

## MEETING AGENDA

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

### **Board Meeting Info:**

FSCOK Regular Board Meeting

Sunday, August 27-2:00 – 3:00pm

Google Meet joining information:

internet: <https://meet.google.com/hug-rptn-tng>

phone: (US) +1 301-857-3188 PIN: 526 707 799#

international numbers: <https://tel.meet/hug-rptn-tng?pin=5473407507017&hs=1>

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

- 1. Call to order**
- 2. Review and acceptance of 8/13/23 meeting minutes.**
  - a. See attached copy of these minutes.
- 3. Confirm change of officers on bank documents**
  - a. Remove Carmen Bryan (immediate past President) from bank account
  - b. Add Aislinn Burrows (current President) to bank account
- 4. Review and accept Board Member Conflict of Interest forms**
- 5. Appointment of Soonercon 32 (2023-2024) Chairperson**
  - a. Nominations
  - b. Vote on appointment
- 6. Discussion/vote on moving 9-3-2023 Board Meeting to a later date in September to avoid conflict with Labor Day**
- 7. Discussion on Organizational Policy Additions and Updates**
  - a. PCard
  - b. Electronic Communications
  - c. Recording
  - d. Additional policies needing review
- 8. Discussion of change to the date of Leadership Dinner (2022-2023 participants) date and format**
- 9. Discussion to Seek Additional Storage Tub Donations for Facilitating Storage Reorganization**
- 10. New Business**
- 11. Adjourn**

## MEETING MINUTES

**August 13, 2023: 1 - 4 P.M. Location: Virtual (via Google Meet):**

### **Board Meeting Info:**

*FSCOK August 2023 Board Meeting & 2024 Officer Elections*

*Sunday, August 13 · 1:00 – 4:00pm*

*Time zone: America/Chicago*

*Google Meet joining info*

*Video call link: <https://meet.google.com/zky-nyfo-hyq>*

*Or dial: (US) +1 904-580-4702 PIN: 901 254 922#*

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

**1. Call to order**

- Time in: 1:02 p.m.
- Quorum: Zac, Carmen, Aislinn, Matt

**2. Call for nominations for 2023-2024 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 nominated Aislinn Burrows, Matt seconded. Aislinn accepted the nomination.

3. The meeting was paused at 1:04 p.m. by Carmen to speak with Terri M. offline who had not joined the meeting session resumed at 1:06 p.m. with Terri M. joining the quorum

■ Nominations for Vice President:

- Terri nominated Zac, Aislinn seconded. Zac accepted the nomination.

■ Nominations for Secretary:

- Aislinn nominated Michael Dean, Carmen second. Michael accepted the nomination.

■ Nominations for Treasurer:

- Zac nominated Matt Cavanaugh, Terri seconded. Matt accepted nomination

■ Nominations for Member-at-Large:

- Matt nominated Brady Dixon for nomination, Aislinn seconded. Brady accepted nomination.
- Terri M. nominated Terri Dean for nomination, Zac seconded nomination. Terri D. accepted nomination.

**4. Votes for 2022-2023 FSCOK Board of Directors positions**

- a. President: Aislinn Burrows; she accepted nomination
- Ayes 4 – Nays – Abstentions 1
  - Vote carries for Aislinn Burrows
- b. Vice President: Zac Hallows; he accepted nomination
- Ayes 4 – Nays – Abstentions 1
  - Vote carries for Zac Hallows
- c. Secretary: Michael Dean; he accepted nomination
- Ayes 5 – Nays – Abstentions

