

MEETING MINUTES

April 24th, 2022: 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: 2:07 p.m.
- Quorum: Aislinn, Carmen, Zac, Matt. Brian joined at 2:10 p.m.

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

- a. See attached copy of these minutes.
 - update title to “Meeting Minutes” with year updated to 2022
 - b. Aislinn motioned to approve as amended, Carmen seconded
Vote - 4 ayes, no abstains, motion carried.

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>
 - All board members reviewed doc, Matthew A. gave info on doc updates. Discussion that updates were made to be in line with current titles of Exec. Comm. members and that doc item examples needed to be updated regularly as needed for current business needs. Matt agreed.
 - Aislinn motioned to approve as amended by exec comm. members who worked on doc update (Matthew, Damon, James C.), Carmen seconded.
 - Vote - 5 ayes, no abstain. Motion carried.
 - **FOR ACTION:** Matthew A. to complete doc edit acceptance and send finalized version to Aislinn for record retention.
 - SoonerCon Cash Handling Policy
 - See working doc:
<https://docs.google.com/document/d/14-KCl-biEWtcBiyNDiQRUgmlCyVj9jWF/e dit?usp=sharing&oid=113174943573999815329&rtpof=true&sd=true>
 - Discussions occurred as Matthew A. presented each page’s updates. Shift change updates made to streamline count out and still provide an option for secondary verification from the cashier. Skim amount to be determined by POS Manager discretion. Safe Access section, all board members concurred that the policy remain in place that safe must only be opened with two persons present; Matthew adjusted during live doc presentation to retain this section. Regarding

Onsite Payments, check acceptance reasons onsite; a few scenarios were discussed, specifically from vendors needing to complete check for OTC payments at end of show or accepting payment for avail. space onsite. Otherwise memberships or other POS-based sales items (art show, con store, etc. areas) will not accept checks. Policy line was updated to reflect this verbiage. Reason for limiting check acceptance is to mitigate instances of fraud to best protect the organization.

- a. **FOR ACTION:** Matt will confer with Damon, James C. and Matthew A. about checks policy and game plan for administering onsite, including signage and one-off procedure onsite.
- b. Motion to accept policy as amended during read through and discussion made by Carmen, Matt seconded.
 - i. Votes - 5 aye, no abstain. Motion carries
 - ii. **FOR ACTION:** Matthew A. to complete doc edit acceptance and send finalized version to Aislinn for record retention.

■ SoonerCon Robbery Procedures

- See working doc:
<https://docs.google.com/document/d/1RvVLZQDJL0cmg38ibnNTCtllbqjGCmE6/edit?usp=sharing&oid=113174943573999815329&rtpof=true&sd=true>
- All reviewed the policy, no adjustments requested.
- Motion to accept updated policy as amended by working group made by Carmen, Zac seconded.
 - a. Votes - 5 aye, no abstain. Motion carries
 - b. **FOR ACTION:** Matthew A. to complete doc edit acceptance and send finalized version to Aislinn for record retention.
 - c. **FOR ACTION:** Zac to send updated policy information to security vendor selected for 2022 event operations.

■ 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/>
 - a. Discussed that current policy still reads in parity with CDC guidance based on color-coded zones. Matt offered that Oklahoma numbers remain low for community transmission. Aislinn requested that FSCOK plan a special meeting to assess in June and then visit with venue partner in advance of BEO meeting to confirm planned health and safety protocols for venue during event.
 - b. **FOR ACTION:** Aislinn to post a Special FSCOK meeting set for Sunday, June 5, 2022, at 2 p.m. virtual meeting via Google Meet for community transmission data review and final policy updates to be made in advance on BEO meeting for SoonerCon 2022.
- 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)*
 - Matt reviewed the Financial Report.
 - Aislinn asked regarding Recommendation section if new policy will need to be made to codify the procedure for use of the card, Matt said he will visit with James C. to complete these purchases at present using existing finance policy for guidance on purchasing and current accounting process. Matthew asked if Quickbooks logs this credit card information and Matt confirmed that it does.

- b. **Discussion:** 2021 tax prep and filing via Precision Tax & Bookkeeping, LLC.
 - Current vendor for Quickbooks and monthly accounting.
 - Matt advised that Lucy is currently working on this tax preparation and is aware of the applicable deadline. Her and Matt have good communication going for any documents requested that she needs to complete this.
- c. **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). As of 4/24/22 meeting, Zac is in process of getting quotes and asked Matt to provide the needed information for Lucy for this to complete financial information required for D&O insurance.
 - i. **FOR ACTION:** Matt will provide Zac this information post-meeting to complete the quote process and Zac will forward to the quoting insurance agent.
 - ii. 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.
 - i. Zac has begun the event liability quoting process but, as of 4/24/22, this is still in process and no additional info available for the \$2M versus \$1M scenario for the 2022 venue contract (requires \$2M per occurrence in Insurance and Indemnification section). Zac noted that all insurance agents he's spoken with thus far have found this number to be outside the usual practice for such insurance needs and FSCOK is unable to be insured at that level at present.
5. **Discussion:** Leadership recruitment for 2022-2023 FSCOK board and for SoonerCon planning year. (*Aislinn B.*)
 - a. Aislinn talked about concern with leadership deficit causing us to move backwards in advance of good momentum to resolve leadership task deficits this past year. Discussion to include org capacity assessment, volunteer feedback and newly identified needs, recruiting opportunities for committee and board service at SoonerCon 30 via multiple channels and considering strategic planning for FSCOK's long term goals to expand its community program offerings and optimize membership benefits yearlong. From this intro, Carmen opened for discussion.
 - Zac said to look at the existing volunteer pool to begin capacity building assessment. Aislinn countered that this capacity has been reviewed and we don't have people in place (based on past precedent at board officer elections) with that existing pool.
 - Aislinn wondered if we should consider restructuring to a smaller board (noting that this is not ideal).
 - Matt offered relationship building with communities outside the known fandom community, such as OKC's Hispanic and Asian communities. Aislinn asked if we should consider sending event comps out to some of these civic groups.
 - Matt also noted that it might be worthwhile to update bylaws for board term of service to be adjusted from one year (current text) to two-year term in order to better take advantage of that person's capacity to be successful in their board role. It's also important that board members be able to focus on their role as building those community member relationships.

