

MEETING AGENDA

October 4th, 2021: 7 - 9 P.M.

Location: Virtual (via Google Meet):

Special Session: FSCOK BOD Meeting

Monday, October 4 · 7:00 – 9:00pm

Google Meet joining info

Video call link: <https://meet.google.com/jdo-zaae-pyy>

Or dial: (US) +1 262-732-3131 PIN: 972 483 075#

More phone numbers: <https://tel.meet/jdo-zaae-pyy?pin=8385915224703>

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

1. Call to order

- Time in: 7:09 call to order by Carmen
- Quorum: Carmen, Zac, Matt, Brian
- In attendance: Matthew Alfred , Bill Thompson, Aislinn Burrows

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

President motions to move the acceptance of the 09/18/21 minutes to the board meeting on 10/18/21

Matt seconded the motion

4 ayes, 0 nays, 0 abstentions

3. Vote and acceptance of Bylaws revisions/addendums proposals.

Article II: Discussion about language of what is membership to FSCOK.

Matt makes a motion to amend Article II Section 2 to read as follows:

Section 2: Annual dues: The amount required for annual dues shall be set by a majority vote of the board of directors.

Membership shall be considered current for a period of one year beginning on date of purchase. Continued membership is contingent upon being current on membership dues. Committee members who volunteer twenty-five hours or more for an FSCOK committee or other appointment during the year are eligible to complete annual membership dues in the amount of one dollar that year.

Included in this motion was to accept sections 3 through 6 as amended with the understanding that the latter half of section 2 to be reviewed at a later date.

Carmen seconded the motion.

4 aye, 0 nays, 0 absentions



Section IV Board of directors:

Section 1: Board Role, Size, and Compensation. The Board is responsible for overall policy and direction of the Future Society of Central Oklahoma, and delegates responsibility for day-to-day operations (including funds and asset management, event planning, fundraising, outreach, etc.) to the Future Society of Central Oklahoma's committees. The Board shall have up to five and not fewer than three members. **The board receives no compensation other than reimbursement for reasonable and documented expenses.**

(Proposed revision)

Proposed addendums:

Section 8: Officers and duties. There shall be five officers of the board, consisting of a president, vice president, secretary, treasurer, and member-at-large. Their duties are as follows: The president convenes the executive board in regular meetings and planning sessions. They monitor progress of all FSCOK special committees and align their work with organizational mission and goals. They may also serve on these committees. The president volunteers at FSCOK and partner organization's events, develops community relationships to increase awareness and engagement at SoonerCon, aids strategic planning and goal setting for the FSCOK organization and stakeholders, and serves as the organization's primary executive point of contact. The vice president is prepared at all times to assume the role of board president, if necessary. The vice president, whose knowledge and commitment mirrors that of the president, may serve in the president's place for board activities and in the spokesperson capacity. The president may delegate special assignments to the vice president, who also works closely with committees to carry out the board president's vision and directives. The secretary is responsible for the various administrative needs of FSCOK. These include: Preparation and publication of FSCOK board meeting agendas and materials, taking meeting minutes (or designates a person for the task), publishing meeting minutes following board's review and acceptance, filing various forms with Oklahoma Secretary State office, ensures all records are up to date and maintained for FSCOK organization, completes vendor correspondence and RFPs or bid requests as needed, actively participates at FSCOK events and may serve on its subcommittees, as well as assists with fundraising efforts such as community outreach, promotion, donor correspondence and lead cultivation. The secretary is prepared to assume the leadership role when



the president and vice president are unavailable. The treasurer serves as the financial officer. If the organization has a finance committee, the treasurer is its chairperson. The treasurer applies their knowledge of accounting to monitor finances, while directing the preparation of financial reports and summarizing the reports for the board. They work with other board officers and committee chairs to develop financial plans and prepare the organization's budget. The treasurer reviews the annual audit and tax forms and presents the financial material to the board. The member-at-large oversees the activities of the Society and ensures FSCOK is a healthy and viable member organization. They are ambassadors of the organization. They serve as the liaison between the membership and the board by being available for discussion of any concerns that members might have. Service in this role includes: Providing leadership, governance, and oversight; participating in meetings, strategic planning, budgeting; serving on FSCOK committees; acting as a liaison to external stakeholders; assisting in identifying and recruiting volunteers and membership; ensuring FSCOK policies are carried out and recommending modifications as needed; and aiding the advancement of FSCOK's mission by offering regular feedback and insights from its membership.

Carmen motion to accept revisions to Article IV, section 1 and the addition addendum Section 8.

Matt seconded the motion

4 ayes, 0 nays, 0 absentions

Article V: Proposed revisions

Section 1: The working committees of the Future Society of Central Oklahoma, such as standing and ad hoc committees, task forces, and advisory councils, shall be selected by the Board annually from the general Society membership. Duties of these committee members and leadership will be specified as needed by the Board for the execution of the annual convention and other Future Society of Central Oklahoma activities as they occur.

Section 2: Committees do not have governance responsibilities but may provide reports and recommendations to the board regarding its governance practices for the Society's continued development and fulfillment of its mission.

