

MEETING MINUTES

AUGUST 28th, 2022: 2 - 5 P.M. Location: Virtual (via Google Meet):

August 2022 FSCOK Special Board Meeting Info:

FSCOK Board of Directors August Meeting & 2022-2023 Officer Elections

Sunday, August 28 · 2:00 – 5:00pm

Google Meet joining info

Video call link: <https://meet.google.com/isk-nyom-nge>

Or dial: (US) +1 541-714-5061 PIN: 648 340 944#

More phone numbers: <https://tel.meet/isk-nyom-nge?pin=1084266631704>

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

1. Call to order

- a. Time in: 2:02 p.m.
 - a. At the outset of the meeting, it was verbalized by Aislinn Burrows that the meeting is not being recorded and the meeting participants have not consented to being recorded for this session. It was acknowledged that meeting minutes were being taken and would be provided following the meeting's proceedings in the usual manner.
- b. Quorum: Carmen, Aislinn, Zac, Matt joined the meeting at time in, Brian joined the meeting at

2. Call for nominations for 2021-2022 FSCOK Board of Directors positions

- a. See *FSCOK [Bylaws, Article IV - Board of Directors, Section 8](#)* for roles and duties descriptions. Board members serve a one-year term beginning at the conclusion of this meeting.
 - Nominations for President: Carmen Bryan self-nominated for returning to the position.
 - Nominations for Vice President: Zac
 - Nominations for Secretary: Aislinn
 - Nominations for Treasurer: Matt
 - Nominations for Member-at-Large: Carmen nominated Brian Scoles for this position. Brian declined the nomination. Terri McKnight nominated herself for this position.

Aislinn advised that no nominations from the current general membership were received.

Carmen, Zac, and Matt affirmed that they did not receive nominations from the general membership.

3. Votes for 2022-2023 FSCOK Board of Directors positions

- a. A point of order was raised by Matt re: procedure for vote. Aislinn referenced bylaws Article IV, Section III; Matt raised concern with procedural parity for Article II, Section III.
 - Aislinn advised that procedurally for this meeting, the option for members present to provide their vote information could be made if desired.
 - It was agreed by the general membership participating in the meeting to proceed with the current directors conducting this vote as applicable to the current bylaws Article IV, Section III, with the understanding that this information would be provided to the incoming directors of the board to conduct a bylaws review/update to codify the procedure for general membership to participate in the voting process more straightforwardly.



- b. President: Carmen Bryan
 - Ayes: Carmen, Zac, Matt, Brian – Nays: 0 – Abstentions - Aislinn
 - c. Vice President: Zac Hallows
 - Ayes: Carmen, Zac, Matt, Brian – Nays: 0 – Abstentions: 0
 - d. Secretary: Aislinn Burrows
 - Ayes: Car,me, Zac, Matt, Brian – Nays: 0 – Abstentions: Aislinn
 - e. Treasurer: Matt C.
 - Ayes: 0 – Nays: 0 – Abstentions: Matt
 - f. Member-at-Large: Terri McKnight
 - Ayes: All – Nays: 0 – Abstentions: 0
4. **Review and acceptance of 06/05/22 meeting minutes.**
- a. See attached *FSCOK Meeting Minutes 06-05-2022.pdf* document.
 - b. Carmen motioned to approve, Matt seconded.
 - Vote: 5 aye, no abstain. Motion carried.
5. **Finance Updates**
- a. **Report:** Current financials. See attached *April-August 2022 Financial Update doc (prepared and presented by Matt Cavanaugh, Treasurer)*
 - b. From the Google meeting chat, James C. noted there is a \$2000 airline credit not listed in the report (associated with the credit card points/rewards section) that would also be usable toward future airline purchases, similar to Chase card rewards points, in consideration of budgeting information usable for '22-'23 operating year.
 - c. Note that P&L report provided is predominantly related to SoonerCon event finance metrics, so is useful for that financial review versus a totally complete FSCOK-level P&L overview. Quickbooks will be utilized going forward to generate this type of reporting for organization-level metrics analysis.
 - Matthew A. asked about historic records availability for use in completing organizational-level P&L and other reporting. Matt C. advised that these records are available based upon the initial import information categorized by the org's accountant. Matt will continue working with Lucy and in the Quickbooks system with finance team members to accurately categorize all applicable areas in this system for complete reports availability going forward. Matt confirmed that event-level reporting is available via finance teams at any time for SoonerCon budgeting and KPIs management. Matt provided additional insight into reading this reporting, noting that not all categories have been detailed out. Mat advised that custom reporting queries can be done, if Matthew would send any requests for information needed via email or other work channels.
 - d. In Actions Taken Section, Aislinn asked for clarification between categorization of Quickbooks system and then further categorization of detailed AR/AP categories for functional reporting purposes. All of Quickbooks is effectively categorized for accounting purposes. The detailed bucketing of org-level labeling within the system for those categories is ongoing in order to optimize regular reporting requests for budget management (not to exceed 15 nested-levels of detail).
 - e. **FOR ACTION:** See Recommendation section includes doc retention/destruction/archiving. Aislinn to provide current Records Retention Policy for review to incoming BoD members.
6. **SoonerCon 30 Post-Event Review**
- a. **Report:** SoonerCon 30 event after-action review including KPIs and usual convention metrics info, staff and volunteer updates, membership feedback and other related details (*prepared and presented by Matthew Alfred, SoonerCon 30 Chairperson*)
 - i. In Volunteer information, Matthew noted that he is currently functioning as the committee volunteer coordinator following the resignation of Savannah Thomas from this role and FSCOK org on July 2, 2022.



