



MEETING MINUTES

January 30th, 2022: 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: 2:10 p.m.
 - Quorum: Carmen B., Aislinn B., Zac H., Brian S., Matthew C.
2. **Review and acceptance of 12/12/21 meeting minutes.**
 - a. See attached copy of these minutes.
 - b. Motion to accept minutes as written, noting spelling of “benefiting or benefitting” on Section 5(b) note item.
 - Brian dropped off call/tech issues @2:11 p.m. and will rejoin.
 - Carmen motioned, Aislinn seconded.
 - Vote: 4 ayes, motion carried.
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.
 - Thanked Shay for her service in this role. Shay said she is happy to assist on the committee in programming.
 - Aislinn motioned to accept staffing change as noted here, Zac seconded.
 - Vote: 4 ayes, motion carried.

Quorum reestablished 2:20 p.m. with all five board members present.

4. **Report: SoonerCon Convention Chair Updates (Matthew A.)**
 - a. Matthew gave a verbal recap of the prepared report.
 - Noted Directors meeting and Con Comm meeting feedback to reduce meeting time, and Director of Marketing backlog in production items.
 - **FOR ACTION:** Directors and Matthew will continue work to assist with form development and other spaces as able to resolve.
 - Noted that the Committee Planning server update for role-related channel access and staffing updates are both underway and will be resolved by early February.



- a. See “Registration Forecast 2022.xls” document prepared by Damon Seymore in Green leadership Discord finance channel for additional reference.
 - b. SoonerCon 30 Budget Update
 - Note: Early-access membership purchase date may change from 6/15/22 cutoff to an earlier date in May. This date will be established prior to membership sales launch.
 - Online membership purchasing is being made available at lower pricing during the con weekend to incentivize members to purchase online to mitigate additional Registration traffic congestion.
 - Matt asked if there was historic info available about Military free/discounted membership and revenue impact. Matthew supplied this information during the call. Average amount of persons taking advantage of this is 25 persons annually. Amber noted that there is marketing ROI for this that ties to goodwill and mission building.
 - A budgeting document entry error was caught by James C., SoonerCon Director of Finance, for membership forecasting on revenue where Kickstarter monies were included in addition to its separate revenue line item. This was resolved by Matt C., James C., and Damon S.
 - Motion to accept report as written and verbally was made by Aislinn, Zac seconded,
 - Votes: 5 ayes, motion carried.
5. **Report: Chief of Volunteer Development (Savannah T.)**
 - a. Carmen reviewed the report provided by Savannah in advance of the meeting.
 - b. Wants to host a volunteer meet & greet session for recruitment.
 - Aislinn asked about readiness for open general volunteer needs, follow-up plan post-event recruitment for comms, budget readiness for processing background checks, etc. Plus, this was previously planned in the production timeline to occur following the “Magic Due Date for All the Things” of 4/11/22.
 - Amber concurred. Matthew noted that Volunteer Local and the Google Sheet for tracking committee staffing job descriptions and volunteer descriptions. These roles and the document has not been updated since the doc was initially prepped for new staff add-ons. Additionally, the Wufoo volunteer form build is lower down on the website forms update task for this in ClickUp.
 - **FOR ACTION:** Carmen will follow up with Savannah on this.
 - c. Aislinn motioned to accept the report as written, with action to follow-up with Chief of Volunteer Dev on meeting discussion regarding March date and proposed event. Carmen seconded the motion.

Vote: 5 ayes, motion carried.
6. **Report: Chief of Economic Development (Mark C.)**
 - a. Shay provided a verbal update of the report provided by Mark in advance for this meeting. She and Mark are working together to complete a full hand-off of items in this work area.
 - b. Matthew noted that Mark requested a list from Green Room for Sonic donation. The green room staff provided.
 - c. Carmen motioned to accept report as written, Zac seconded
 - Vote: 5 ayes, motion carried.
7. **Report: SoonerCon Fundraising Committee Updates (Matthew C.)**
 - a. Matt gave verbal update, noted that it might be a stretch to reach the \$20K stretch goal in time before conclusion of the campaign at 8:00 a.m. 02/02/22.
 - b. Future discussion of what will be purchased will be conducted in Fundraising meetings for store items, fulfillables, etc.



