

MEETING AGENDA

April 24th, 2021: 2 - 4 P.M. Location: Virtual (via Google Meet):

April 2022 FSCOK Board Meeting Info:

FSCOK Board Meeting

Sunday, April 24 · 2:00 – 4:00pm

Google Meet joining info

Video call link: <https://meet.google.com/nwq-azvn-hsu>

Or dial: (US) +1 262-706-5639 PIN: 875 044 496#

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

1. Call to order

- Time in:
- Quorum:

2. Review and acceptance of 01/30/22 meeting minutes.

- a. See attached copy of these minutes.

3. FSCOK Policy Review and Acceptance

a. Existing policies:

- FSCOK Financial Policies
 - See working doc:
<https://docs.google.com/document/d/1jiCb6dx7HeFIQawVdxQQgAMlfoM6SRDT/edit?usp=sharing&oid=113174943573999815329&rtpof=true&sd=true>
- SoonerCon Cash Handling Policy
 - See working doc:
<https://docs.google.com/document/d/14-KCl-biEWtcBiyNDiQRUgmlCyVi9iWF/eDit?usp=sharing&oid=113174943573999815329&rtpof=true&sd=true>
- SoonerCon Robbery Procedures
 - See working doc:
<https://docs.google.com/document/d/1RvVLZQDJL0cmg38ibnNTCtllbqjGCmE6/edit?usp=sharing&oid=113174943573999815329&rtpof=true&sd=true>
- FSCOK Events COVID-19 Participation Policy
 - Policy was last updated 02-01-22 and must be in parity with current CDC guidelines for the operation of June 2022 convention.
 - Current policy text: <https://soonercon.com/covid-19/>
 - References:
 - a. <https://atriumhospitality.com/terms-and-conditions/>
 - b. <https://www.c2e2.com/en-us/about/health-and-safety.html>

4. Finance Updates

- a. **Report:** Current financials. See attached *February-April 2022 Financial Update doc (prepared by Matt Cavanaugh, Treasurer)*
- b. **Discussion:** 2021 tax prep and filing via Precision Tax & Bookkeeping, LLC.
 - Current vendor for Quickbooks and monthly accounting.



- 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. **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.

5. **Discussion:** Leadership recruitment for 2022-2023 FSCOK board and for SoonerCon planning year. (*Aislinn B.*)

6. **Report:** SoonerCon Convention Chair Updates (*Matthew A.*)

7. **Report:** Chief of Volunteer Development (*Savannah T.*)
 - a. **Discussion:** Postponing staff background checks to be run in June '22 versus May '22 with a one-month extension to save the resources
 - Renewed checks are good for 2-3 years from background check completion date.
 - Examples of SoonerCon staff members whose checks expire in May '22 are: Matthew A., Savannah, Brittany, Caleb, Shay, Daniel, Matt C., Amber, Carmen, Aislinn, and Zac.

8. **Report:** Chief of Economic Development (*Mark C.*)
 - a. **FOR ACTION:** Calendaring 2022 grant opportunities with application deadlines.
 - b. **Discussion:** Norman Chamber of Commerce 2022 membership efficacy thus far.

9. **Report:** SoonerCon Fundraising Committee Updates (*Matthew C.*)

10. New Business
 - a. **Discussion:** Dead Center org partnership in 2022 (*Carmen B.*)
 - b. **Discussion: OWFI 2022 contest sponsorship**
 - Requested by Vickey Malone Kennedy at 4/16/22 SoonerCon committee meeting. SoonerCon is past sponsor for multiple years; Matthew A. requested board review and consider this request for decisionmaking.
 - <https://www.owfi.org/contest2022/sponsor>
 - c. **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:



***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.