

## MEETING MINUTES

**September 25th, 2022: 2 - 5 P.M. Location: Virtual (via Google Meet):**

### **Board Meeting Info:**

Sunday, September 25 · 2:00 – 5:00pm

Google Meet joining info

Video call link: <https://meet.google.com/oui-nfdm-fmk>

Or dial: (US) +1 347-966-3384 PIN: 737 805 929#

More phone numbers: <https://tel.meet/oui-nfdm-fmk?pin=1945793972045>

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

#### **1. Call to order**

- Time in: 2:09 p.m.
- Quorum: Aislinn, Carmen, Matt C., Zac, and Terri M. (joined the call at 2:20 p.m.)

#### **2. Review and acceptance of 09/11/22 meeting minutes.**

- a. See attached copy of these minutes.
- b. Minutes were reviewed during this section. No discussion needed from members present.
  - Aislinn motioned to approve as written, Carmen seconded.
    - Vote: 4 ayes, no abstains. Motion carried.

#### **3. Annual budgeting for 2022-2023 operating period**

- a. Presented by FSCOK Treasurer and various FSCOK committee leadership stakeholders.
- b. James Campbell, SoonerCon Director of Finance, presented on budgeting requests and conducted refinement during this call.
  - Marketing Budget:
    - **FOR ACTION:** On t-shirt ordering, remove “volunteer” shirt wording (eliminates the need for one additional screen set-up fee). Volunteers will receive GA shirt type. James C. will work order quantities accordingly
    - **FOR ACTION:** Logo design/mascot/brand resources package for SoonerCon. Amber is working with Robot House agency for beginning quoting (to include full style guide, multiple poses for mascot). Max budgeting is \$4k. Aiming to incorporate sponsorship for requirements.
  - Ops Budget:
    - Aislinn asked if the budget could include using TVs for three smaller workshop rooms (JQH, PDR 1, PDR 2), as well as standardizing sound setup for main prog I-III, and are laptop needs covered.
      - a. Discussion occurred about mics and TV request from Matt, Aislinn and Zac, where these would represent significant wins for ops time and more evergreen, standardized tech ops. Matt also noted using shotgun mic setup as an option.
      - b. Yes laptops OK for 2023 per Zac and Carmen, as well as sound mixer count needs.
    - Aislinn asked about barrel fans. Zac said that there are definitely storage capacity concerns. Discussion compromise was to consider purchasing two to begin getting set up to independently support overall needs for convention ops (where this type of equipment is currently be loaned for use weekend of).
  - Volunteers Budget:



- Discussed necessary increase to baseline submission provided by Matthew A. Afton asked about needs for support events, food and beverage, additional supplies, etc. All board members agreed. Afton discussed sponsorship opportunity outreach as additional resource support. Amber noted the need to promo partner for events as well, including social media and Afton agreed.
  - a. Budget was increase by \$2k during discussion for fungible updates to line items.
- Registration Budget
  - Matt discussed custom ribbon options for bumping up content and engagement experiences for members. James and Matt reviewed quick pricing options.
    - a. Budget item was added for \$3k to cover this expenditure.
  - Discussed badges and the need for badge ribbons. This led to review of line item invoice. There are various customization options that represent more costs. Current badge from '22 was ~\$3.50 per badge, which could be pulled back for more exclusive membership tiers, and badge ribbons used in conjunction with badges to get some cost savings on CPU (without downgrading the badge experience overall).
    - a. FOR ACTION: Follow up with Damon for his take on customization options for 2023 pitch options.
  - Discussed also that membership purchase fees be passed on to ticket purchaser.
    - a. Eventbrite is current FSCOK ticketing platform (used to issue tickets). Ticket issue fee charged is a percentage of ticket pricing, plus flat usage fee.t
      - i. There is a payment processing option. However, EB's fees are somewhat higher than competitor platforms.
        - 1. EB uses Stripe for payment processing.
      - ii. For every dollar of published price, cost of 7% + \$2.08 (current) per transaction to FSCOK.
        - 1. EB is a very powerful platform and FSCOK currently underutilizes/does not need for our org size, a number of EB's robust platform service offerings for the cost of these fees per transaction.
        - 2. Matt and Damon worked to find alternate vendor (SimpleTix) options for proof of concept options in cost reduction.
          - a. Product pitch came in at roughly half the spend amount per transaction for FSCOK's current size and usability functionality.
          - b. Represents new training to use software and time to integrate into accounting systems.
          - c. FOR ACTION: Needs additional conversation with James C. and Damon about his take (from best practices and pain points perspective)
      - iii. FOR ACTION: A discussion occurred regarding need for org alignment from convention chair for directors roles and responsibilities ASAP, especially because of recent staffing updates and comms disconnects for who needs to do what, to finalize budgeting responsibilities for directors to begin executing.

1. **FOR ACTION:** Con chair to set directors meeting to discuss roles, staffing down lines and related responsibilities for 2022-2023 operations ASAP.

Carmen called for a five minute recess 4:00 p.m. to 4:05 p.m. for comfort break. Quorum and meeting resumed 4:06 p.m.

■ Programming Budget

- Sponsored requests to be itemized separately
- Charitable giving to be itemized separately
- **FOR ACTION:** Research SMS messaging providers, plans. Will be used across departments (Programming, Marketing, Volunteers, et al)

c. Final totals were reviewed and percentage difference between '23 request and '22 actual spend considered. Carmen motioned for refined budget to be provided to the board, and that board will work offline to confirm budgeting, Terri seconded.

Aislinn disagreed, as did Amber and Afton, for reasons of needing to proceed with routine operations for production planning, like background checks and headline bookings, needed from approved budgeting.

Aislinn asked Matt C. if there were other FSCOK budget items for operating expenses that are not other

Voicemail (Google Voice was suggested), but otherwise, routine items are Constant Contact, website and related software subscriptions for maintaining operations. Realistically, if other expenditures previously reported for FSCOK GL will bucket into SoonerCon event GL.

Matt recommended, after Carmen asked, about any accounting expense requirement. Matt advise \$1k needed for taxes and accounting.

Aislinn motioned for \$200K, amended to \$201k. Carmen seconded.

Vote: 5 ayes, no abstain for \$201k organizational operating budget (\$200k con/\$1000 for org ops).

4. **Review and discussion of outstanding action items outlined in 09/11/22 meeting minutes:**

- a. **FOR ACTION:** Board to complete Volunteer Screening and Volunteering policies review and update in September for immediate implementation.
  - Aislinn outlined copy updates needed in policy for legal compliance.
  - Policy role-related updates (see posted policy on <https://soonercon.com/volunteer-policies/>)
  - Carmen motioned to complete this task offline by 9/30/22 so the volunteer director may begin processing the backlog of screenings. Aislinn seconded.
    - Vote: 5 ayes, no abstain
- b. **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.
  - Carmen reached out to Caleb previously and will work to schedule a meeting with caleb and board members ASAP.

5. **New Business**

6. **Adjourn**

- a. Motion to adjourn the meeting by Carmen, seconded by Terri
  - Vote 5 ayes, no abstains.
- b. Meeting adjourned: 5:28 p.m.



**Attendance:** Aislinn, Carmen, Matt C., James C., Afton F., Zac, Amber, Terri M.

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

**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.