- c. KS budgeting is well under budget for the costuming, marketing buys, etc., even with a slight increase in commission payment to Jerry Bennett. Aislinn noted that an exhibitors booth is also being held for Jerry and he's confirmed for the booth versus the previously held AA table.
 - **FOR ACTION:** Adjust contract agreement to include booth and updated compensation info.
- d. **FOR ACTION:** Update SoonerCon 30 Sponsorship contract for correct quid pro quo appendix in this agreement, as well as some other form errors.
 - Matthew will follow up with
- e. Motion to accept report as presented by Carmen, Zac seconded.
 - Votes: 5 ayes, motion carried.

8. Finance Updates

- a. **Report:** Current financials. See attached *January 2022 Financial Update doc (prepared by Matt Cavanaugh, Treasurer)*
 - Regarding PayPal holding monies, Aislinn asked if PayPal is required for Eventbrite use, and Matt confirmed that a payment processing service is required to us Eventbrite because our bank does not process credit card payments, and PayPal has the be fee options for FSCOK's purposes at this time (as a processing vendor option).
 - b. Motion to accept report as presented and written made by Carmen, Aislinn seconded. Vote: 5 ayes, motion carried
- b. **FOR IMMEDIATE ACTION:** Matthew A. brought up that all 2021 donors will need tax receipts.
 - No action has been taken on completing resolving these for 2021 donors. Receipts may be made upon request but are usually needed by 01/31/22.
- c. **Discussion:** Service renewal with Precision Tax & Bookkeeping, LLC for calendar 2022 bookkeeping services.
 - Current vendor for Quickbooks and monthly accounting up through 12/31/22.
 - Matt Discussed previously quoted tax rate and going on month-to-month services
 - Approximate estimation of \$2100 annually for service (monthly bookkeeping fees and ~\$300-\$500 annual tax preparation).
 - Motion to accept vendor renewal for 2022 calendar year of services (January - December 31, 2022) made by Aislinn, Carmen seconded.
 - Vote: 5 ayes, motion carried.

Carmen closed the meeting for a 5-minute comfort break at 3:50 p.m. Meeting resumed at 3:55 p.m.

- d. **Discussion:** Applying for FSCOK credit card(s)
 - Potentially needed for completing travel bookings for SoonerCon headlining guests, in addition to building credit.
 - Carmen asked Matt if he had any prospects at this time. Matt said it's been recommended by some to look at our bank's options. He is rolling up a list of options in this research. Carmen mentioned that FSCOK received a mailing from Chase at our mailbox and she will provide that to Matt.
- e. **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.
 - No quote received from Omni at time of meeting following Matt's follow-up request for information.
- A discussion occurred regarding going with the Embassy Suites for a one or for a three-year option as proposed in the contracts sent by the Embassy sales rep to Matt C. in December '21.
 - Matt advised that the best option for the org long term is the three-year option to lock pricing for those times and aid both budget and staff planning accordingly. All board members agreed with this logic.
 - Aislinn brought up org capacity regarding the risk of volunteer leadership burnout. Untapped potential exists within OKC's metro community for both committee member and board member recruitment in 2022.
 - a. The discussion continued between the board members noting that several persons have risen to the tremendous challenges presented to the org in the past two years recovering from the fallout of COVID-19-related event cancellations, fundraising efforts, best practice updates and implementation, etc. Zac noted as well that our org's leaders stepping up has been good momentum alongside new team members joining the SoonerCon planning committee to offset workloads and generate new ideas and helping to source additional support resources and funding.
 - b. In this org capacity discussion, Matthew A. shared he would not be seeking the convention chairperson role for '23-'25 and that this does represent a significant staffing challenge for the org moving forward. This was noted regarding the board's need to begin early recruiting in this role (in addition to the mentorship SC Directors and Con Chair will be conducting in 2022 planning) and he was thanked for being candid about his intentions. He was unsure what capacity he might serve on the planning committee in those years due to the possibility of he and his wife relocating from OK for work purposes at this time. Both currently serve on the SoonerCon planning committee.
 - c. Brian mentioned that the he is seeing good results from the work being done by the current board members and SoonerCon leadership team to ensure we are being diligent in financial planning and emphasized alongside Matt the need for SoonerCon to generate more net positive revenue, as FSCOK's main fundraising and revenue source, each year at the conclusion of the event.
 - **FOR ACTION:** Matt will set a meeting with the Embassy with some board members and SoonerCon leadership members and their designated salesperson to work on negotiating on the multi-year contract offer.
- f. **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 Ms. Jamie Ersteniuk, BRIGHTWAY INSURANCE, INC. (attached).
 - i. Quote does not have correct information for org’s financials, see Finance Report for needed information request out to Lucy made by Matt.
 - ii. Additionally, Brightway had incorrect information that FSCOK was not in business from a previous quote in their system, and Zac is having this resolved with the underwriter.
 - iii. Zac notes Brightway is one of the few underwriters available for this type of insurance.

