



1928 W Albany St
Broken Arrow, OK 74012

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Oklahoma Society for Culture Appreciation

Board Meeting

March 11, 2023

time start: 2:01pm

time end: x:xxpm

Attending:

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> <i>(Zac Murphy as voting proxy)</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	Danielle Haller	Kristie Wofford	Heather Humphrey
Mary Cervantes	Roger Smith	Stephen Piveral	Tara Bennett
Uriah Davis	(vacant)		

Advisory Board:

Blake Ridgway	Chip Knight	Chris Perez	

Guests Present:

Kyle Summers			

➤ *Indicates a Procedural Action*

Standing Agenda Items & Notes:

➤ *Zac Murphy named Sergeant-At-Arms Pro Tempore*

- *No Dissent*

● **Officer Reports**

○ Secretary's Report - Eric Hammons :

- Disposition of Minutes - [02.11.2023 OS4CA Board Meeting](#)

➤ Motion to accept disposition of minutes- Passed unanimously.

○ Treasurer's Report - Eric Wise :

- Starting Balance \$31,723.50
- 20 Deposits \$11,576.29
- Withdrawals \$ 3,928.52
- Service Fees \$ 2.00
- Ending Balance \$ 39,369.27

○ Community Relations Officer's Report - Zac Murphy :

- Motion adopt linked dossier of resolutions to codify the events in development or operations
 - [Folder](#)
 - Put to discussion the events the company wishes to produce
- Motion passes unanimously, with Zac abstaining his Proxy for Otto.

● **Committee Reports**

○ Policy - Zac Murphy :

- Board elections went good and are complete.
- One outstanding position on the voting board is open.
- Working on data retention and technology policies.
- Finalizing contracts.
- Message Zac if you'd like to join
 - [Committee Charter](#)

○ Budget - Shailaja Marion :

- No update

● **Cabinet Reports**

○ Operations (President's Report) - Melinda West :

- Paying Hyatt Regency up to \$10,000 for 2023
 - 2023 payment plan per contract
 - \$5k by 3/13
 - \$7k by 4/13
 - \$7k by 5/13
 - \$8k by 6/13
 - Balance due by 7/1
 - Total due is \$58835
 - Meeting with Hyatt & Encore Tues 3/14
 - Will discuss Sakura dinner
 - Motion to pay Hyatt \$10,000 towards our total bill.
 - Motion passes unanimously.
- Releasing Hyatt Regency for 2024

- Tabled until a 2024 Contract for the CBC can be reviewed
 - Pursuing Aloft for 2024
 - To pursue as a back-up venue
- Sales - Shailaja Marion :
 - Registration
 - February - Prereg: 67, Sakura: 7, FastPass: 15
 - Running Total - Early Bird: 407, Prereg: 67, Sakura: 32, Panelists: 65
 - Total Fastpass: 109
 - Merchandise
 - Pre-Orders
 - February T-shirt sales: 18
 - Running Total: 123
 - Shopping Bazaar
 - All considerations will close midnight 3/19
 - Invitations for any new artists/vendors/exhibitors to be sent week of 3/27
- Logistics - Danielle Haller :
 - Request for Department heads to review email
 - Will be talking with Zac Murphy for signage.
- Programming & Guests - Melinda West :
 - Last guest Tanner Jones (WandererTJ)
 - Need to buy Japanese flights around mid-April
 - No extra payments to guests until Friday of the convention.
 - Will be pursuing AmaLee as a guest for 2024.
- Financial Services - Eric Wise :
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- Human Resources - Chelsey Gay :
 - We currently have 70 people. Majority of those are Dept. Heads and ConComs.
 - Will send out previous years list of volunteers and their emails.
- Communications & Technology - Zac Murphy :
 - CBCC Announcement has been received very well
 - [2023-2024 FanGuru Contract](#)
 - www.ticketsauce.com
 - White Label App fee waived if we use TicketSauce.
 - Will hopefully have a demo at the next meeting.
 - Motion to move registration to TicketSauce and execute the white label contract
 - Motion passed with 2 abstentions (Shailaja (abstention) and Roger (absent))
 - Charity
 - Tulsa Girls Art School has decided to pass this year, but would like to be considered for the future.
 - Will have a meeting at Zac's for other charities.
 - Contracts for Ash & Mykie
 - Melinda and Zac to finalize before end of month

Pre-Approved Agenda Items & Notes:

- **Item** - Person -
 -
- **Item** - Person -

New Agenda Items & Notes:

- **Conflict of Interest** - Eric Wise - Discussion of issues around starting my own convention/event
 - After discussing with the board, OS4CA does not consider this a direct conflict of interest. Eric W. has been instructed with the understanding that if he needs any assistance with the event to come forward in a formal meeting and to approach HR Director if there is any recruitment of OS4CA Personnel.
- **Set Executive Board Meeting** - Zac - Wednesday 3/15 after the Charity meeting
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- **Set Cabinet Meeting** - Zac - Wednesday 3/15 after the Executive Board Meeting
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Additional Notes:

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Document Appendix:

- [2023-2024 FanGuru Contract](#)
- [Policy Committee Charter](#)