

MEETING MINUTES

September 18th, 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: 1:04 pm
- b. Quorum: Carmen, Matt, Zac

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

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.

- Nominations for Member-at-Large: Carmen Pres nominates Brian Scoles for member at large
Matt seconds the nomination

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

Member-at-Large:

- Ayes 3 – Nays – Abstentions 1
Carmen, Matt, Zac Aye Chelsea(absent)
 - Vote carried, welcome Brian Scoles
 - Brian Scoles entered meeting at 1:45
 - Carmen asked Brian if he accepted the nomination, Brian accepted the nomination.

4. Review and acceptance of 08/08/21 meeting minutes. Carmen motioned to approve minutes, Matt seconded. Vote 3 ayes, Carmen, Matt and Zac aye. Chelsea(absent)

5. Vote and acceptance of Bylaws revisions/addendums proposals. Carmen asked Aislinn to present on these revisions.

- Aislinn pointed out that it is common practice to review and update bylaws. She also pointed out that with regards to the previous year having better tools to address accountability.
- Discussion was had about a general overview of proposed changes.

6. Finance Updates

- Matt moves to schedule a special meeting to review and accept bylaws, time tbd with sitting members.
- Carmen seconded the motion-3 ayes Carmen, Matt, Zac Chelsea(absent)
- **Report:** Current financials. See attached **August-September 2021 Financial Update** doc (prepared by Matt Cavanaugh, Treasurer) Matt Cavanaugh giving financial report.
 - **Current bank account balance:\$20,852.65**
 - **Treasurer to move all monies out of non bank accounts into FSCOK bank account asap for additional protections for said monies.**
 - **Zoom and voicemail has been canceled.**
 - **Proposed future financial operations will try to keep better records of where monies coming in from people.**
 - **Aislinn asked about minimum balance for eventbrite, Matt clarified that there is no minimum balance required. Also advised to not leave any monies in those accounts.**
- **Actions to date by current board treasurer:**
 - Changed all passwords to higher bit, randomized versions.
 - Passwords were given to those needing access to necessary accounts. ^
 - Two-factor authentication was enabled where possible. ^
 - Removed all personnel not authorized to have access to various accounts and subsequent contact information. ^
 - Set up accounts users where needed with an eye towards overall evergreen goal.
 - Updated all billing information with new debit card. ^
 - Cancelled voicemail provider subscription and Zoom subscription. ^
 - Began collating a primer on the specific tasks required for treasurer transition and duties. ^
 - Have taken possession, from Board President, of checkbook and physical financial files. ^
 - Have taken the initial steps to fill out tax form 990 and other necessary paperwork.
- **Actions left to be done by board treasurer:**
 - Complete tax documentation to meet extended IRS deadline of November 15th 2021. ^ **Goal is to be done by Oct. 15th per Matt.**
 - Upon receipt, verify that the SoonerCon budget falls within the outline and scope laid out by our CPA, Lucy Thornburg ^
 - Begin sorting through, categorizing, and archiving documents found within the "SoonerCon Finance" folder of the Google Drive. A new folder will be created separately for both FSCOK and SoonerCon to become permanently untangled from each other. Physical files will be digitized and sorted and archived in a similar fashion
- **Recommendations by board treasurer:**
 - Take steps to establish business credit history for FSCOK. ^
 - Open a business credit card with emphasis on cash back rewards and/or mileage and hotel stays. It will likely be necessary to start with an easier to acquire less, less rewarding card based on current credit history.

- **For Action:** Start to establish business credit and credit history for future lines of credit. ^
 - Investigate placing monies into high yield checking account.
 - Maintain brick and mortar branch account for cash drops and withdrawals. ^
 - Setup a separate Clickup account for FSCOK board to manage board related activities.
 - **Suggestion:** Any and all purchases, including talent and logistics tied to them, is paid with our credit card to maximize all benefits.
 - **Note:** Talent reservations get locked down in Feb. to Mar.
- **FOR ACTION:** FSCOK Secretary create click up for FSCOK board members.
 - **FOR ACTION:** review board policies involving board member access to check book and monies.
- **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.
 - **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.**
 - **Report:** Status of current IRS items 2020 tax filing period and applicable fees
 - 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.
 - **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
Current action: Matt is going through meticulous steps to ensure accuracy to make sure when we file it doesn't get kicked back.
 - **Report:** Status of all refund requests (received and non-response), plus completing required communications and refund processing within this period.
 - **FOR ACTION:** Add non-response donated funds to applicable Quickbooks (ask Lucy beforehand); add donor information to donor database; send tax receipts for donations
 - 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."
 - **Discussion**
 - 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.