- Vote carries for Michael Dean
  - d. Treasurer: Matt Cavanaugh; he accepted nomination
    - Ayes 3 – Nays – Abstentions 2
    - Vote carries for Matt Cavanaugh
  - e. Member-at-Large: Brady Dixon; he accepted nomination
    - Ayes 5 – Nays – Abstentions
    - Vote carries for Brady Dixon
  - f. Member-at-Large: Terri Dean; she accepted nomination
    - Ayes – Nays 3 – Abstentions 2
    - Vote does not carry for Terri Dean
5. **Review and acceptance of 04/30/23 meeting minutes.**
- a. See attached copy of these minutes.
  - b. Motion to accept as written by Carmen, Aislinn seconded.
    - Vote: Ayes 5 – Nays – Abstentions
6. **Finance Updates**
- a. **Report:** Current financials. See attached *Financial Update doc (prepared and presented by Matt Cavanaugh, Treasurer)*
    - Matt reviewed main financials
      - Outstanding items will be paid in month of August
    - Points info listed. Use of these points offset a reported \$2k-\$3k of expenditures for SC31 operating expenses.
    - One charity item is not accounted for and will be identified in a later section.
    - Reviewed detailed reporting for outlining PNL information for FSCOK and SC31 information.
      - Hotel space expenses will increase for 2024, 2025 due to contract increase. Matt noted that the 2023 contract rate was reduced to accommodate for being on the 4th of July holiday weekend
      - Operations department investments were made for SC31 to improve long term infrastructure for the org's owned equipment.
      - Programming department continues to be the lion's share of Soonercon budgeting and spending. Matt noted headline guest expenditures represent the bulk (approximately 1/3) of these expenses.
        - a. Green Room costs increased higher than budgeted for SC31. This is being evaluated for SC32 and forward planning.
        - b. Prize support in cash and other awards proved to be a return on membership attributed to participation increase overall.
      - Approximate \$25-\$30 spent per volunteer, plus background checking expenses. Low end of this build is around \$45 per person.
        - a. As org grows, it is expected that this necessary expenditure will increase and require budgeting accordingly.
        - b. Similarly exp
      - Merchandising, badges increased in spend.
        - a. Clothing sales did generally well. Overall sales for merch broke even and there was a positive proof of concept in the seeding of merchandise overhaul with new Soonercon branding.
      - Theme engagement
        - a. \$1800 was the initial budget, so this was slightly over budgeted.
        - b. Theming spend is expected to increase in order to support production value for the convention experience.
      - Soonercon at present costs approximately \$176k to put forward at present.



1. For registration total supplemented by James C. from Growtix transaction info was 3070. There were wristbands issued when badges ran out.
  - a. Kids tracking in the register was not conducted for SC31; will add a register button for this \$0.00 item for quantity tracking for SC32 going forward.
  - b. Lost badges and wristbands being redone affected a small percentage of count attrition for quantity of these supplies.
  - c. Sunday sales were the highest volume to date, attributed to daily pricing reduction. This helped shore up total weekend sales volume and onsite participation headcount for the weekend.
2. For specific facility concerns:
  - a. Carpet tripping hazards in key traffic areas need to be safely mitigated beyond duct taping.
  - b. The main stage was missing parts and had several gaps that had to be resolved. This staging equipment needs to be addressed in the off-season. It is a critical safety hazard.
- ii. Zac's connection dropped for approximately one minute and he rejoined the call without further interruption of connectivity.
- b. **Discussion:** SoonerCon 31 Incident Report information (*closed session as may be applicable*)
  - i. Incident Reports review (various)
  - ii. Conduct review of membership eligibility status for 2023-2024 FSCOK events participation applicable to incident reporting and offer recommendations for incoming board officer consideration for membership eligibility status (where applicable).
  - iii. Incident Types:
    1. Injury:
      - a. IND Report 7-1-23
        - i. No FSCOK action needed.
      - b. IncidentReports\_-\_Soonercon31 - Youth-aged person Nerf dart to face
        - i. First aid effectively administered by the medical corps.
          1. No FSCOK additional action needed.
        - ii. **RECOMMENDATION:** Split up age groups for youth-aged nerf gaming activities, parental consent form, foam darts only for projectiles used/outline what may and may not be used for gameplay; can be broken up by participant experience level
        - iii. See additional report page 21-24 with age information noted.
    2. Harassment:
      - a. IncidentReports\_-\_Soonercon31 - Harassment of volunteers manning ID check
        - i. **RECOMMENDATION:** Continue best practice for ID management – custom wristband and redundant stamping and supporting this identification procedure executed by our volunteers.
      - b. IncidentReports\_-\_Soonercon31 - Anonymous harassment report
        - i. Board is aware of named persons in reporting, but reporting does not contain actionable harassment information; no additional action to be taken at this time.
        - ii. See Chairman's reporting for next-step recommendations on follow-up procedures for this type of reporting.
  3. Lost Child/Person:
    - a. None reported
  4. Severe Weather:
    - a. Not applicable

