

## MEETING MINUTES

September 11th, 2022: 2 - 3 P.M. Location: Virtual (via Google Meet):

### **Board Meeting Info:**

**FSCOK Board of Directors Meeting: 2022-2023 FSCOK Committee Chair Appointments**

Sunday, September 11 · 2:00 – 3:00pm

Google Meet joining info

Video call link: <https://meet.google.com/zsp-avpx-qrj>

Or dial: (US) +1 650-466-0064 PIN: 771 343 824#

More phone numbers: <https://tel.meet/zsp-avpx-qrj?pin=1195060979707>

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

#### 1. Call to order

- Time in: 2:02 p.m.
- Quorum: Zac, Carmen, Aislinn, Terri, Matt C.

#### 2. Review and acceptance of 08/28/22 meeting minutes.

- See attached copy of these minutes.
  - Matthew A. offered the following minutes corrections:
    - @Aislinn, the 8/28 meeting notes are missing Brian's time in at section 1, subsection b.
    - @Aislinn under section 3, subsection e, the Aye votes for Treasurer for Matt are 0, should that be "All"?
    - In section 5, subsection c, bullet point, Matt's name is misspelled as "Mat"
    - In section 7, subsection a, bullet point: the sentence stops abruptly with "one". Is there more to that sentence?
      - Secretary note: This was an error and removed from the final minutes document.
    - Section 7, subsection b, the 4th bullet point: The closed session began at 4:45pm. That is incorrect, since the previous closed session ended at 4:56pm
    - Section 9, subsection a, the word "abstain" is spelled "abtain"
  - Terri advised that the meeting ended at 6:22 p.m. and closed session in item 7 concluded at 6:02 p.m.
  - No additional corrections were suggested
  - Carmen motioned to complete minutes updates with changes above to be implemented offline and final check review conducted online, to be completed by Tuesday, September 13, 2022 for posting. Aislinn seconded.
    - Vote: 5 ayes, no abstains

#### 3. 2022-2023 FSCOK Committee Chair Appointments

- SoonerCon 31 Convention Planning Committee Chairperson
  - Applicant(s):
    - Matthew Alfred, immediate past chairperson
  - Call for additional nominations (if applicable):
  - Discussion and review of applicant(s) for this role
    - Aislinn asked Matthew to share his reasons for applying, top-level vision for SoonerCon 31 and priorities/key goals for the convention.



- a. Talked about wanting to continue in the role from a 2-year build completion.
- b. Acknowledged that there were some difficult times/missing action on his part in the planning process with the goal to improve these.
- c. Leadership council to develop leadership and support deficits
  - i. Also interested in sourcing a vice chairperson to eliminate the leadership silo.
- d. Timeline:
  - i. January is official production prime time
  - ii. There's some conflicts with fall scheduling for getting a committee planning kickoff done, but would lean largely to directors for their input for production planning timeline during fall, with con comm meeting in October with the goal to have this meeting get a kickoff meeting/activity set for outreach for staff support.
    1. Commented that summer outreach events have been very successful for recruiting some team members for con comm.
    2. Concern: Volunteer Coordinator missing and con chair currently serving in this capacity.
- e. Carmen asked about Matthew's plan for improving communications and timeline management (to not be late in production).
  - i. Matthew talked about needing assistance with meeting coordinating and that this is not his strength and needs other people to assist with message development and delivery.
    1. Need agenda prep assistance, meeting location sourcing.
      - a. Maybe meetings could be done virtually, but this also makes it intimidating for new members for joining and getting to engage with other members of the team online.
    2. Need: Contact sheet available for committee access and text messaging service. Having directors have their phone numbers available to their teams.
  - ii. Matthew mentioned that he doesn't have specific dates, but he does have a skeletal outline for production planning:
    1. Early October: Con Comm meeting for returning and new team members
    2. Kickoff meeting November
    3. Con Comm meeting November
    4. Festivus in December (if board approved)
    5. Directors Meetings in September, October, December (typically would be online meeting to use available tech resources for working session)
    6. January initiates major production milestones:
      - a. Fully onboarded new team members begin in roles. They would be onboarded during Fall '22 and ideally attend some or all meetup functions.
      - b. Directors meeting
      - c. Con Comm meeting
        - i. Idea: Use of newsletter for packaging updates to committee

