agenda items ASAP to post agenda and call for nominations. Aislinn to post Facebook meeting event as well.
 - d. Brian Scoles will be delivering check for 2021 Friends of NRA Banquet volunteering fundraiser at 7/31/21 con comm meeting.
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. Motion to adjourn Carmen, seconded by Zac. Vote: 4 ayes, 0 nays or abstentions.
 - b. Time out: 10:32 p.m.

Attendance: Carmen Bryan, Aislinn Burrows, Bill Thompson, Zac Hallows, Matthew Alfred, Daniel Grimes, Chelsea Haldane, Jeremiah Edwards, Brian Scoles, Caleb Haldane, Matt Cavanaugh, Amber Hanneken, Savannah Thomas, Ken Chalker

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