

MEETING MINUTES

April 30, 2023: 2 - 4 P.M. Location: Virtual (via Google Meet):

Board Meeting Info:

FSCOK Board Meeting

Sunday, April 30 · 2:00 – 4:00pm

Time zone: Undefined parameter - TIME_ZONE

Google Meet joining info

Video call link: <https://meet.google.com/kdg-hfgm-neh>

Or dial: (US) +1 601-516-5653 PIN: 163 400 950#

More phone numbers: <https://tel.meet/kdg-hfgm-neh?pin=1277894552552>

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

1. Call to order

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

2. Review and acceptance of 02/19/23 meeting minutes.

- a. See attached copy of these minutes.
 - Minutes were reviewed and no adjustments were requested.
- b. Carmen motioned to approve, Terri seconded.
 - Vote: 5 ayes, no abstain.

3. Finance Updates

- a. **Report:** Current financials. See attached *Financial Update doc (prepared and presented by Matt Cavanaugh, Treasurer)*
 - Matt noted regarding PNL reporting, new Growtix system reporting for the accrual report is a bit more complicated to break down, but we are able to get more granular information on transactions than our previous reporting with Eventbrite and other payment processing systems. But, the time to produce PNL reporting is increased with the new system.
 - Review Growtix fee structure and outline of itemization in reporting
 - Noted that we have not received any negative feedback from purchasers regarding the incursion of processing fees for completing purchase transactions on the Growtix platform.
 - Passing these fees has helped normalize our loss
 - Art Show breakout is too cumbersome to parse for space type granularity in transactions, so these are rolled into a compressed view of total Art Show space sales
 - Matt noted that the software service agreement does not expressly outline the “Withholding” section of the funds reporting in Growtix.
 - This withholding is done by the platform to aid refunding based on a percentage of sales and increases proportionally as transactions increase.
 - **FOR ACTION:** Matt to follow up with Growtix about when to expect release of funds withheld as we near show dates. This matters for planning purposes for capital availability.
 - Matt noted that he provide Lucy reporting, officer contact information and other financials details requested
 - Matt asked her for invoicing on tax work and she has not yet sent. Invoicing has been requested multiple times thus far, but no invoice received to date.

- Matt will soon be auditing a Quickbooks course for professional development purposes to support his duties in the Treasurer role.
 - Francis Tuttle shelving project will not be fully completed by Soonercon dates, but is expected to complete this year. Estimate costing is \$1500-\$3000
 - Need storage bin sizing to complete specs for scoping
 - Report's recommendation included a request to begin vetting people for other various subcommittees to begin diversifying FSCOK's reach and mission fulfillment.
 - Zac commented that it would be useful to look at booth trade prospecting with other organizations doing outreach events to help raise awareness.
 - Interest rates are increasing and we do have funds currently in a non-interest bearing account.
 - **FOR ACTION:** Matt will complete exploration to identify a suitable interest-bearing account that would be viable for the organization's savings purposes.
- b. **DISCUSSION:** 2022 tax filing reporting needs for May 2023 filing.
- Per previous note regarding Lucy's November 2022 outreach, it is expected that tax filing will be conducted timely (with information for upcoming tax year is due for FSCOK by December annually).
 - Tax filing is one year behind per our current extension schedule; filing information is for 2021 in December '22; 2022 will be done December '23 and so on.
 - **FOR ACTION:** Matt to follow up with Lucy to request a copy of completed 2021 tax year 990 filing for record keeping purposes (or latest copy of most current as applicable to extension schedule filings sequence).
- c. **DISCUSSION:** Review 2023 insurance and security services quotes.
- Current event liability insurance quote, Cal Smith with Farmers Insurance attached and reviewed.
 - Cal will complete year-long quote for stored assets as well and expected to receive quotes in mid-May for this
 - a. **FOR ACTION:** Zac will reach back out to get additional quote for E&O officer insurance on 5/1 and have Mr. Smith forward invoice for liability insurance.
 - Aislinn motioned to accept event liability insurance quote for Fiance to complete 2023 coverage purchase, Matt seconded.
 - a. Vote: 5 aye, no abstains. Motion accepted
 - Security company outreach with 2022 vendor has occurred, but no response received.
 - Additional officer coverage and rates for security services have increased in 2023
 - **FOR ACTION:** Zac will continue to follow up with company to get quote for 2023 on Monday, 5/1
4. **FSCOK Upcoming Board Officer Elections & FSCOK Committee Leadership Appointments**
- a. **DISCUSSION:** Succession planning and recruitment for org leadership positions
- See dates info below. Also reviewed some of the post-event internal deadlines for reporting dates expected.
 - Discussed some of the pitfalls with recruitment attempts from existing committees and agreed it is necessary to reach outside the organization and to seek self-motivated, energized people engaged with what opportunities exist to increase their leadership, creative and professional skills by serving the organization and its committees.
 - **FOR ACTION:** Prospect platforms that will allow posting about volunteer opportunities and board roles, such as nonprofit groups, Indeed, et al.

- **FOR ACTION:** Outline positive service impacts, mission completion and feeling a sense of accomplishment; these are examples of benefits statements we need to complete for these comms. Additionally, roles with key responsibilities info need to be clearly

5. New Business

- a. None for this meeting occasion.

6. Adjourn

- a. Motion to adjourn the meeting by Carmen, Aislinn seconded.
 - Vote: 5 ayes, no abstain. Motion passed.
- b. Meeting adjourned: 3:23 p.m.

Attendance: Terri M., Matt C., Howard W., Jack J., Aislinn B., Carmen B., Elaina H., Zac. H.

Upcoming 2023 FSCOK Meetings & Dates of Interest:

June/July - Friday, 06-30-23 - Sunday, 07-02-23 (all weekend)

- Event: Soonercon 31: *Declare Your Independence*

August- Sunday, 08-13-23, 1p-4p

- Soonercon 31 event after action reporting and paperwork consolidation

August - Saturday, 08-19-23

- Event: Inaugural FSCOK Leadership Thank-You Dinner (time/location tbd)

*August - Sunday, 08-27-23, 2p-3p

- 2023-2024 Board Officer Elections

September - Sunday, 09-03-23, 12p-4p

- 2023-2024 FSCOK Committee(s) Chair Appointment(s)
- Preliminary annual budgeting for 2023-2024 operating period

November - Sunday, 11-19-23, 2p-4p

- Review and acceptance of finalized annual budget for 2022-2023 operating period
- Set 2024 meeting dates; SOS filing deadline for 2024 meeting schedule is 12/15/23

December - Sunday, 12-10-23, 2p-4p (if needed)

- Proposed Festivus holiday event date: Saturday, 12-02-23