



Attending:

Acting Executive Officers:

Danielle Haller <i>Acting Chairperson</i>	Mary Cervantes <i>Acting Secretary</i>	Heather Humphrey <i>Acting Sergeant at Arms</i>
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Outgoing Executive Officers:

Melinda West <i>Chairperson</i>	Shailaja Marion <i>Vice-Chairperson</i>	Eric Hammons <i>Secretary</i>	Eric Wise <i>Treasurer</i>
Otto Schenck <i>Sergeant at Arms</i>	Zac Murphy <i>Community Relations Officer</i>	Chelsey Gay <i>Personnel Officer</i>	

Deputies:

(vacant) <i>Deputy Secretary</i>	(vacant) <i>Deputy Sergeant at Arms</i>	(vacant) <i>Deputy Treasurer</i>	Heather Ball <i>Deputy Community Relations Officer</i>
(vacant) <i>Deputy Personnel Officer</i>			

Voting Directors:

Benjamin Ekhoﬀ	Kristie Wofford	Mary Cervantes	Heather Humphrey
Stephen Piveral	Tara Bennett	Danielle Haller	Uriah Davis
Roger Smith	(vacant)		

Advisory Board:

Chip Knight (Dice Addiction, LLC)	Blake Ridgway (OS4CA IT)	Chris Perez (Warguts Inc)	

Guests Present:

➤ *Indicates a Procedural Action*

Election Governing Documents

- [By-Laws](#)
- [2023 Company Review & Board Election Procedure & Agenda](#)

Pre-Approved Election Agenda Items & Notes:

➤ *Call To Order*

- Presiding Officers and Purpose of Meeting
 - Purpose
 - To elect new board members, and any pre-approved motions and notes.
 - Officers
 - Acting Chair - Danielle Haller
 - 1 vote
 - Acting Secretary - Mary Cervantes
 - 1 vote
 - Acting Sergeant-At-Arms - Heather Humphrey
 - Heather Ball – acting Chair Chair of Community Relations
 - 1 vote

Final Officer Reports

- Chairperson's Report - Melinda West :
 - She “has lead” in the “right direction”
 - “Paid all of our debts”
- Vice-Chairperson's Report - Shailaja Marion :
 - N/A
- Secretary's Report - Eric Hammons :
 - Disposition of December Minutes - [12.10.2022 OS4CA Board Meeting](#)
 - Put last minute notes from last meeting, otherwise, N/A
- Treasurer's Report - Eric Wise :
 - N/A
- Sergeant-At-Arms' Report - Otto Schenck :
 - N/A
- Community Relations Officer's Report - Zac Murphy :
 - Transitioned role from public relation to focusing on community
- Personnel Officer's Report - Chelsey Gay :
 - N/A

Elections

- **Executive Board** - Given 5 min. To present why they are great for the position
 - Officers
 - **Chairperson of the Board**
 - Candidate(s): Melinda West
 - No additional presentation
 - [Resolution](#)

- **Results:** Unanimous decision – aye
 - Vice-Chairperson of the Board
 - **Candidate(s):** Shailaja Marion
 - Want's to continue providing support for Melinda and her vision
 - [Resolution](#)
 - **Results:** Unanimous decision – aye
 - Secretary of the Board
 - **Candidate(s):** Eric Hammons
 - Would like to improve on filing (notes, documents, etc.) while in position
 - [Resolution](#)
 - **Results:** Unanimous decision – aye
 - Treasurer of the Board
 - **Candidate(s):** Eric Wise
 - N/A
 - [Resolution](#)
 - **Results:** Unanimous decision – aye
 - Sergeant-At-Arms of the Board
 - **Candidate(s):** Otto Schenck
 - N/A
 - [Resolution](#)
 - **Results:** Unanimous decision – aye
 - Community Relations Officer of the Board
 - Candidate(s):
 - Zac Murphy
 - Continue to work w/relation to community
 - Shepard the development of smaller events to increase name & relations with community
 - [Resolution](#)
 - **Results:** Unanimous decision - aye
 - Personnel Officer of the Board
 - Candidate(s):
 - Chelsey Gay
 - Bring in more volunteers
 - Keep providing a fun time
 - [Resolution](#)
 - **Results:** Unanimous decision – aye
- *Issue Certificates of Commission*
- 5 min. recess
 - Meeting reconvened @ 2:27pm
- *Acting Chair Yields Floor*
- Chairperson Pro Tempore
 - Candidate(s) declared
 - Zac Murphy
 - [Resolution](#)
 - **Results:** Unanimous decision – aye
- *Chairperson Yields Floor to Officer Zachary Murphy as Acting Chair (providing for their reelection)*
- **Voting Board Elections -**