MOTION: to accept financial report by Carmen, seconded by Matt
 3 ayes: Carmen, Matt, Zac Chelsea(absent)

Report and FOR FOLLOW-UP ACTION: D&O, liability, and property insurance quotes.

- **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. **Currently tabled for the special meeting.**

7. **FOR ACTION:** Complete full Q2-Q4 budget report for consideration/acceptance by end September 2021.

- 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.

Follow-up FOR ACTION: Complete annual registration with OK Sec. State form for Charitable Fundraising -**Only needs signature and turned in.**

- 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.](#)
 - To be completed by Chair of Fundraising committee and submitted by secretary. Treasurer will process application payment.
- **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**

Report: Matthew Alfred: Report turned in a week late on Sep 25, 2021 .

SoonerCon Committee Chair Report

SoonerCon 30 Chair: Matthew Alfred

Meeting Dates since last FSCOK Board Meeting on August 8, 2021

(Excluding meetings of FSCOK Fundraising Committee)

- 8/13/21 Friday: Phone Meeting with Savannah Thomas, Director of Volunteers
- 8/16/21 Monday: In-person Meeting with Aislinn Burrows, Director of Programming
- 8/19/21 Thursday: Phone Meeting with Amber Hanneken, Director of Communications
- 8/20/21 Friday: In-person Meeting with Damon Seymour, Director of Registration
- 9/6/21 Monday: In-person Meeting with Phillip Grimes, Director of Marketing, and Amber



August was a busy month, despite the lack of formal meetings. I had lead a successful and well-attended full committee meeting on July 31, 2021, and held a much-less-than successful meeting with SoonerCon directors, with all directors present. Much of the meetings listed above were one-on-one meetings with various directors (Savannah, Aislinn, and Amber) where I apologized to them for my behavior, both at the directors meeting and in general, and sought to find a way forward as professional colleagues first and friends second. All three directors were willing to move forward with me as chair and continue to work on the committee in their roles as directors.

September was less busy with scheduled meetings, and began with Amber, Phillip, and I meeting on Labor Day Monday, September 6, to hammer out the marketing schedule for social media, the SoonerCon website, and events, both in-person and online. We met for 5 hours and created a robust Click Up task list for events until December 2021. The majority of my work in September was answering questions and handling issues on Discord as they came up, and working with Programming, Marketing, and Communications directors to launch new webpages, iron out dates for future meetings, and writing correspondence to programming guests.

Upcoming Meeting Dates thru 2021

Event Name	Day	Date	Start Time	End Time	Location
SoonerCon Recruitment Gathering	Sunday	9/26/21	12:30 PM	3:00 PM	Marcroly Park 5100 N College, Bethany, OK 73008
SoonerCon ConComm Meeting	Saturday	10/16/21	1:00 PM	3:00 PM	Cornerstone UMC 2604 N May Ave, OKC, OK 73107
SoonerCon Director Meeting	Saturday	11/20/21	1:00 PM	4:00 PM	TBD Director Home
SoonerCon ConComm Meeting	Saturday	12/11/21	1:00 PM	3:00 PM	Norman Central Library

Things Done

Finalized Dojiggy auction results

Packaged won auction items for mail-out

Worked with Carmen Bryan and FSCOK Board to off-board Ken Chalker, former FSCOK Treasurer

Scheduled meeting dates for 2021 and set location for September 26 Kickoff Volunteer Recruitment event (both the 9/26 and 10/16 meetings were announced at one location, then changed to a different one, each for logistical reasons only discovered with community input)

Got quote from Embassy Suites about Wi-Fi and Electricity

Got specifics from Phillip Grimes and got a quote from 110 events for pipe and drape

Worked with Carmen to pay for Pipe and Drape from 110 events. We paid the down payment and secured \$750 sponsorship by paying by September 15, 2021. I'm listed as the person of contact for 110 events.

Assembled working SoonerCon budget (see below for details)

SoonerCon Committee Departments & Staffing Needs

Communications - has many open positions; Amber using current department members at max ability.

Hotel - has its four positions filled; Shai and Assistant Director Brittany Alfred handling the work currently.

IT & Software Development - has many open positions; Caleb Haldane, director, is over-burdened with many systems to manage and is training Daniel Grimes to support org software suites. More help is needed, but he is handling current workload.

