

## MEETING MINUTES

**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](https://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: 7:55 p
- Quorum: Matt, Carmen, Zac, Brian
  - Aislinn took meeting minutes for this meeting at the request of board members.
  - Brian joined the meeting at 8:18 p.m.

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

- a. Carmen motions to accept minutes for both 09/18/21 and 10/04/21 meeting minutes as written. Matt seconds.
  - Discussion: MATthew A Sept. 8th minutes have hyperlink of his personal email address; remove his personal email. Board agreed. Also, 10/4/21 update: change “meeting agenda” to “meeting minutes” on header.
  - Motion amended to accept as noted above.
  - Vote: 3 ayes, motion carried

### 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: Zac nominated Aislinn Burrows, she accepted nomination.

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

- a. Carmen motioned to accept nomination of Aislinn Burrows, seconded by Zac.
- b. Secretary:
  - 3 Ayes – Nays – Abstentions

### 5. Finance Updates

- a. **Report:** Current financials. See attached *October 2021 Financial Update doc (prepared by Matt Cavanaugh, Treasurer)*
  - Noted in report that the Wufoo pricing is nonprofit rate good through our subscription.
  - Still needs to complete Schedule 0 for 2020 taxes. Matt advised that there is a discrepancy regarding net assets reported in FSCOK's 2019 year 990 filing and the org's finances in 2020 (pertaining to his review of information needed to complete the 2020 year 990 filing).
    - Matt is unsure if this is an error on the part of the 2019 preparer or current accounting setup.
    - **FOR IMMEDIATE ACTION:** Need inventory asset reporting for 2020 depreciation reporting. This item is due to Matt to ensure the IRS Nov. 15th filing extension deadline is met. Zac and Matthew A completed the inventory reporting for Ben

to conduct the depreciation on the org's inventory asset database for the 2019 filing (Matthew advised that Ben did not provide process information about what is considered a consumable or asset for IRS reporting requirements).

- a. Zac will provide the 2020 reporting by 10/21/21 to Matt.
- b. **Additional Needs:** Asset depreciation, total assets, any final reconciliation information to correctly report 2020 year information by Nov. 15 filing deadline.
  - i. Matthew A. asked if Lucy is retained for filing the 2020 year and she is not. She is currently retained for 2021 bookkeeping and the org's Quickbooks accounting setup only. The 2020 filing information is simple because of that year operating at a loss owed to no convention fundraiser (SoonerCon) occurring because of COVID-19 related cancellation.
  - ii. Matt expressed that it is his intention to complete filing of this 990 tax document on November 1, 2021, and that he will consult with Lucy as needed following the completion of this back-due filing.
  - iii. Matt will also reach out to the Oklahoma Tax Commission to ensure that no 2020 filings are owed as well (given that we did not sell anything in 2020).
- b. **For Follow-up Action & Report:** Status of Secretary of State fundraising document filings for 2021 and 2022 fundraising years with OK State.
  - 2021 filing is ready, Matt is prepared to cut the check to SOS to complete filing.
    - 2018, 2019 need to be determined if filing was required. Matt will inquire with the SOS office to confirm, based on previous FSCOK treasurer's correspondence with this office as to whether this filing was required for those years.
    - \$65 was processed as paid by SOS on 2/18/20 for that year's filing.
    - **FOR ACTION:** Confirm status for all three years.
  - 2022 filing is in preparation for December 15, 2021 filing deadline.
- c. **Report:** Status of 2023 convention hotel request for quote and date setting (with Embassy Suites in Norman)
  - Matt noted that he's made three callback attempts to reach Embassy Suites point of contact for scheduling hotel RFP discussion for 2023 dates. Jennifer Alexander has not returned these attempts.
    - Matt recommends that we move forward with sourcing alternate quotes from other area venues. Matthew suggested emailing once again to return correspondence and cc'ing current hotel GM on this message. Aislinn will text Jennifer Alexander at her last provided number to let her know that Matt has been trying to reach her regarding this quote request.
  - **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.
    - The event has announced guests. Brian will attempt a final outreach via phone.
- 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.
  - Matt recommended that this be tabled for a later agenda item, prior to SoonerCon purchasing needs are required. Carmen recommended table for November 2021 meeting discussion.
- 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.*
  - Matt, Carmen and James Campbell will coordinate to complete this as soon as possible. All parties must be present at this banking meeting.
- f. **Report and FOR FOLLOW-UP ACTION:** D&O, liability, and property insurance quotes (*Zac H.*).

