

**September 19th, 2021: 1:00 – 4:00 P.M.**

**Location: Virtual (via Google Meet):**

[FSCOK Board of Directors Meeting]

Saturday, September 18 · 1:00 – 4:00pm

Google Meet joining info

Video call link: <https://meet.google.com/peb-dbax-wsa>

Or dial: (US) +1 470-655-5139 PIN: 154 884 270#

More phone numbers: <https://tel.meet/peb-dbax-wsa?pin=7796595375750>

**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 position**

- 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 Member-at-Large:

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

- a. Member-at-Large:
  - i. Ayes – Nays – Abstentions

**4. Review and acceptance of 08/08/21 meeting minutes.**

**5. Vote and acceptance of Bylaws revisions/addendums proposals.**

**6. Finance Updates**

- a. **Report:** Current financials. See attached *August-September 2021 Financial Update doc (prepared by Matt Cavanaugh, Treasurer)*
  - i. **No financial report was provided prior to the scheduled meeting date.** The outgoing treasurer resigned on 8/8/21 via email prior to this meeting being convened.
  - ii. **A discussion occurred to have the incoming treasurer prepare an August 2021 financial report which will be provided to the board via email to conduct review and acceptance of that reporting.**
  - iii. **Report:** Status of current IRS items 2020 tax filing period and applicable fees
    - i. Note: Ken C. 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.
    - ii. **FOR ACTION:** As of 8/8/21, no action had been taken by previous treasurer on assembly of these items. Incoming treasurer will have to complete this packaging and send to Ben Sanders no later than Nov. 1, 2021, for Ben to complete
- b. **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."
    - ii. **Discussion** about resolving refund list; is it right; et al. Matthew A. noted that there is an ongoing discrepancy of \$120.00 in these funds that is not eligible for acceptance at this time and recommended that an auditing of these trust funds be conducted prior to moving funds in accounting.
      - i. Carmen motioned to accept remaining funds held in trust as donations at the conclusion of this meeting, and to begin the necessary accounting follow-up and audit review for reconciliation of these funds from revenue to donation from previous years' reporting, as well as to conduct donor thank-you and tax receipt distribution upon receipt of funds.
  - c. **Report and FOR FOLLOW-UP ACTION:** D&O, liability, and property insurance quotes.
    - i. **FOR ACTION:** Chelsea will obtain in-transit insurance quote for both trailer items and storage unit items (i.e., all FSCOK property). Amber asked about property insurance for the storage unit items once they leave storage and are at the con. Chelsea will also source quote on business/personal property to increase to \$15k, noting the current owned asset dollar amount, and increase minimum liability to \$2mil. Zac also notes that both he and Brian Scoles are considered professional drivers.
7. **FOR ACTION:** Complete full Q2-Q4 budget report for consideration/acceptance by end September 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).
8. **SoonerCon 2022/SC30 Convention & Volunteer Updates**
- a. **Report: Matthew Alfred**
  - b. **Report:** Volunteer status update. (*Savannah Thomas, Chief of Volunteer Development*)
  - c. **Discussion:** Proposed SC30 Con Comm meeting schedule. (*Matthew Alfred, SC30 Convention Chair*)

- i. **FOR ACTION:** Matthew A. will complete a definite September 2021-December 31, 2021, convention committee meeting schedule and a proposed January 1-July 31, 2022, by August 31, 2021 to the board.
- d. **FOR ACTION:** Complete and return 2022 event direct billing application.
- e. **FOR FOLLOW-UP ACTION:** Request service quote for event electrical and Wi-Fi charges (resuming action from late 2019 preparation request).
- f. **FOR FOLLOW-UP ACTION:** Begin seeking quotes for event security services from preferred vendor as well as outside sources.
  - i. Various directors will be reaching out to other security resources for quote information, including the off-duty police officer option, and report back. Known costs for this remain to be determined.

## 9. Sponsorship & Grant Updates

- a. **Report:** Current sponsorship and grant requests (*Shay Griffith, Chief of Economic Development*)
  - i. Current grants being considered for application:
    - i. Shay applied to the Resilia online microgrant on 8/5 and has received confirmation of receipt. Awaiting response to grant request, which should arrive within the month. Maximum grant amount is \$1000.00.
  - ii. Current sponsorships being sourced:
    - i. Shay emailed several of the 2019-2020 list, only OCU replied.
    - ii. Fowler Automotive Group
      - a. Chelsea and Shay working on getting POC in place for this.
    - iii. PayCom
    - iv. OCU eSports
      - a. Meeting set for Monday, 8/9 at 6:30p via Discord with Bill, Shay, Aislinn
    - v. Cox Central Region (*applications for events held January – June 2022 will be accepted September 1 – September 30, 2021*)
      - a. Shay will be working on this org's scholarship application with goal to complete app for review by end of the week.
    - vi. Tetrapak
      - a. Zac will source a POC for this org and work with Shay if this company is amenable to a sponsorship approach.
- b. **FOR ACTION:** Establish sponsorship and grant application calendar with application deadline info, sponsorship status, etc.

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

- a. **Report:** Upcoming fundraising activities through 2021.
- b. **FOR FOLLOW-UP ACTION:** Add donor information to donor database; send tax receipts for donations
- 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.
  - ii. As a note, Matt requests that FSCOK retain full rights to use these IP items in perpetuity. Example social media advertising, swag printing, etc. Also advises that it is preferred to use green swag items versus lots of plastics.

## 11. New Business

## 12. Adjourn

- a. Motion to adjourn made by:
- b. Time out:

**Attendance:**



**Current FSCOK Board of Directors 2021 Meeting Schedule:**

October 17th, 2021: 5 - 7 P.M. Location: Virtual via Google Meet

November 14, 2021: 5 - 7 P.M. Location: Virtual via Google Meet

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