Marketing - has many open positions; Phillip is over-burdened with website updates, graphics to make, and has no one to sell exhibitor, artist alley, or club space at this time. Phillip is actively getting help from other directors as needed. At this time I expect to sell vendor space until that position can be staffed.

Operations - has several open positions; Zac Hallows, director, is actively supporting both Fundraising Committee and SoonerCon committee as asset manager and tech crew.

Programming - has many open positions (12 of 32); Aislinn has built a great team, but more help is always welcome. She is actively mentoring at least two people: myself, and Assistant Director Chelsea Haldane.

Registration - has many open positions; Damon Seymour is sole member as Director at this time.

Volunteers - has one open position; Savannah is sole member as Director at this time.



Future Society of Central Oklahoma

PO Box 950406; Oklahoma City OK 73195-0406

www.fscok.org

SoonerCon 30 Budget

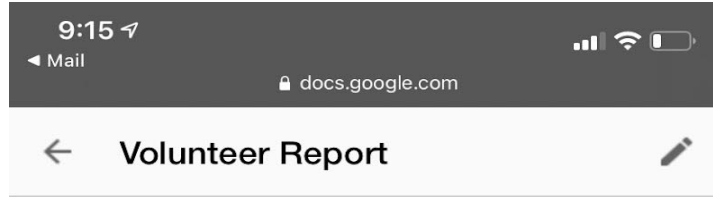
(See Budget Overview SoonerCon Year 2022 FY22 PL.xlsx for full details)

Future Society of Central Oklahoma				
Budget Overview: SoonerCon Year 2022 - FY22 P&L				
January - December 2022				
Revised				
TOTAL				
Income				
	Auction			
		Art Auction	\$18,000.00	
		Charity Auction	\$7,000.00	
		Total Auction	\$25,000.00	
	Convention Income			
		Memberships	\$75,000.00	
		Kickstarter	\$12,000.00	
		Merchandise Sales	\$5,500.00	
		Program Book Ad Income	\$2,500.00	
		Sales Tax Collected	\$5,000.00	
		Table/Booth Sales		
		Artist Alley	\$12,000.00	60 tables @ \$200/table
		Club Tables	\$1,250.00	10 tables @ \$125/table
		Exhibitor Booths	\$18,000.00	48 booths @ \$375/booth
		Grid Panel - Art Show	\$2,000.00	
		Total Table/Booth Sales	\$33,250.00	
		Workshops	\$1,500.00	
		Writers Workshop	\$0.00	
		Total Convention Income	\$134,750.00	
Total Income			\$159,750.00	
GROSS PROFIT			\$159,750.00	

The working budget above shows income for our chosen charity, Bridge of Norman, at \$7,000.00, and an expense of \$7,000.00. The sales tax income is \$5,000.00 and the expense of sales tax is \$5,000.00 as we remit that tax to the state of Oklahoma. We take a 15% commission on all Art Show sales (at \$18,000.00 income from art sales, we make \$2,700.00). I propose that we sell Exhibitor booths for \$375, artist alley tables for \$200, and club tables for \$125. We will expect income from the sale of additional tables to Exhibitors, and additional memberships to Exhibitors, Artist Alley, and Clubs, and that income is not shown on this budget.



Expenses		
	Fundraising Expense	
	Merchandise Costs	\$3,500.00
	Total Fundraising Expense	\$3,500.00
	General & Administrative Expenses	
	Bank Charges & Fees	\$100.00
	Board Meeting Expenses	\$300.00
	Insurance	\$2,000.00
	Legal & Professional Services	\$4,000.00
	Postage	\$300.00
	Taxes & Licenses	\$100.00
	Telephone/Communications	\$200.00
	Total General & Administrative Expenses	\$7,000.00
	Program Services	
	Art Show Fees Paid to Artists	\$15,000.00
	Convention Expenses	
	Advertising & Marketing	\$8,815.00
	Convention Entertainment	\$10,687.50
	Equipment Rental	\$4,485.94
	Guest Speakers	\$11,200.00
	Guest Travel	\$10,200.00
	Janitorial Services	\$0.00
	Office Supplies & Software	\$1,455.00
	Other Convention Expenses	\$0.00
	Printing	\$9,730.00
	Program Insurance	\$1,000.00
	Rent & Lease	\$33,903.75
	Sales Tax - Convention	\$5,000.00
	Security	\$5,000.00
	Supplies	\$18,905.24
	Web Hosting	\$350.00
	Total Convention Expenses	\$120,732.43
	Donations to Others	\$7,000.00
	Total Program Services	\$142,732.43
	Total Expenses	\$153,232.43
	NET OPERATING INCOME	\$6,517.57
	NET INCOME	\$6,517.57