- **FOR ACTION:** Zac will obtain an 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.
    - b. Zac is in correspondence with insurance agent Cal Smith, CIC with Farmers Insurance to complete this quoting. Latest correspondence was received 10/14/21. Agent is also quoting onsite and in-transit coverage for the liability policies. Zac will continue to work on formalizing quote for board review and consideration.
6. **Fundraising Committee updates** (*Matthew Cavanaugh, SoonerCon Fundraising Committee Chair & FSCOK Treasurer*):
- a. 10/17 “Bingo and Boos” event at Vanassa House Brewery
    - Spent: approximately \$92 to complete the fundraiser.
    - Gross take so far from fundraising is \$798.00
      - \$190 so far in beer sales (\$6 per \$9 beer sales)
      - Factoring out additional costs, total actual profit thus far is \$694.
        - a. Facebook ad payment not fully complete, plus additional beer sales from VH post-event until the keg is out.
    - **To date fundraising amount for 2021 is: \$4553.00**
  - b. Status of Kickstarter campaign project
    - Meeting is set on 10/28/21 to meet with cosplayers at the Collective, 7p regarding their feedback on the artwork to complete the needed builds.
    - Aislinn asked if she is tasked with preparing the appearance agreements for the cosplayers who will be guests during the con. She will prepare the one for John Eads separately as his emcee agreement, and Matt will separately prepare an appearance agreement for his Kickstarter stipend.
      - Matt and Aislinn will work together to ensure guests are onboarded in SoonerCon Programming guest list software information.
  - 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.
    - Previous secretary was contacted, but there is some confusion as to what access information is needed for everyone on FSCOK board to manage this and be invited.
8. **Discussion:** Expectations for FSCOK Event Planning
- a. Goal setting, scheduling, communication, etc.
    - **FOR ACTION:** Board is requesting event leadership prepare a written outline with this type of information, including volunteer scheduling and needs, event timelines, resource needs, budgeting, and related KPIs for conducting successful events promoting FSCOK’s mission.
      - A final plan should be communicated to all event volunteers and supervisors at least 24 hours in advance.

- This will mitigate burnout, ensure resources are being used wisely (including time and monies), and alleviate communication issues onsite. Lead time is needed to respect volunteer time for this volunteer-led organization.

9. **Discussion:** Expectations for FSCOK board-appointed leadership reports for scheduled FSCOK board of directors meetings
- See attached reference doc, "HOW-TO-WRITE-A-REPORT-TO-THE-BOARD.pdf"
  - Report should contain the status of what is in process, what is being asked to be done, what is past due/outstanding, and what has been completed between reports.
  - The idea is to provide pertinent information in a concise manner to highlight KPIs so the board can have regular, packaged insights about its ongoing operations.
  - Matt, Savannah and Matthew acknowledged their understanding of these reporting needs as discussed and outlined.
  - Zac asked Savannah about the status of SoonerCon committee members who have not been fully onboarded. Savannah advised that there are various people who have not responded to emails, phone calls, text messages, etc. Matthew A offered his support in continuing outreach to get committee members fully onboarded.
    - Savannah is working on a video that will be a Clockify training. Aislinn recommends considering doing a video about navigating the Con Comm planning server & how the committee is structured.

## 10. New Business

- Matthew provide Shai Fenwick's proposal regarding
  - A discussion was held, noting that FSCOK would need to have a clear understanding of what the requirements would be for programming and ability to determine if this is a best fit for programs at SoonerCon versus other FSCOK-facilitated programs, considering the range of target audiences presently participating in SoonerCon programs.
  - See attached "PD Credit Motion.docx" provided 10-18-21
  - Carmen motioned for approval for Shai Fenwick to discuss the opportunity for PD credits with OEA and the intention to allow OKCTE to certify PD credits for SoonerCon programming attendance.
- Amber asked about the status of Grants and Sponsorships coordination.
  - **FOR ACTION:** Carmen and Matthew will reach out to Shay to get a workspace and project planning meeting setup current, outstanding and future-dated deliverables.
  - **FOR ACTION:** All work documents need to be shared with leadership members
    - Regular updates of information are needed on all activities via Discord and in Google documents.
    - Copies of completed submissions (grants and sponsorship requests) need to be retained.
  - **FOR ACTION:** Carmen to provide Norman Chamber information to Brian and all board members, including Chamber networking event notices. Brian will work to attend these meetings as much as possible.
  - **FOR ACTION:** Follow-up on sponsorship packet having current info for publication.

## 11. Adjourn

- Carmen motioned to adjourn the meeting. Brian seconded.
  - Vote: 4 ayes, adjourn 11:22 p.m.

**Attendance:** Carmen, Matt, Aislinn, Amber, Matthew A, Savannah, Zac

### 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