- Position 1 -
 - Candidate(s):
 - Stephen Piveral
 - [Resolution](#)
 - **Results:** Unanimous decision – aye
- Position 2 -
 - Candidate(s):
 - Heather Humphrey
 - [Resolution](#)
 - **Results:** Unanimous decision – aye
- Position 3 -
 - Candidate(s):
 - Kristie Wofford
 - [Resolution](#)
 - **Results:** Unanimous decision – aye
- Position 4 -
 - Candidate(s):
 - Uriah Davis
 - [Resolution](#)
 - **Results:** Unanimous decision - aye
- Position 5 -
 - Candidate(s):
 - Mary Cervantes
 - [Resolution](#)
 - **Results:** Unanimous decision – aye
- Position 6-
 - Candidate(s):
 - Roger Smith
 - [Resolution](#)
 - **Results:** Unanimous decision - aye
- Position 7- No Candidate at open of meeting
 - Kaitlyn Arnold opted to not seek reelection to the Board for personal reasons, but will continue to serve in her operational capacity. We wish her the very best with her new family.
 - Candidate(s):
 - Nominations to wait for the next board meeting.

➤ *Issue Certificates of Commission*

- 5 min. recess
- Meeting reconvened @ 2:48pm

● **Advisory Board Nominations**

- Position 1
 - Candidate:
 - Blake Ridgway
 - [Resolution](#)
 - **Result:** Unanimous decision – aye
- Position 2
 - Candidate:

- Chip Knight
 - Accepted nomination for position Thursday 01/12/2023
 - [Resolution](#)
 - Result:
 - Unanimous decision – aye
 - Position 3
 - Candidate:
 - Chris Perez
 - Accepted nomination on 12/31/2022, but is unable to attend today due to being out of state.
 - [Resolution](#)
 - Result:
 - Unanimous decision – aye
 - *Issue Certificates of Appointment*
- **Deputies**
 - Position: Deputy Community Relations Officer
 - Candidate:
 - Heather Ball
 - [Resolution](#)
 - **Result:** Unanimous decision – aye
 - *Issue Certificates of Commission*
 - Recess @ 2:57pm
 - Meeting reconvened @ 3:07 pm
- **Committees**
 - Announcements
 - Committees that shall remain charged with their duties
 - Policy converted to **Policy & Administration**,
 - Now ordained by the By-Laws as a permanent Standing Committee
 - Chair:
 - Declared candidacy: Zac Murphy
 - Only declared candidacy
 - **Vote:** Unanimous decision – aye
 - Budget remains **Budget**
 - Now ordained by the By-Laws as a permanent Standing Committee
 - Chair
 - TBD, chair position to be set
 - Declared candidacy: Shailaja Marion
 - Only declared candidacy
 - **Vote:** Unanimous decision – aye
 - Committees to formally disband
 - Artists & Vendors (informally suspended in 2021, duties transferred to Director of Sales)
 - Motion to Dissent – None
 - Motion to disband passes
 - Charities Research (informally suspended in 2021, duties transferred to former Director of Partner Services, folded into Communications & Technology)
 - Motion to Dissent – None
 - Guest Relations (informally suspended in 2021, duties transferred to Director of

Programming & Guests)

- Motion to Dissent – None
 - Motion to disband passes
- Inventory (informally suspended in 2021, duties transferred to the Director of Logistics)
 - Motion to Dissent – None
 - Motion to disband passes
- Merchandise (informally suspended in 2021, duties transferred to Director of Communications & Technology)
 - Motion to Dissent – None
 - Motion to disband passes
- Partner/Donors Program (informally suspended in 2021, duties transferred to former Director of Partner Services, folded into Communications & Technology)
 - Motion to Dissent – None
 - Motion to disband passes
- Programming and subcommittees (informally suspended in 2021, duties transferred to Director of Programming & Guests)
 - Motion to Dissent – None
 - Motion to disband passes
- Public Relations (informally suspended in 2022, duties transferred to Director of Communications & Technology)
 - Motion to Dissent – None
 - Motion to disband passes
- Registration (informally suspended in 2022, duties transferred to Director of Sales)
 - Motion to Dissent – None
 - Motion to disband passes

→ POI – Shai asked when the disband occurred, Zac responded that that is where the “informal” portion comes in. ←

■ Other Committees

- No proposals were proposed at this time.