9. FSCOK Policy Review and Acceptance

a. Existing policies:

- SoonerCon Convention Policies (see attached for review)
 - **FOR ACTION:** Get info@fscok.org email addy correctly setup for Sec and Pres roles to manage this email address. Aislinn setup ClickUp tasks for this and assigned to Caleb, Matthew A., Carmen and Aislinn post-meeting.
 - Double-check smoking age of 21 and sponsorship contact info in these.
 - Aislinn recommended Membership policy be added:
 - a. All persons must possess a current year's SoonerCon membership to participate at any SoonerCon function. SoonerCon is the annual fundraiser for the Future Society of Central OK [linked to fscok.org], a 501(c)3 nonprofit organization, and is a membership-only event. See Article II - Membership of FSCOK's bylaws for additional information. For SoonerCon membership inquiries, email registration@soonercon.com.
 - b. Policy added.
 - Motion to accept policies as amended for immediate implementation made by Aislinn, Carmen seconded.
 - a. Vote: 5 ayes
- FSCOK Volunteer Application & Screening Policy
 - Change wording from Volunteer Coordinator to Chief of Volunteer Development (and double-check doc for any additional updated job titles).
 - Motion to accept policies as amended for immediate implementation made by Aislinn, Carmen seconded.
 - a. Vote 5 ayes
 - b. **FOR ACTION:** Aislinn to make these changes in doc and send for immediate website publication once complete.
- FSCOK Financial Policies
 - Tabled; these will be further reviewed by Finance team members in February.
 - **FOR ACTION:** Set board meeting for early March 2022 specifically to complete policy review and acceptance for this policy, in addition to SoonerCon Handling Policy and affiliated Robbery Procedure. Carmen will set a date for this working with Matthew, and Matthew A., James C., Damon S., and Matt C. will meet to complete proposed policy updates during February to prepare those meeting materials for review.
- SoonerCon Cash Handling Policy & SoonerCon Robbery Procedures
 - Tabled. See above.

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>

- Aislinn motioned to accept policy as amended for immediate implementation, Matt seconded.

- a. Vote: 5 Aye, motion carries.

- Disallowance of hate speech and hate symbols at FSCOK events:

- **FOR ACTION:** Amber will provide copy of proposed policy by 02/03/22 for review and discussion with FSCOK for addition to SoonerCon Convention Policies for 2022.

10. New Business

- a. **Discussion:** Communication outreach to metro Latino/Latinx community (Carmen B., Matthew C.)

- Recommended by org’s bank representative.

- **FOR ACTION:** Matt will contact this representative to follow up.

11. Adjourn

- a. Carmen motioned to adjourn, Aislinn seconded.

- Votes:

- b. Meeting adjourned at (time out): 6:30 p.m.

Attendance: Aislinn B., Carmen B., Bill T., Matthew A., Howard W., Zac H., Shay G., Amber H., Brian S., Matthew C., Savannah. T

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.