



1928 W Albany St
Broken Arrow, OK 74012

theboard@oklahomaculture.org
918-557-7798

Oklahoma Society for Culture Appreciation

Board Meeting

April 8, 2023

time start: 1:50pm

time end: 2:57pm

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>	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:

➤ *Indicates a Procedural Action*

Standing Agenda Items & Notes:

● Officer Reports

- Secretary's Report - Eric Hammons :
 - Disposition of Minutes - [03.11.2023 OS4CA Meeting Agenda](#)
 - Motion for dissent for last minute meeting notes. With no dissent, motion passes.
- Treasurer's Report - Eric Wise :
 - Funds In Bank of Oklahoma
 - Opening Balance \$39,369.27
 - Total Deposits \$ 4,576.66
 - Withdrawals \$14,630.35
 - Fees \$ 2.00
 - Ending Balance \$29,313.69

● Committee Reports

- Policy - Zac Murphy :
 - Nothing to Report- Did not meet, will be setting a meeting.
- Budget - Shailaja Marion :
 - Updated report 4/22

● Cabinet Reports

- Operations (President's Report) - Melinda West :
 - Met with 17 West, will be using 17W for TOK late night board games as well as panel rooms.
 - Discussed about being the hotel for staff and guests for 2024. Contract has not been sent via 17W.
 - Layouts for Artist and Vendor are being finalized as well as Hyatt event space.
- Sales - Shailaja Marion :
 - Registration
 - March: Prereg - 49; Sakura - 12; Convenience Pass - 16
 - Running Total: Panelists - 65; Early Bird - 407 ; Prereg - 116 ; Sakura - 44
 - Total Convenience Pass: 125
 - Merch
 - Pre-Orders
 - March T-shirt sales: 16
 - Running Total: 139
 - Shopping Bazaar
 - Considerations closed
 - Layouts finalized: Vendor [A](#) / [B](#) | [Artist](#)
 - Submissions currently being reviewed
 - Approx. 6-12 vendor spaces available (CBC)
 - Approx. 14 artist & exhibitor spaces available (CBC)
- Logistics - Danielle Haller :
 - Nothing to Report.
- Programming & Guests - Melinda West :
 - Uninvited Tanner Jones
 - [Announcements](#)
 - [Letter & Email](#)
 - Main Events AV proposals -
 - [Encore](#)
 - [HSEBP](#)

- Motion to accept the contract for Headspin/Blue Paw. Motion passes unanimously.
 - Purchasing Japanese Flights in the next few weeks.
- Financial Services - Eric Wise :
 - No updates at this time.
- Human Resources - Chelsey Gay :
 - Not present at this meeting.
- Communications & Technology - Zac Murphy :
 - Technology
 - Working on app with Eventology
 - Heather is getting Ticketsauce up and running with Shai/Registration
 - <https://tickets.eventology.io/e/tok23>
 - Public Relations
 - Announced 17 West as a venue.
 - [The EDGE Proposal](#)
 - The motion is killed.

Pre-Approved Agenda Items & Notes:

- **Email Signatures** - Heather Ball & Zac Murphy -
 - [Email Signature Formatting](#)
- **Item** - Person -

New Agenda Items & Notes:

- Special Event Promoter/Organizer Business Application
 - Need help in ownership selection
 - And making sure that all is filled out correctly
- Closing of the parking spots/street for food trucks.
 - Need to meet with Melinda.
- Spotify advertising - Person -
 - Zac will give an update by April 15th.

Additional Notes:

- When creating files in the drive, they will now be private until shared with others to update document editing concerns. - Heather Ball
 - [File Storage Policy](#)
- 2024 Pro Wrestling Presence
 - Uriah to investigate - to work with Communications & Programming
 - Kaiju Big Battle theme
- Next Meeting
 - Motion to set the next meeting on May, 13th at 1:30pm. Motion passes unanimously.

Document Appendix:

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