- Recess @ 3:19pm
- Meeting reconvened @ 3:21 pm

→ Motion for the Treasurer to leave the meeting & pass vote to Melinda, Chairperson. ←

- No dissent

- Recess @ 3:22pm
- Meeting reconvened @ 3:23 pm

● Organization & Cabinet

- Organizational Structure, Areas of Responsibility, Duties, & Definitions
 - [Organizational Structure](#)
 - 59 page slideshow, additional notes not of the slideshow will be taken in the minutes.
 - In order of Coverage:
 - Board
 - Deputies
 - POI: “Could I nominate x to be a deputy even if they were on the board” – per last meeting on the bylaws, it was declared “no”, however it is something we can review and bring to the vote on

our next meeting.

- Voting Board
- Advisory Board
- Committees
- The Org.
 - The Cabinet
 - Assistant Director
 - At this time only the Director of Technology and Community has an A.D.
 - Department of Head
 - Operations
 - Oversight
 - Logistics
 - Safety
 - Logistic Operations
 - HR
 - Staff
 - Special Services
 - Financial Services
 - Accounting
 - Strategic Services
 - Programming & Guests
 - Event Development
 - Programming Tracks
 - *Gaming* combines both digital & tabletop
 - Guest Relations
 - **Edit:** will be changing logistical aspects to updated title
 - Sales
 - Shopping Bazaar
 - **Typo and wording edits** were made during the presentation.
 - Internal Sales
 - Wording edits were made during the presentation
 - Communications & Technology
 - Public & Media Relations (PR)
 - 7 subcategories
 - Wording edits were made during the presentation
 - Attendee Services
 - Community Engagement
 - Information & Entertainment Technology (IT)
 - Per Chelsey's question: This is where **Blake Ridgway** is now part of
 - Appendix
 - Convention Committee(s) (ConCom)
 - Event Producers
 - Replacing ComChairs

- POI: How is different from directors: Directors are permanent positions vs Event Producers are just for specific event positions
- Positions currently not filled.

- [Resolution](#)
 - Added by Zac during the meeting
- Results:
 - Unanimous decision – aye

→ Motion to move cabinet vote to next meeting and to prioritize as high priority. ←

- Motion to amend the motion by Zac & Shai, by dissent
 - Clarification – to object to his motion to make a unanimous decision
- Cabinet:
 - Director of Operations & President of the Cabinet
 - Melinda West
 - [Resolution](#)
 - Result: No Dissent, Melida West has been named as Director of Operations and President Cabinet
 - Director of Logistics
 - Danielle Haller
 - [Resolution](#)
 - Result: No Dissent, Danielle Haller has been named as Director of Logistics
 - Director of Financial Services
 - Eric Wise
 - [Resolution](#)
 - Result: No Dissent, Eric Wise has been named as Director of Financial Services
 - Director of Sales
 - Shailaja Marion
 - [Resolution](#)
 - Result: No Dissent, Shailaja has been named as Director of Sales
 - Director of Human Resources
 - Chelsey Gay
 - [Resolution](#)
 - Result: No Dissent, Chelsey Gay has been named as Director of Human Resources
 - Director of Programming & Guests
 - Melinda West
 - [Resolution](#)
 - Result: No Dissent, Melinda West has been named as Director of Programming and Guests
 - Director of Communications & Technology
 - Zac Murphy
 - [Resolution](#)
 - Result: No Dissent, Zac Murphy has been named as Director of Community and Technology
- Assistant Directors
 - Assistant Director of Communications & Technology
 - Heather Ball

- [Resolution](#)
- Result: No Dissent, Heather Ball has been named as Assistant Director of Communications & Technology
- Assistant Director of _____
-
- *Issue Certificates of Appointment*
- *Officer yields floor to elected Chairperson*

Standing Agenda Items & Notes:

