

## Board Meeting Minutes

**August 27, 2023: 2 - 3 P.M. Location: Virtual (via Google Meet):**

**1. Call to order**

- a. Meeting called to order at 2:01 pm
- b. Board members present were Burrows, Hallows, Cavanaugh, Dean, and Dixon
- c. Members present were Howard Wilson and Amber Hanneken (joined at 2:08)

**2. Review and acceptance of 8/13/23 meeting minutes.**

- a. Burrows moved to accept the attached minutes as presented, Cavanaugh seconded
- b. Motion passed unanimously

**3. Confirm change of officers on bank documents**

- a. Burrows explained the need to remove Carmen Bryan (immediate past President) from bank account and add Aislinn Burrows (current President) to bank account
- b. Cavanaugh added a need to change holders of storage unit keys from Carmen Bryan to Aislinn Burrows and from Matt Alfred to whomever is elected con chairperson.
- c. Burrows moved to accept the change of officers on the bank documents and the requested change to storage unit key holders, Cavanaugh seconded the motion.
- d. Motion passed unanimously.

**4. Review and accept Board Member Conflict of Interest forms**

- a. Dean verified that all current members had turned in conflict of interest forms
- b. Cavanaugh listed membership on the board of Extra Life
- c. Burrows, Hallows, Dean, and Dixon listed no known conflicts
- d. Burrows moved to accept the Conflict of Interest forms as presented, Hallows seconded
- e. Motion passed unanimously.

**5. Appointment of Soonercon 32 (2023-2024) Chairperson**

- a. Burrows nominated Matt Cavanaugh as Soonercon 32 Chairperson effective immediately until the August 2024 Soonercon After-action meeting. Dean seconded the motion.

Burrows asked Cavanaugh why he was interested in being chairperson. Cavanaugh stated that he wanted to continue the track record of success, he also saw enormous potential in Soonercon moving forward and he wanted to see that potential realized, and he felt that he had the ability to accomplish this.

Burrows asked what his goals for Soonercon 32 would be. Cavanaugh stated he wanted to streamline the time and management structure to allow for growth without overloading any one person with too much work and he wanted to increase communication and teamwork to facilitate departmental synergy. Cavanaugh also stated that he wanted to increase membership to around 4,000 for the weekend in preparation for the contract renewal decision for Soonercon 34 on.

Burrows asked him to expand on his communication goals. Cavanaugh stated that a small convention can afford to have siloed (isolated) departments but as a convention gets larger it requires more teamwork to accomplish or individuals can burn out. Cavanaugh stated that his vision included Directors as being more managerial and less hands on, but communicating with other directors more.

Burrows asked Cavanaugh what mechanisms and tools he would need, and on what timeline, to

accomplish his vision for Soonercon 32. Cavanaugh stated his first goal would be to meet with the Director of Volunteers to establish an organizational chart, determine holes in the director level, and fill those gaps. Then he would help to fill in gaps in the Directors' teams and establish a Roadmap tailored to the Directors' needs and wants to exercise that Director's vision.

Hallows asked if he anticipated any change in directorships from Soonercon 31. Cavanaugh stated that he did not plan to remove any directors, but would look at possibly dividing overburdened areas such as Programming and spinning off areas, such as Gaming, into separate directorships.

Burrows stated that it was important that ONE individual was responsible for all of the deliverables at the convention. Cavanaugh responded that the Chairperson was that individual.

Burrows asked if that meant he would participate in the Programming department. Cavanaugh stated that if he were the Chairperson, he would participate in EVERY department.

Hallows remarked about previous discussion on the Chairperson term being a two-year term Burrows stated that it had been discussed but no decision was made at that time. Cavanaugh stated he would not be opposed to a two-year term and while it would maintain continuity, it would also require positive action to remove a chairperson who proved ineffective and both the positive and negative aspects should be carefully considered before making that decision. Burrows stated that FSCOK Board and the Directors maintain continuity.

- b. Burrows moved to appoint Matt Cavanaugh as Chairperson for Soonercon 32. Hallows seconded. Burrows-Aye; Hallows-Aye; Cavanaugh-Abstain; Dean-Aye; Dixon-Aye; Motion passed 4-0

## **6. Discussion/vote on moving 9-3-2023 Board Meeting to a later date in September to avoid conflict with Labor Day**

Burrows stated that a preliminary budget for Soonercon 32 would need to be presented at that time and it also conflicted with the labor day holiday when several people would be out of town Several dates were suggested and rejected for conflicts

- a. Burrows moved to reset the date of the September Board meeting to September 16th from 11 am to 1 pm, Dixon seconded the motion.
- b. Motion passed unanimously

## **7. Discussion on Organizational Policy Additions and Updates**

- a. Purchase Card
  - Burrows expressed concern about multiple people using cards assigned to specific directors
  - Hallows suggested a report form for card transfer between persons
  - Cavanaugh stated that it would be better to err on the side of more cards and tracking more cards would not be an issue. In addition, he stated that more cards would allow for greater control of spending and tracking
  - FOR ACTION: Cavanaugh will draft a purchase card policy to present to the Board at the next meeting.
- b. Electronic Communications
  - Burrows stated that there were concerns about individuals using their personal email for FSCOK business. This concern relates to sensitive/proprietary information as well as document retention policies and requirements.

