

MEETING AGENDA

January 30th, 2021: 2 - 4 P.M. Location: Virtual (via Google Meet):

January 2022 FSCOK Board Meeting Info:

FSCOK January 2022 Board of Directors Meeting

Sunday, January 30 · 2:00 – 4:00pm

Google Meet joining info

Video call link: <https://meet.google.com/oua-fhrw-rxn>

Or dial: (US) +1 339-545-4056 PIN: 768 569 277#

Agenda (document available at <http://www.fscok.org/>):

1. **Call to order**
 - Time in:
 - Quorum:
2. **Review and acceptance of 12/12/21 meeting minutes.**
 - a. See attached copy of these minutes.
3. **Review and approval of Chief of Economic Development staffing change**
 - a. The board has appointed Mark Coughran to serve in this capacity from January 2022 through August 2022, to be evaluated by the new board class for his continuation in the role in September.
 - This follows the stepping down of Shay Griffith as of 01-15-22 in this role, who will instead volunteer to serve on the SoonerCon Convention Planning committee in the Programming or another needed department.
4. **Report: SoonerCon Convention Chair Updates (Matthew A.)**
 - a. SoonerCon 30 Budget Update
5. **Report: Chief of Volunteer Development (Savannah T.)**
6. **Report: Chief of Economic Development (Mark C.)**
7. **Report: SoonerCon Fundraising Committee Updates (Matthew C.)**
8. **Finance Updates**
 - a. **Report:** Current financials. See attached *January 2022 Financial Update* doc (*prepared by Matt Cavanaugh, Treasurer*)
 - b. **Discussion:** Service renewal with Precision Tax & Bookkeeping, LLC for calendar 2022 bookkeeping services.
 - Current vendor for Quickbooks and monthly accounting.
 - c. **Discussion:** Applying for FSCOK credit card(s)
 - Potentially needed for completing travel bookings for SoonerCon headlining guests, in addition to building credit.



- d. **Discussion:** Status of 2023 convention hotel request for quotes, counter offers, and date setting (with Embassy Suites in Norman, alternate vendors)
 - For review and consideration, see attached 1-year and 3-year contract proposals.
 - The Embassy's three-year dates they've sent us are:
 - 6/29-7/3, 2023 (5th week of June into 1st week of July)
 - 6/20-6/23, 2024 (3rd week of June if you don't count Sat. 6/1/24 as first week)
 - 6/19-6/22, 2025 (3rd week of June)
 - Review additional quotes sourced as available.
- e. **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.
 - b. **FOR Follow-up ACTION:** Zac will continue following up on quotes with the three providers, as well as contact Embassy Suites regarding the \$2million clause in Insurance and Indemnification section of 2022 venue contract, should no insurance services be available exceeding \$1million in coverage options for our organization.
 - c. Review **quote** from Jamie Ersteniuk, BRIGHTWAY INSURANCE, INC. (attached).

9. FSCOK Policy Review and Acceptance

- a. Existing policies:
 - SoonerCon Convention Policies (see attached for review)
 - Double-check smoking age of 21 and sponsorship contact info in these.
 - FSCOK Volunteer Application & Screening Policy
 - FSCOK Financial Policies
 - SoonerCon Cash Handling Policy & SoonerCon Robbery Procedures
- b. New policies:
 - FSCOK Events COVID-19 Participation Policy
 - References:
 - a. <https://atriumhospitality.com/terms-and-conditions/>
 - b. <https://www.c2e2.com/en-us/about/health-and-safety.html>
 - Disallowance of hate speech and hate symbols at FSCOK events

10. New Business

- a. **Discussion:** Communication outreach to metro Latino/Latinx community (*Carmen B., Matthew C.*)
 - Recommended by org's bank representative.

11. Adjourn

- a.
- b. Meeting adjourned at (time out):

Attendance:

Upcoming FSCOK Board of Directors 2022 Meeting Schedule with Key Info:

April - Sunday, 04-24-22, 2p-4p

Tax preparation for 2021 (IRS filing deadline is 05/15/22)

Grant and sponsorship applications calendaring



***August - Sunday, 08-28-22, 2p-5p**

SoonerCon 30 event after action reporting and paperwork consolidation
2022-2023 Board Officer Elections

September - Sunday, 09-04-22, 2p-3p

2022-2023 FSCOK Committee Chair Appointments

September - Sunday, 09-25-22, 2p-5p

Annual budgeting for 2022-2023 operating period

November - Sunday, 11-20-22, 2p-4p

Set 2023 meeting dates; SOS filing deadline for 2023 meeting schedule is 12/15/22

December - Sunday, 12-11-22, 2p-4p (if needed)

Proposed Festivus holiday event date: Saturday, 12-10-22

*Required meeting month, per FSCOK bylaws. All meetings will be held virtually via org's Google Meet.