- Discussed communicating the needs of the roles and responsibilities and how these roles make a real impact.
 - Zac noted that maybe it's a "what does this service translate to in a real-world context" message.
 - Matt notes too about FSCOK effectively scaling what the expectation is of people's time, and that this may be a barrier to entry for people who would otherwise be interested in volunteer service (board, committees, etc.).
 - Communicating goal setting and meeting objectives; this requires more routine follow-up with appointed leadership in resolving backlog and concerns.
- **FOR ACTION:** Board to work on updating recruiting messaging and "why this matters" to conduct recruitment for FSCOK board roles and committee chairperson positions that are upcoming and publish this information to committee members, general public (web pages), etc. This message prep and workshopping for channel delivery will be conducted during the month of May, with the goal for go-live messaging to begin in June.
 - Need digital ad (due May 9th) for SoonerCon for recruitment & program book ad for SoonerCon (due May 29th)
 - Need application update for committee chairpersons

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

- a. Carmen asked for the Recommendation section if locations had been selected for all upcoming meetings. Not all locations are selected. Discussion continued regarding selecting locations, if there was budgeting for this (initial request from board was to make meetings cost-neutral as often as possible). Matthew was curious about getting a walk-through with the hotel (outside of Pre-Con meeting) for the full committee to have a walk-through of the convention space since it's been so long since the group was last at the site.
 - **FOR ACTION:** Matthew to email Embassy contact for requesting information about Pre-Con meeting date scheduling and requesting walk-through for committee meeting on Sunday 6/19/22 .
 - **FOR ACTION:** Matthew to complete location selections (following conferring with committee directors for dates/times) for meetings listed without scheduled location.
 - **FOR ACTION:** Matthew to follow up on Volunteer Local shift builds to review existing listing of jobs, shift times, etc. and establish final deadline for directors to provide additional input (based on committee needs feedback due 4/30/22) to finalize this system with Savannah for active shift scheduling for SoonerCon in June.

7. **Report:** Chief of Volunteer Development (*Savannah T.*)

- a. Savannah recapped report.
 - Aislinn asked if there were materials needed for the 4/30 volunteer bowling event. Requested the QR code items (Amber provided this info to Matthew for printing and will provide an updated general volunteer flier with these codes; Matthew will print). Amber is promoting the event Tuesday (4/26) and Friday (4/29). Savannah will have her laptop at this event to do onsite volunteer signups.
 - **FOR ACTION:** Update a place on SoonerCon website that has a list of general volunteer needs at SoonerCon for the convention and post (can be a simple list). Currently, this link only shows open committee roles:
<https://soonercon.com/volunteer-openings/>.
 - Goal for the event is volunteer recruitment versus a socializing event; socializing is okay, but goal is build volunteer base.
- b. **Discussion:** Postponing staff background checks to be run in June '22 versus May '22 with a one-month extension to save the resources

- Savannah notes in her report that she is not comfortable with postponing background checks outside of the predetermined one-year period because it's outside the scope of the current procedure that should be followed.
- Matthew asked how many checks this would impact, Savannah reported that this would impact thirteen checks at present (given the timing of when their checks previously conducted expire).
- 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.
- Discussion continued about whether it was more prudent or not to break this established procedure, particularly since the affected persons are persons serving at a staff level and who are members in good standing. Matt asked if a special one-time exception can be made to square these particular checks up. Discussion continued noting from Zac that these would have to be run anyways. Carmen agreed. Brian suggested using an email to have these thirteen persons send an email that they affirm they are in compliance and will remain so during the two-month lapse period. All disagreed with that plan.
- It was agreed that all checks would be run at or prior to their expiration date for current applicants, no additional action or procedure change is necessary.

8. **Report:** Chief of Economic Development (Mark C.)

- a. *Aislinn advised that no report was provided prior to the meeting. This report section was skipped in discussion.*

b. **FOR ACTION:** Calendaring 2022 grant opportunities with application deadlines.

c. **POSTPONED Discussion:** Norman Chamber of Commerce 2022 membership efficacy thus far.

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

- a. Matt delivered this report. No significant changes since last meeting besides Kickstarter results. No additional dedicated fundraising activities have been conducted since that time, focusing on completing Kickstarter deliverables. Matt did secure a sponsorship from Morningstar Storage for a comped year of service.

10. **New Business**

a. **Discussion:** Dead Center org partnership in 2022 (Carmen B.).

- Carmen requested this be moved to an online discussion.

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 decision making.
- <https://www.owfi.org/contest2022/sponsor>
- Discussed past sponsorship of this contest and reviewed available categories.
 - Carmen motioned to support the contest at \$105 level and continue the necessary follow-up for this offline, Matt seconded.
 - a. Vote - 5 ayes, no abstains.

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

- Recommended by org's bank representative
- Matt will follow-up on this and cc Carmen on this correspondence.



11. Adjourn

- a. Carmen motioned to adjourn, Zac seconded
 - Vote 5 ayes, no abstains. Motion passed.
- b. Meeting adjourned at (time out): 5:39 p.m.

Attendance: Amber, Terri M., Howard, Savannah, Matthew A.

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.