Section 3: Chairpersons. Chairpersons shall be appointed by a majority vote of the board at the time of committee selection to serve in this oversight role for the annual term. They shall be considered the



designated responsible party for the satisfactory completion of all committee duties and affiliated activities.

Section 4: Resignation. Any committee member may resign by filing a written or offering a verbal resignation to the chairperson or a designated leadership member within the committee. Chairpersons may resign by filing a written resignation with the board secretary.

Section 5: Performance improvement and termination. Committee members and chairpersons may be terminated by a majority vote of the board. Termination proceedings will occur following the Future Society of Central Oklahoma, demonstrated failure by the committee member (or chairperson) to resolve all elements of a written performance improvement plan by its assigned end date. Performance improvement plans will be issued following documented reasonable attempts to conduct coaching and counseling with the member to resolve performance concerns. Performance improvement plans for chairpersons will be administered and evaluated by the Future Society of Central Oklahoma president. Performance improvement plans for committee members will be administered and evaluated by the chairperson, who will provide a written recommendation for termination or retention of the committee member to the board in advance of any termination proceeding. The chairperson may terminate a committee member following review and acceptance of this recommendation by the board. For any performance improvement plan to be considered valid by the Society, it must be outlined as a memorandum of understanding containing specific performance improvement strategies and assignments, evaluation criteria, start and end date periods, and shall include the physical or electronic signature of the member and administrator. A written copy of the performance improvement plan and evaluation shall be provided to the member prior to any termination proceeding.

Matt motioned to accept the proposed revision and addendums as written.

Carmen seconded the motion

4 ayes, 0 nays, 0 abstentions

4. **FOR ACTION:** FSCOK Secretary create a ClickUp for FSCOK board members.

Matt has received the invite and has been populating tasks.

Carmen, Zac and Bryan have not received invites.

Chelsea may need to hand off more access or the entire FSCOK click up access to be able to execute the tasks.

ACTION ITEM: Carmen to contact Chelsea to gain the hand off of click up access for both FSCOK and Soonercon.

5. **FOR ACTION:** Review board policies involving board member access to checkbook and monies.

Leonard's credit card can add "Employees" to it. Both credit cards are tied to the holders' credit score.

Three types of credit reporting agencies:

The Dun & Bradstreet (D-U-N-S number).

Experian: we have a "B" rating.

Equifax: no history.

Discussion: Review and implementation of credit cards to leadership.

Discussion: Member Matthew Alfred discussed with the board that James Campbell (upon completion of on boarding procedures) would then become the third person with access to the FSCOK bank account with full purchasing privileges.

Matt motioned to add James Campbell, the Soonercon Director of Finance, as an authorized user for the FSCOK bank account.

Carmen seconded the motion

4 ayes, 0 nays, 0 absentions

6. **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.

FOR ACTION: Zac to take all pertinent information and acquire insurance quotes that the former Secretary was working on.
7. **Review:** OKC Pop culture Con: Have they responded? RADIO SILENCE.



FOR ACTION: The Board will reach out to Rad via phone call as a last attempt to start a dialog.

8. New Business

Amber Hannekan, Damon Seymour joined call at 9:06 pm

Amber and Damon propose the purchase of a forms software with a yearly cost of \$175/year

Proposal:

We are proposing purchasing an annual Professional-level subscription for the forms service Wufoo. The cost is \$175/year (after a 50% nonprofit discount.)

Wufoo is a third-party hosted forms service that will provide the form functionality for the SoonerCon website. Our current form solutions are limited in functionality and do not provide us the necessary tools needed to fulfill data collection and surveying for multiple purposes.

After exploring multiple form services, we believe that Wufoo will fulfill these missing needs, including file uploads, conditional logic, and multiple premade field formats. In addition, it will provide potential additional services should we need them in the future.

As a hosted service, our form data in Wufoo will be secured and protected separate from the SoonerCon website. In the event we are unable to access our website for any reason, we will not lose access to Wufoo forms and the data stored within.

Damon has worked with Wufoo previously from his time at OBU and recommends this service for the purposes we need.

They looked into Constant Contact's version of form building and it didn't have conditional logic.

Gravity forms and Ninja forms were also considered.

Wufoo was also supported by Caleb and Phillip.

The Board Treasurer conferred with the budget to see if this is feasible.

Carmen motioned to authorize the purchase of Wufoo and set up the account for Soonercon.

Matt seconded the motion.

4 ayes, 0 nays, 0 abstentions

Amber and Damon left meeting at 9:30

Review and Acceptance of Resignation of Secretary of the Board:

Carmen motioned to approve the Secretary's resignation.

Matt seconded the motion

4 ayes, 0 nays, 0 absentions

Future date and venue for SC 31: The request is to have a plan ready or executed by the October meeting.

FOR ACTION: Matt to bird dog initial ask and feel out for Embassy Suites for 2023 ASAP.

Note: Aislinn Burrows will intend to apply for the Secretary position on the Board.

9. Adjourn

Carmen motioned to adjourn the meeting.

Zac seconded the motion

4 ayes, 0 nays, 0 obsentions

Attendance: Carmen B, Zac H, Matt C, Brian S, Aislinn B, Matthew A, Damon S, Amber H, Bill T.



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