5. Hazardous Materials:
  - a. Not applicable
6. Bomb Threat:
  - a. Not applicable
7. Fire:
  - a. Not applicable
8. Disturbance/Threat:
  - a. Hotel Incident report for Shai by Bill T 2023.07.10
    - i. Incident was recorded on reporter's personal device
    - ii. Hotel is responsible for making the determination with law enforcement to remove a person from the premises for trespassing.
    - iii. Person was removed from the property by law enforcement for trespassing. No additional FSCOK action required.
  - b. IncidentReports\_-\_Soonercon31 - Person removed for trespassing
    - i. Person was removed from the property by law enforcement for trespassing.
      1. See pages 45-52 for supplemental information.
    - ii. **FOR ACTION:** FSCOK to follow up on returning recovered items and ID to person removed from premises for trespassing.
      1. See pages 41-44 for lost and found incident reporting.
    - iii. **FOR ACTION:** Follow up with Soonercon staff member involved in this incident for reporting additional details.
    - iv. **FOR ACTION:** FSCOK to follow up with law enforcement involved for records request regarding incident.
  - c. IncidentReports\_-\_Soonercon31 - Person ejected from event for no membership allowed admission by staff person without approval
    - i. See Chairperson's reporting for acknowledgement of coach and counseling done for this incident.
    - ii. Coach and counseling took place during the time of the incident with other staff persons involved with this incident by primary board member responding.
    - iii. **RECOMMENDATION:** Incoming FSCOK board will re-evaluate ejected non-member's membership eligibility for a one-year period.
9. Theft/Property Destruction:
10. Other:
  - a. Missing Item
    - i. IR#1-missing.pdf
      1. **FOR ACTION:** Add security cameras to Art Show/Charity.
      2. Security does make rotations in this convention operating area.
      3. **Recommend** evaluation of inventorying procedures and what options can be put in place to minimize the onus being on volunteers and staff to constantly manage this.
    - ii. IR#3-SoldMissing.pdf

1. **FOR ACTION:** Same note for camera coverage and processes evaluation/updating as on IR#1-missing.pdf
- b. Facility Issue
  - i. IR#2-Elevator.pdf
    1. **FOR ACTION:** Follow up with Embassy Suites for facilities management next steps for functioning, safe elevator operations during FSCOK events.
- c. Underage Drinking
  - i. IncidentReports\_-\_Soonercon31
    1. Security officer and one of the incident reporters witnessed the underage person take an unattended alcoholic beverage and consume it.
    2. **RECOMMENDATION:** Board advises incoming board place parent and teen on probationary no volunteering period.
      - a. Adult is ineligible for Teamsters volunteering due to no show on Sunday in perpetuity. Adult is ineligible for volunteering otherwise for a one year period.
      - b. Pending age verification, youth is ineligible for volunteering for a one year period.
    3. **RECOMMENDATION:** Incoming board to follow up on age verification for this reporting to assess membership eligibility for both parties named in the incident.
    4. **FOR ACTION:** Substance use while volunteering guidelines.
  - d. Closed session concluded 4:34 p.m. and regular session resumed.
    - i. Aislinn reviewed meeting minutes with body at large, no additional comments from board or attending persons.

## 8. New Business

- a. Matt brought up that additional storage would be approximately \$6k annual spend for an additional non-climate controlled unit and climate-controlled unit.
  - Concern for access management at FSCOK level; what is layout structure, access for non-Soonercon events, receiving back in, making full use of this space, etc.
  - Looking forward for growth management of budgeted FSCOK-level expenditure associated with asset management
  - Zac, Aislinn and Carmen brought up that storage total rental was cut during COVID-19 downsizing and has not yet been restored.
    - Absence of modular systems has contributed to the poor use of space in storage; rack system and tubs system required for best practice.
      - a. Unaccounted for new additions absent a modular receipt system caused undue excessive load-out time, resulting in volunteer attrition.
    - **RECOMMENDATION:** Creating this system in earnest requires full buy-in of participation from committee leaders in place, then the incoming board can designate the primary role responsible for oversight of this process. Additional expenditure will need to be factored into budgeting planning.
      - a. There is not presently a mechanism in place to make this expense entirely cost neutral.
  - Climate control for AV equipment is critically important

- Brian S. from the attendee audience noted items stored at his property (ex. grid, AV, hard hats, etc.) and requests that the board consider in future planning if this storage capacity can expand to include this equipment. He said that it is not necessary to move these items at this time, but it would better centralize FSCOK's owned assets.
- Primary FSCOK source of cash flow is Soonercon revenue
  - Need to visual longer term cash flow solutions that are more diversified
- b. Aislinn made a **recommendation** for preparing a PCARD policy for incoming board members to adopt.
  - Sean H. brought up IT management need as well for incoming policy building and Aislinn concurred that this would be needed as the organization continues to expand in service scope.
  - Brady D. brought up the need for this to include a two-way confidentiality and privacy policy covering electronic communications, citing that there are civil liability concerns with not having this in place for email usage, etc. for notifying users in advance.

## 9. Adjourn

- a. Motion to adjourn the meeting: Made by Carmen, seconded by Matt
- b. Meeting adjourned:
  - 5 ayes, no abstains
  - 5:05 p.m. adjournment

**Attendance:** Howard W., Zac H., Andrew A., Michael D., Brady D., James C., Bill T., Matt C., Terri D., Aislinn B., Carmen B., Brian S., and Sean 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
- 2023-2024 Board Officer Elections

~~August - Saturday, 08-19-23~~ – TBD for Q4 2023

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

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

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

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

- Review and acceptance of finalized annual budget for 2023-2024 operating period

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

- 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