1. Carmen asked about the status of recovering access to Clockify. Matthew advised that Caleb C. is working on completing a new account update and getting the necessary information to complete this. The current system access is on a private email address, and these records will be downloaded using the existing system access prior to closing this account. The new account will be established the first week of September and owned by FSCOK. Currently Matthew , Caleb and Daniel G. have system access to the privately-held existing account. All volunteers with Clockify system access will be notified via email when to access and begin using the new Clockify system for recording their volunteer hours and activity.
2. Matthew advised that while there is a notable amount of attrition from volunteers who were background screened that did not report for shifts or complete shifts, no consequences have been identified at this time for future participation.
 - ii. In Programming, Charity section, Matthew noted that charity donations that made up the \$6k donation to Bridges of Norman came from multiple fundraising sources (FSCOK, auction and quick sale, artist donation, etc.).
 - iii. In Programming, Facilities Issues section of the report, Aislinn noted in the discussion that all facilities issues were timely reported to the hotel during the weekend and post-event, which included an electrical outage on Saturday hotel-side of the event midday. Matthew requested that this issue be noted in the minutes for addendum to this report.
 - iv. In Registration section, Amber asked if veteran concerns were reported in this directors report for future action/resolution, and Matthew affirmed that this information is contained in Damon’s full report provided on the con committee server.
 - v. In Exhibitors/Artist Alley section, Aislinn asked about COVID cancels, Zac replied T&C for most last-minute cancellations that could not be filled. Matt affirmed that all membership refund requests due to COVID were honored, but table or booth spaces may have fallen into T&C regarding cancellations. Terri noted that there were five week-of, last-minute cancellations and then two no-shows weekend of the convention overall.

Brian left the meeting at 3:28 p.m. (internet dropped)

- vi. In the COVID report section, Aislinn noted that these are self-reported values and does not reflect any unreported information as it pertains to the total event participation headcount.

Brian returned to the meeting at 3:33 p.m.

- vii. Aislinn thanked Matthew on behalf of the board for his service as convention chairperson for SC30, particularly acknowledging the good work he did onsite during the convention weekend leading the various teams and spearheading volunteer management.
- b. **Discussion:** SoonerCon 30 Incident Report information (*if applicable*)
 - i. Executive session motion by Aislinn for privacy, sensitive info discussion to include board of directors and convention chairperson (who prepared incident reports for records review and retention).
 - ii. This closed session began 3:48 p.m.
 1. Case #1: (two files). Outcome: The member who was banned onsite will be permanently barred from membership eligibility. They will be notified in writing of the termination of the membership eligibility and appeal process due to pervasive sexually harrassing behavior and violation of security directives onsite. The other member included in this reporting who also broke the anti-harassment policy will be notified that their continued membership eligibility is conditional on acknowledgement that this type of commentary is not acceptable at FSCOK-sponsored events.

2. Case #2: File
SoonerCon_Incident_Report_220625_Discrimintory_Behavior_2022_SC30.pdf.
Outcome: This requires more information for follow-up action. FSCOK directors will follow up with persons mentioned in this reporting for additional clarifying information and remedy provisions to be determined.
3. Case #3: SoonerCon_Incident_Report_220625_Stalking_2022_SC30.pdf.
Outcome: No identifying information is available for additional follow-up action, and the report is partially anonymous regarding relevant, actionable details. No additional action/remedy was requested in the reporting.
 - a. **FOR ACTION:** Train on FSCOK incident reporting procedures better with security and staff persons, as well as event volunteers and general membership, for better fidelity of issues reporting onsite, documentation and equitable post-action follow-up.
4. Case #4:
SoonerCon_Incident_Report_220624_Lost_Item_Theft_BattleTech_Mini_2022_SC30.pdf. Outcome: Reported anonymously with no detail for followup. No similar description item was turned in to lost and found as of this meeting date.
5. Case #5:
SoonerCon_Incident_Report_220624_Loss_Theft_Cashier_2022_SC30.pdf .
Outcome: Volunteer's eligibility to continue volunteering remains, with the exception of volunteering in a cash-handling role due to continued errors utilizing POS and inability to determine cash discrepancy within the system following training per the post-action recommendations in incident reporting. Board accepted additional recommendations included in the report.
 - a. **FOR ACTION:** Review policy and procedural updates recommended for cash handling and register training.
6. Case #6: Anonymous damage report. Outcome: No followup action taken, no action requested in reporting.
7. Cases #7 & #8: Medical incidents. Outcome: All procedures were followed and members involved were effectively treated/triaged during the event and by outside medical professionals. The convention chair noted his thanks for the life-saving support efforts of Mr. David Grizzle's team and the convention staff persons involved in these incidents. No additional action requested or needed.