team members (maybe via  
Discord)blahs

7. February-convention production would be prepared by directors and con chair; full production timeline to be prepped and made available by November.
- f. Staffing needs:
  - i. Volunteer Coordinator; Director of Marketing: Production Designer, Website; Director of Registration (potentially if staffing moves occur); Hotel Liaison to move out of director-level capacity, but needs to have access to working with the hotel (see wrap-up reporting for job description details).
  - ii. Aislinn mentioned the need to communicate these types of concerns more in advance than has been previously done for '22-'23 operating year's go-forward strategy.
    1. Matt advised that presenting problems without a solution being at least presented to begin from to orient being more actionable. The idea is to mitigate analysis paralysis.
    2. Zac echo'd this commentary that these are known issues and it is time to work the known alternative solutions available, as applicable. It is worth exploring the alternatives and making the attempt to complete these.
- g. Aislinn asked about specific outcomes/goals Matthew has in mind for SC31
  - i. Ensure that SoonerCon remains a safe space for free thought, creativity and like-minded persons to know that they have a place to go in fellowship and harmony. This is an important metric for us short and long term.
  - ii. Build further long term community engagement (new club formed out of meetups at the con, or maybe a club revived to enjoy a new lifespan)
  - iii. Reduce weekend-of volunteer attrition by improving comms with volunteers throughout the year for involving them in convention updates heading into the con so they can feel more connected to us.
- h. Carmen asked if there was anything else to discuss?
  - i. Matthew is concerned about cultivating the next person behind him to serve in the chairperson capacity going forward and asking for the board's blessing to have an "understudy" (as Matt put it, versus building out a separate role) type person shadowing in this role.
  - ii. Matt also pointed out the need to reduce the grousing about leadership-level roles. There is an optics concern that this is off putting and jading to newly recruited team members. People are giving their time in service.

■ **FOR ACTION: Appointment for '22-'23 operating year**

- Carmen motioned to complete vote for appointment of Matthew Alfred as '22-'23 SoonerCon committee chairperson. Matt seconded.
  - a. Vote: 5 ayes, no abstains

- b. Aislinn noted that this is a term of service concluding in August 2023;  
FOR ACTION: Review and codify SoonerCon chairperson term of service to be two-years.

b. **FSCOK Fundraising Committee**

- **Discussion:** Is committee needed for '22-'23 operating year?
  - Matthew Cavanaugh served as inaugural committee chairperson for '21-'22 operating year.
  - Matt discussed that there are no currently *specific* goals for capital development campaigning beyond the normal SoonerCon event as being FSCOK's primary fundraiser for operating revenue. Carmen polled the board members, who all agreed that there is not currently a fundraising concept needed beyond this.
  - Carmen motioned to dissolve the existing fundraising committee for '22-'23 operating year, with the caveat that the board can always create a fundraising committee as needed, per the bylaws.
    - a. Vote: 5 ayes, no abstains

4. **New Business**

a. **Discussion:** **Norman Chamber of Commerce membership renewal.**

- Carmen, Matt and Aislinn agreed that it was not a value-added partnership and that these funds would be better served in SoonerCon marketing/communications budget for better targeted outreach for cultivating new membership leads and community partnerships. Terri agreed that if there wasn't any business relationship building value, then it isn't worth it. Aislinn pointed out that we'd still have to interact personally with those businesses ourselves, and Zac agreed.
  - **FOR ACTION:** Carmen and Matt will work together to conclude this partnership and get invoice removed from the Chamber's accounting system.

b. **Discussion:** **Removing Volunteer and Sponsorship roles from FSCOK level, where these are needed more directly for the SoonerCon committee's functional capacity.**

- All board members agreed that FSCOK would be best served for the '22-'23 operating year to dissolve these two roles at the FSCOK level and designate these roles for the Chief of Economic Development and Chief of Volunteer Development SoonerCon planning committee (volunteer director, sponsorship manager).
- Note: The volunteer policy will have to be reworked to outline exactly what the org structure is and who has access to processing screenings.
- **FOR ACTION:** Board to complete Volunteer Screening and Volunteering policies review and update in September for immediate implementation.
- Aislinn motioned to dissolve the FSCOK roles of Chief of Economic Development and Chief of Volunteer Development for the '22-'23 operating year.
  - Vote: 5 ayes, no abstain.

c. **Discussion:** **FSCOK Adobe Creative Cloud access**

- Use of Adobe's products like Sign, InDesign, Photoshop, etc. is very needed for FSCOK's short and long term functioning.
- Matt presented on pricing options for nonprofit organizations for licensing and number of user seats. Discussed a la carte options versus monthly full-package subscription.
  - Aislinn pointed out that we need to talk with Caleb H. about a full tech stack audit of current systems in use and what options he may recommend for this year's operating needs ahead of completing any purchasing, and ideally in the month of September/October before substantial planning efforts take place beginning in January 2023.
  - Primary subscription choice is the \$840 annual education org subscription.



- **FOR ACTION:** Board will set meeting with Caleb H. for org's tech stack audit and getting his input/feedback on this year's software services needs. Carmen will contact Caleb for his availability to schedule and for the research period needed.

## 5. Adjourn

- a. Motion to adjourn by Carmen, seconded by Zac.
  - Vote: 5 ayes, no abstain
- b. Meeting adjourned at 4:00 p.m.

## Attendance:

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

#### **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.