Committee Reports

- Policy & Administration - (*chair*):
 - [Motion to adopt the Policy & Administration Charter](#)
 - Updated Charter to match new mission and standing members as directed by the By-laws
 - research, write, and approve policies for the Board regarding OS4CA as a whole & its individual or managed properties concerning the organization, logistics, and operations of the Company and management of events, staff, attendees, external vendors, partners, other peoples, communications, board procedure; as well as the enforcement of policies and recommendations of disciplinary actions to the Board.
 - Standing Members: the Chairperson, the Sergeant-At-Arms, the Personnel Officer, the Community Relations Officer, and the Director of Human Resources.
 - **Result:** No dissent, motion passes
 - [Motion to formally remove Chief of Staff, Rowan Fowler, as active staff member and Registered Agent](#)
 - Reasons:
 - Member met with Officers and Director of Human Resources on the morning of 10-17-2021 to report desire for Leave of Absence for personal reasons. Member communicated they would submit paperwork to formally request leave. The Officers insinuated their intention to accept upon submission of LOA request. No request was submitted to Human Resources, Director of Operations, or the Board.
 - Member is the current registered agent with the Oklahoma Secretary of State and Internal Revenue Service and has not kept those duties current
 - Position of Chief of Staff was formally abolished 11/20/2021, intention was to reassign member as Head of Strategic Planning & Execution upon return from LOA.
 - Motion is: to formally remove them from all positions, indefinitely suspend member of active staff/volunteer status, and to replace member as Registered Agent with Government and Oversight Agencies.
 - **Result:** No dissent, motion passes
 - [Motion to enlist Third Party Service as Registered Agent with Government and Oversight Agencies](#)
 - Reasons:
 - Irrespective of the above motion, it is the opinion of the Committee that the responsibility of Registered Agent for the Corporation should be transferred to a Third Party Service whose business is to Act as a Registered Agent.
 - Motion is to direct the Chair of the Policy & Administration Committee and the Chair of the Board to research, select, and enlist a Third Party Service to act as registered agent for the Company with Government and Oversight Agencies and to complete the process of replacing the existing registered agent with the selected service.
 - Clarification of motion was given by Zac.
 - **Result:** No dissent, motion passes
 - Reminders:
 - [Email Signature Policy](#)

- Ask Zac or Heather Ball if you need assistance updating
- [Update Slack Profiles](#)
 - Ask Zac or Heather Ball if you need assistance updating
 - Ask Zac or Chelsey for title if unsure
 - Phone Number is **optional**
 - Pronouns are **optional**
- [“at OS4CA”](#) not [“At Property”](#)
 - if you list your position on Facebook, LinkedIn, etc, they should be “Director of Communications & Technology at Oklahoma Society for Culture Appreciation” and not “Director of Communications & Technology at Tokyo, OK”
- **[Moved to next meeting]** Budget - (*chair*):
 - [2022 Profit & Loss Report](#)
 - 2022-2023 Budget & Spending update available after 2023 inaugural Budget Committee meeting

Cabinet Reports

- **[Motioned to move to first-at-hand – no dissent, motion passed]** Operations (President’s Report) - (*director*):
 - Cox Business Center New Proposal
 - Grandhall Ballroom only rental \$32,000 due upon signing contract
 - Contains Vendors/Artist, DiceAddiction/Warguts and Gunpla/Art Contests
 - Close down around 7 or 8 pm.
 - [Ancillary Estimate](#) not due at signing of contract
 - [Initial Grandhall Ballroom Diagram](#)
 - 17West
 - TOK specific tabletop gaming
 - Per last TOK, it may be a good idea to separate Dice Addiction from the rest of the tabletop and gaming – it will allow to have late night gaming @ 17West
 - Panels?
 - Do we have to use 17West? Yes, because they have a cancellation fee, but needs to be discussed
 - Hyatt Regency (70% percent for cancellation fee – we’re hooked with them)
 - Main Events
 - Panels
 - Sakura Events
 - Late night events Karaoke
 - VA and Music Guest Tables
 - Will not be asking them to do that at the Cox, since they will have a room dedicated for them – great open space and will work great for signings.
 - *Last year – \$102K for all locations*
 - For Hyatt specifically – \$28K + \$18K + Hotel Rooms = around \$80K