This session concluded at 4:56 p.m. and the board returned to the general meeting session.

7. Review of Membership Eligibility Status for 2022-2023 FSCOK events participation

- a. **FOR ACTION:** Conduct initial membership eligibility review of persons removed from SoonerCon 30 event function (*refer to SoonerCon 30 incident report information*).
 - Aislinn noted that per the minutes information provided above, one
- b. **FOR ACTION:** Determine membership eligibility for the 2022-2023 FSCOK operating year from post-event event evaluation/any follow-up action completed by this previously banned member.
 - Ex-member was informed via email by FSCOK on June 21, 2022, that their membership status would be reevaluated during this August 28th meeting.
 - Background: Refer to the *FSCOK Meeting Minutes 06-05-2022.pdf* document, agenda item 3, section a, included with this meeting's materials, for reference details.
 - Carmen motioned to conduct the review meeting in closed session and received no second. Aislinn motioned to offer Mr. Strube the option have the session conducted publicly or closed (with only him and the board members participating) due to the sensitive, personal nature of information being disseminated in that discussion. Mr. Strube requested that the review session be closed.
 - The closed session began at 4:45 p.m.



- Alternative minutes were taken for this closed session conducted with Dustin Strube, who was present for the meeting and elected to participate in a closed review session with the board. Mr. Strube will receive a copy of these minutes via email.
- The session ended at 6:04 p.m. and the participants returned to the general session.
- **FOR ACTION:** It was determined in the session that the FSCOK board will evaluate the information provided during the session and communicate a decision to Mr. Strube regarding his membership eligibility. Mr. Strube understood and acknowledged that he will monitor his inbox for this communication to come.

8. New Business

- a. Aislinn requested the SC31 Con chair and other committee appointments special meeting be rescheduled to 09-11-22 at 2p via Google Meet. This meeting was previously scheduled in error on Labor Day weekend when there would not be a quorum. The board agreed to reschedule the meeting to 9/11/22.

Matt left the meeting at 6:12 p.m. due to a previously scheduled engagement. Quorum was retained with Carmen, Brian, Aislinn, and Zac present.

- b. Aislinn gave acknowledgement of the resignation of FSCOK Chief of Volunteer Development and SoonerCon Director of Volunteers, Ms. Savannah Thomas, received on 7/2/22 via email to Matthew and Carmen. The positions will be evaluated by the incoming board of directors for fulfilling volunteer management and coordination responsibilities for the organization for 2022-2023 operations.
 - Matthew A. asked about scheduling volunteer and committee kickoff meetings.
 - Aislinn advised that the board has weighed in on this need to effectively structuring the committee and identify volunteer roles/needs, and then communicating with the people we ask to participate accordingly. James agreed. Brian asked if this was for additional wrap-up, and Matthew stated that this was to conduct future convention planning and volunteer recruiting versus past events, in observance of the usual annual production timeline for running SoonerCon.
 - Matthew also stated that he did not agree with the committee chairperson not being established by this point in the calendar due to production planning needs. Aislinn advised that this was understood, but was previously set in December 2021 and could be reevaluated for the future, but the current process was established in order to provide the incoming board of directors the opportunity to evaluate candidates, business needs and conduct this decision making themselves versus the outgoing officers making the decision on behalf of a new leadership team.
 - Matthew A. asked about being able to continue processing background checks for new volunteer applicants, particularly those seeking a role on the SoonerCon planning committee. Aislinn advised that he would need to contact the finance teams offline to make that request following the meeting, and he said he would do so. Matthew is currently acting in a de facto capacity for overseeing FSCOK's volunteer management systems following the recent resignation of this staff person and the need to conduct the regular and ongoing business of FSCOK as a volunteer-led operation.
- c. Carmen thanked Brian Scoles for his board service, acknowledging that he previously served on the board in addition to his '21-'22 service, and that this overall time of service is appreciated.

9. Adjourn

- a. Carmen motioned to adjourn the meeting, Zac seconded the motion.
 - Vote: 4 ayes, no obtain.



- b. Meeting adjourned at 6:24 p.m.

Attendance: Carmen B., Aislinn B., Zac H., Mark C., Howard W., Amber H., James C., Matthew A., Dustin S., Terri M., Brian S., Matt C.

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

September - ~~Sunday, 09-04-22, 2p-3p~~. Now Sunday, 09-11-22, 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.