

MEETING AGENDA

October 18th, 2021: 7:30 - 9:30 P.M.

Location: Virtual (via Google Meet):

FSCOK Board of Directors Meeting

When: Mon Oct 18, 2021 7:30pm – 9:30pm Central Time - Chicago

Join with Google Meet meet.google.com/ikg-gcdi-ehm

Join by phone: (US) +1 609-337-2713 (PIN: 932802843)

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

1. Call to order

- Time in:
- Quorum:

2. Review and acceptance of 09/18/21 and 10/04/21 meeting minutes.

3. Call for nominations for 2021-2022 FSCOK Board of Directors Secretary position

- a. Board members serve a one-year term beginning at the conclusion of this meeting through August 2022.
- Nominations for Secretary:

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

- a. Secretary:
- Ayes – Nays – Abstentions

5. Finance Updates

- a. **Report:** Current financials. See attached *October 2021 Financial Update* doc (prepared by Matt Cavanaugh, Treasurer)
- b. **For Follow-up Action & Report:** Status of Secretary of State fundraising document filings for 2021 and 2022 fundraising years with OK State.
- c. **Report:** Status of 2023 convention hotel request for quote and date setting (with Embassy Suites in Norman)
- **For Follow-up Action:** Schedule group phone call with OKC Pop Con leadership re: conflicting event dates for June 24-26, 2022 and potentially 2023/24 in June.
- d. **Follow-up Action:** Develop FSCOK policy for implementation of authorizing debit cards for designated org leadership.
- Note: May require Financial Policies document review and update.
- e. **Follow-up Action:** Schedule appointment with BOK to add James Campbell (*SoonerCon Treasurer*) to bank account(s). See *10-04-21 meeting minutes authorizing user access*.
- f. **Report and FOR FOLLOW-UP ACTION:** D&O, liability, and property insurance quotes (*Zac H.*)
- **FOR ACTION:** Zac will obtain in-transit insurance quote for both trailer items and storage unit items (i.e., all FSCOK property).
 - a. Zac previously noted that both he and Brian Scoles are considered professional drivers.

6. Fundraising Committee updates (Matthew Cavanaugh, SoonerCon Fundraising Committee Chair & FSCOK Treasurer):

- a. 10/17 “Bingo and Boos” event at Vanassa House Brewery



- b. Status of Kickstarter campaign project
 - c. **FOR FOLLOW-UP ACTION:** Add donor information to donor database; send tax receipts for donations
 - 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 by end of December 2021. Aislinn (Matt, and Matthew as well) have to get with Caleb to discuss requirements needed to assess.
7. **FOR Follow-up ACTION:** ClickUp for FSCOK board members.
- a. Need: Org's ClickUp access from former FSCOK Secretary to initiate.
8. **Discussion:** Expectations for FSCOK Event Planning
- a. Goal setting, scheduling, communication, etc.
9. **Discussion:** Expectations for FSCOK board-appointed leadership reports for scheduled FSCOK board of directors meetings
- a. See attached reference doc, "HOW-TO-WRITE-A-REPORT-TO-THE-BOARD.pdf"
10. **New Business**
11. **Adjourn**

Attendance:

Current FSCOK Board of Directors 2021 Meeting Schedule:

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

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