→ **Motion to pursue CBC New Proposal, 17West & Hyatt:**

Results: Unanimous decision – aye

- **[Moved to next meeting]** Sales - (*director*):
 - Registration
 - December Registration
 - Early Bird - 33, Sakura - 2, Panelists - 13
 - Running Total
 - Early Bird - 84, Sakura - 14, Panelists - 54
 - Fast Pass Orders - 28

- Upcoming Dates of Note:
 - Early Bird & Panelist Registration ends January 31, 2023
- A/V/E
 - No current updates
- Merchandise
 - Shirt Pre-orders - 43
- **[Moved to next meeting]** Logistics - (director):
 -
- **[Moved to next meeting]** Programming & Guests - (director):
 -
- **[Moved to next meeting]** Financial Services - (director):
 - Opening Balance 1 Dec 2022 \$57,674.27
 - 14 Deposits \$ 1,857.98
 - 16 Checks/Withdrawals \$ 5,407.00
 - Service Fee \$ 2.00
 - Ending Balance \$54,123.25
- **[Moved to next meeting]** Human Resources - (director):
 -
- Communications & Technology - (director|assistant director):
 - Community Engagement
 - Mary Cervantes transitioned to be Head of Community Engagement
 - Focusing on
 - building a street team
 - Zac is producing posters and postcard flyers to distribute
 - Building out & developing and helping bridge gaps to produce smaller events in tandem with Logistics
 - building out our partner program focusing on Business to Business partnerships, social media exchange partnerships, prize support, and managing entertainment partners (until Head of Partners is onboarded)
 - **[Moved to next meeting]** Partners
 - Met with Dice Addiction 1/4
 - Discussed 2022 issues - to be communicated to relevant parties
 - Polishing last year's production
 - Pokemon
 - 4 Pokemon locations, 2 people per location
 - To better advertise before hand
 - Requested we gather feedback specifically on Pokemon
 - Tournament started too early on Sunday
 - To produce banners and materials for gyms
 - To place strategically near Info or other areas with staff so that DA members have staff to direct people to with questions
 - Reaching out to Flesh & Blood for exclusive content
 - To discuss Paint & Take with CBC if placing DA in CBC
 - To Tour CBC space with Chip of DA and Chris from Warguts
 - To begin to loop Mary into discussions as she continues onboarding into new role
 - To sync ahead of time with Heather Ball to iron out what we can feature
 - To meet with Clary Sage to develop partnership

- Mary to initialize the Barnes and Noble relationship and then hand off to Heather Ball (and/or Zac) until a Head of Partners is found.
- **[Moved to next meeting]** Charity (Ben)
 -
- **[Moved to next meeting]** Public & Media Relations
 - Graphics
 - Mykie
 - Tasked on completing 2023 Chibis in November, waiting for follow up
 - Original designs were started in July 22
 - Ashlynn - Met 1/3
 - Working on designs, deadlines are set, ensured we requested line art to feature her designs on t-shirts as well
 - Programming desires communicated to Melinda
 - To discuss Prize Support assistance
 - Staffing issues communicated to Chelsey - Investigation Underway - Confidential for time being
 - Melinda and Zac to complete contract together in the next week
 - Social Media
 - Musical guest: RUN - announced 12/16 - positive feedback
 - Fashion guest: OzzOn Japan - announced 1/6 - positive feedback
 - Cosplay Judge 1: Pros and Cons - announcing 1/15
 - Announcing Hotel Codes on ___ - Public on Website on 1/11
 - Store Announced 12/13 - will continue to push and develop items
 - Last Call for Limited Holiday Items posted 1/12
 - Scheduling reminders for end of “‘Early Bird Pricing’ on 1/31 at 11:59:59pm”
 - Videography
 - To meet with Uriah and Seth to start to work on recruitment videos
 - PR Operations
 - To order signage soon
 - Vests:

Motion to move remaining agenda items to our next board meeting.

→ No dissent given, motion passes.
 Agenda items will be marked.

Pre-approved Agenda Items & Notes:

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Additional Notes:

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Document Appendix:

- [By-Laws](#)
- [2023 Company Review & Board Election Procedure & Agenda](#)
- [Board Resolutions](#)
- [Cabinet Resolutions](#)

- [Organizational Structure](#) & Resolution to Adopt
- [Policy & Administration Charter](#)
- [Motion to formally remove Chief of Staff](#)
- [Email Signature Policy](#)