1. Still in the process of getting everyone to use Clockify.
2. Have had a couple new people sign up for volunteering. Need to know when I can start running background checks. Background checks are about \$20. I would like to have around 150 volunteers which would mean about \$3,000 for background checks.
3. We have a volunteer recruitment event on the 26th. For this we are having a BBQ. I'm thinking about \$200 for this event.
 - \$55 for the park.
 - \$100 for hot dogs.
 - Buns are being donated.
 - I'm bringing a grill and so is Zac.
 - Sides are being provided by ConComm.

-
- Volunteer report: Turned in September 21, 2021, (*Savannah Thomas, Chief of Volunteer Development*)

Discussion: Proposed SC30 Con Comm meeting schedule. (*Matthew Alfred, SC30 Convention Chair*)

- **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.

FOR ACTION: Complete and return 2022 event direct billing application. **Done**

FOR FOLLOW-UP ACTION: Request service quote for event electrical and Wi-Fi charges (resuming action from late 2019 preparation request. **ball rolling**

FOR FOLLOW-UP ACTION: Begin seeking quotes for event security services from preferred vendor as well as outside sources.

- 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.

FOR ACTION: Aislinn to send contact information to Zac to reach out to vendor, Zac also to source out cost for off duty cops.

9. Sponsorship & Grant Updates

Report: Current sponsorship and grant requests (*Shay Griffith, Chief of Economic Development*)

- Current grants being considered for application:
 - 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. ----**they review each application quarterly.**
- Current sponsorships being sourced:
 - Shay emailed several of the 2019-2020 list, only OCU replied.
 - Fowler Automotive Group
 - a. Chelsea and Shay working on getting POC in place for this. Chelsea bird dogging this, with Nick as POC currently
 - PayCom ----**late august, should get response in late oct**
 - OCU eSports
 - a. Meeting set for Monday, 8/9 at 6:30p via Discord with Bill, Shay, Aislinn
 - 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. ----**before the 30th**
 - Tetrapak
 - a. Zac will source a POC for this org and work with Shay if this company is amenable to a sponsorship approach.

OEC in the works again, denied last year

Shay had questions about form in regards to Scifi inc. in the FSCOK

sponsorship

folder.

Aislinn trying to get OU innovation hub

OGE grant, still in works.

FOR ACTION: Establish sponsorship and grant application calendar with application deadline info, sponsorship status, etc. ----**Currently using a spreadsheet**

----**Suggestion to look into grants.gov (Matt), Shay will look into it.**

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

Report: Upcoming fundraising activities through 2021.

- **Tasks have been assigned in clickup**
- **Jerry Bennett handshake agreement for artwork (\$350, prime placement table AA)**
Matt has details on artwork. Prelim art by 30th, finished by Oct. 30th.
- **80% cosplayers chosen.**
- **We have rights to artwork past Soonercon.**
- **Need to reach out to mascot artist**

- Spec art for kickstarter in place by jan 1st
- Hosting bingo and booze night, Oct. 17th, Vanessa house 100% offer proceeds from smaller keg special blood orange beer.

FOR FOLLOW-UP ACTION: Add donor information to donor database; send tax receipts for donations Aislinn working on database.

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.

- Carmen conducted RFP research for this in July.
- 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

Motion (Matt): To develop an exploratory committee to look into the efficacy of a mini maker fair hosted by FSCOK.

Seconded: Carmen

3 ayes Carmen, Matt, Zac Chelsea(absent)

- **OSHA- explore the requirements for vaccine mandates for volunteer organizations**
- **Update: No response from OKC pop culture con in regards to the same operation date.**
- **Marketing is gearing up for a media blitz to help mitigate.**
- **Motion (Matt): To move Oct. 17th meeting to Oct. 18th at 7:30 PM virtual meeting**

12. Adjourn

Motion to adjourn made by: Carmen, Seconded by Zac 3 ayes Carmen, Matt, Zac
Chelsea(absent)

Time out: 4:29

Attendance: Carmen Bryan, Zac Hallows, Matt Cavanaugh, Brian Scoles, Shay Giffith, Amber Hannekan, Howard Wilson, Aislinn Burrows.

Current FSCOK Board of Directors 2021 Meeting Schedule:

October 18th, 2021: 7:30 - 9:30 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