

## MEETING MINUTES

December 12th, 2021: 1 - 5 P.M.

Location: Virtual (via Google Meet):

### December 2021 FSCOK Board Meeting

Sunday, December 12 · 2:00 – 4:00pm

Google Meet joining info

Video call link: <https://meet.google.com/hig-jmaa-ejr>

Or dial: (US) +1 614-686-6137 PIN: 884 013 677#

More phone numbers: <https://tel.meet/hig-jmaa-ejr?pin=8223238984299>

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

#### 1. Call to order

- Time in: 2:19 p.m.
- Quorum: Carmen B., Aislinn B., Brian S., Matt C., Zac. H.

#### 2. Review and acceptance of 11/14/21 meeting minutes.

- a. Discussion occurred, no updates for meeting minutes requested.
- b. Carmen motioned to accept minutes as written, Aislinn seconded
  - Vote: 5 Ayes, motion carried.

#### 3. Discussion & FOR ACTION: Set meeting dates, times and locations for 2021 calendar year FSCOK board meetings.

- a. Must file with SOS office by 12/15/21.
  - **FOR ACTION:** Aislinn to complete filing at the conclusion of this meeting by this filing deadline.
- b. Per FSCOK bylaws:

*ARTICLE III – SEMI-ANNUAL MEETINGS*  
*Section 1: Semi-annual Meetings. The date of the Semi-annual meetings shall be set by the Board of Directors who shall also set the time and place, to occur in the months of January and August each year.*  
*Section 2: Special Meetings. Special meetings may be called by the Executive Committee.*  
*Section 3: Notice. Notice of each meeting shall be given to each voting member, not less than ten days before the meeting.*
- c. Discussion and proposed 2022 meeting dates:
  - Reviewed proposal attachment provided by Aislinn on 12-12-21.
    - Proposal was completed checking community calendars, SC30 meeting calendar, and with consideration of key deadlines that annually take place that FSCOK manages.
  - Discussed talent recruitment for leadership positions and messaging this in May-August period. Matt advised that this needs to include some baseline qualification requirements for service in leadership positions (board members, committee leaders, et al) to append to job descriptions. All agreed that mentorship and training programs need to be supported from the board and throughout the committee.
  - Discussed a need to pursue community partnerships to improve FSCOK cultural programming, such as with OKC's latino and Asian communities.



# Future Society of Central Oklahoma

PO Box 950406; Oklahoma City OK 73195-0406

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- Discussed when evaluation period would occur for committee leaders; this will be in July following event closures, using professional accountant's financial reporting info for performance evaluation and budget planning.
- Discussed that chairperson appointments for FSCOK committees should occur following the annual board officer elections so that the incoming board of directors make these strategic appointment decisions.
  - Amended the proposal to include 09-04-22 one-hour meeting for completion of FSCOK committee chairperson appointments.

## **\*January - Sunday, 01-30-22, 2p-4p**

- Strategic goal setting
- Setup annual accounting
- Policy and by-laws review

## **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.

- Carmen motioned to accept the amended 2022 meeting schedule as discussed and noted above, to be filed with Oklahoma Secretary of State's office by 12/15/21 filing deadline by the FSCOK Secretary. Matt seconded the motion.
  - Vote: 5 ayes, motion carried.

## 4. Finance Updates

- a. **Report:** Current financials. See attached *December 2021 Financial Update* doc (prepared by Matt Cavanaugh, Treasurer)
  - Matt reviewed the financials. Aislinn asked if \$2k payment to the accountant can be noted as being from the Norman Relief grant fund, Matt will let the accountant know to do this.
  - Matt noted that on page 2 of the report, there was an accidental personal charge by Matt Cavanaugh due to a fraudulent charge done on his Amazon credit card that he recently used for FSCOK purchases (these purchases were approved by FSCOK). \$103.07 was sent by Matt in PayPal and transferred to FSCOK's account to resolve this accidental charge to FSCOK. Error was related to GPay on Matt's personal credit card purchase and Chrome added credit card to his personal account.
    - Aislinn asked if this is part of the reason why there was a recent request for FSCOK to get its own Amazon credit. This is not necessarily an ask for right now because FSCOK/SoonerCon is not currently doing enough business with Amazon to justify having this type of credit card.
- b. **Report:** Status of 2023 convention hotel request for quotes, counter offers, and date setting (with Embassy Suites in Norman, alternate vendors)
  - Per the *Actions Taken To Date, To Be Taken, and Recommendations* section of Financial Report, Matt reported here that he asked Matthew Alfred (SoonerCon Chairperson) on 12/02/21 to complete RFQ proposals, based on him being serving chairperson for this event and his knowledge of current needs for space, functions, etc. for that event. Matthew A. provided some information for this report, but it is not yet complete.
    - **FOR ACTION:** Matt will follow up with Matthew A. on 12/12/21 to get this information updated, since no additional action has been taken on completing needed RFQ items and will include Aislinn in that meeting to assist with past RFQ template and event needs information.
  - Aislinn asked if there was any additional discussion with Embassy hotel rep regarding the single year contract proposal and that pricing not being different for 2023 on a single-year proposal versus being discounted for multi-year rates (2023-2025). Matt indicated that the rep was responsive for questions and completing counter proposal for these ahead of their 12/30/21 due date.
- c. **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. Zac completed RFQs from State Farm (Paul Garison is agent) and American National (Shelly Wooley is agent). Both agents have said they are working with their underwriting to provide this information.
    - c. Current quote from Farmer's Insurance for one-year liability is \$920.00 but will not exceed \$1million per occurrence; Zac will contact Embassy Suites regarding \$2 million per occurrence (in Insurance and Indemnification clause of 2022 event contract).
    - d. **FOR 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.

## 5. New Business



- a. Carmen talked about Norman Public Schools letter received via FSCOK's PO Box this week requesting donations for their 2022 SPUD Week campaign, since one of the designated charities being supported by this student-led capital campaign is Bridges.
  - Brian said we should keep the information. Others in discussion agreed that we would be unable to fund this project at this time, since FSCOK is actively fundraising as well to shore up its capital development for the 2021-2022 accounting period.
    - Org information is at <https://www.spudweek.org/>
- b. Aislinn asked about FSCOK following up with Bridges for them being the designated charity partner benefitting from SoonerCon 30 charitable fundraising during the convention. Carmen received a reply from Stacy Bruce, Bridges Executive Director, on 11/22/21 accepting FSCOK's request to partner and designate Bridges org as charitable fundraising beneficiary.
  - **FOR ACTION:** Carmen will do additional follow-up with Matthew A., Michael D. and herself this month and into January 2022.
- c. Aislinn acknowledged Sean Hinkley for his successful leadership of Festivus 2021. The board agreed that it was a job well done.
  - **FOR ACTION:** Aislinn will follow up with Sean to get his insights about the event/after action reporting.

## 6. Adjourn

- a. Carmen motioned to adjourn the meeting, Brian seconded
  - Votes: 5 ayes, motion carried.
- b. Meeting adjourned at 4:00 p.m.

**Attendance:** Carmen B., Aislinn B., Brian S., Howard W., Matt C., Amber H., Zac. H.

### Current FSCOK Board of Directors 2021 Meeting Schedule:

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