- FOR ACTION: Dixon will draft an electronic communication policy to present to the Board at the next meeting.
- c. Recording
  - Burrows stated a need for a policy regarding the retention of security recordings and other records retention, including electronic documents.
  - FOR ACTION: Burrows will draft a security recording and records security and retention policy to present to the Board at the next meeting.
- d. Additional policies needing review
  - Hallows expressed a need for a storage access policy regarding keys
  - Cavanaugh expressed and need for a policy regarding PO Box access.
  - FOR ACTION: Hallows will draft a comprehensive key management policy to present to the Board at the next meeting.

## 8. Discussion of change to the date of Leadership Dinner (2022-2023 participants) date and format

Cavanaugh asked if the Appreciation Dinner should wait until next year. Burrows stated that she felt some interaction should be done this year to get it started and it could be expanded or changed in the future and suggested an upper limit of 25 persons.

Hallows agreed with keeping it small and simple and suggested Directors + 1. Dixon stated that would be 50 persons. Burrows suggested a reformat starting with the prior Board, Prior Con Chair, and then Directors.

Hallows suggested that a different way to recognize volunteers would be needed. Burrows stated that a volunteer appreciation dinner/BBQ had been done in the past.

Dixon suggested that it should be an awards type dinner and Burrows stated this was more like a business dinner and not an awards banquet. Burrows also suggested that this would cost about \$100 per person and if alcoholic beverages were included it would add \$30-50.

Cavanaugh stated that this should be FSCOK in total and not just Soonercon related and suggested the Prior Board and Committee heads along with directors and with directors nominating but the Board deciding final invites. Cavanaugh also questioned the possibility of having space donated and having the event catered.

Hallows suggested that it should be the Five prior Board members, Soonercon 31 Chairperson, and the 7 Directors and one guest with each.

Burrows stated that Cheevers could only handle 20 people. Burrows also stated that Mickey Mantle Steakhouse and Ludavine were also possibilities. Cavanaugh questioned whether there was a banquet hall available and Dixon reiterated the possibility of catering. Cavanaugh suggest Texas de Brazil.

Burrows volunteered to with the Director of Volunteers to develop a volunteer appreciation dinner as well as finding a venue for the Leadership dinner. Cavanaugh asked if there was a proposed budget and Burrows suggested \$4500. Cavanaugh responded that \$5000 should cover both the dinner and awards. A proposed budget of \$3500 for the dinner was arrived at for the initial proposal.

FOR ACTION: Burrows was tasked with arranging a venue, a date no later than November, and budget.



## 9. Discussion to Seek Additional Storage Tub Donations for Facilitating Storage Reorganization

Dean suggested that FSCOK could acquire tubs for modular storage through donations from Lowe's and was willing to work on this project. Hallows stated that while we already had some tubs to start the process, he felt that more would be needed. Cavanaugh stated that if no sponsorship recognition was required he was in favor of it. Dixon also expressed support.

FOR ACTION: Dean was tasked with seeking additional storage tubs through donation.

## 10. New Business

- a. Cavanaugh stated that he had spoken with Nick, the manager at Morningstar Storage, and he had described Morningstar's non-profit complimentary storage policies and procedures.

Burrows asked about the cost of a second unit. Cavanaugh stated that it would be \$6,000 per year for an additional unit and FSCOK would need to pay \$10-12 per month per unit in the future for insurance.

Dixon asked for clarification if FSCOK could sign up for a unit in addition to the unit used by Soonercon. Cavanaugh stated that the donated unit WAS FSCOK's, using the EIN for FSCOK and was listed dba Soonercon and that further discussion with Nick was needed to clarify matters. Burrows stated that FSCOK needed a unit separate from Soonercon to facilitate convention load in and out.

Burrows asked if FSCOK could afford the second unit. Cavanaugh stated that it could, but no mechanism was in place to replace the expenditure other than Soonercon.

FOR ACTION: Cavanaugh and Hallows to prepare a proposal for presentation at the next scheduled meeting

- b. Cavanaugh stated that there was a possibility of acquiring custom made metal shelves from Francis Tuttle Technology Center at cost and this would also promote the FSCOK mission of education since it would be a project for the fabrication students.

This item was tabled until the storage unit changeover was complete and shelving requirements were known.

- c. Cavanaugh suggested a retreat to allow the Soonercon Chair and Directors to work on the Roadmap for Soonercon 32. No action was taken at this time.

## 11. Adjourn

- a. Burrows made a motion to adjourn the meeting. Dixon seconded. Motion passed unanimously.
- b. Meeting was adjourned at 3:58 pm.