



1928 W Albany St
Broken Arrow, OK 74012

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918-557-7798

Oklahoma Society for Culture Appreciation
Board Meeting
February 11, 2023
time start: 1:44pm
time end: 2:42pm

Attending:

Executive Officers:

Melinda West <i>Chairperson (Shailaja Marion as proxy)</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:

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

Voting Directors:

Benjamin Ekhoﬀ	Kristie Wofford	Mary Cervantes	Heather Humphrey
Stephen Pivalal	Tara Bennett	Danielle Haller	Roger Smith
Uriah Davis	<i>(vacant)</i>		

Advisory Board:

Blake Ridgway	Chip Knight	Chris Perez	

Guests Present:

Kyle Summers	Jessica Clay		

➤ *Indicates a Procedural Action*

Standing Agenda Items & Notes:

● Officer Reports

- Secretary's Report - Eric Hammons :
 - Disposition of Minutes - 01.14.2023 OS4CA Annual Board Meeting
 - As per the last meeting, the items not discussed in said meeting were moved to pre approved items in this meeting to make sure that those items are discussed and voted as needed.
- Treasurer's Report - Eric Wise :
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● Committee Reports

- Policy - Zac Murphy :
 - Board Members
 - Position 1 -
 - Candidate(s):
 - Danielle Haller
 - [Resolution](#)
 - **Results:** Unanimous decision – aye
 - Position 2 -
 - Candidate(s):
 - Tara Bennett
 - [Resolution](#)
 - **Results:** Unanimous decision – aye
 - Position 3 -
 - Candidate(s):
 - Benjamin Ekhoﬀ
 - [Resolution](#)
 - **Results:** Unanimous decision – aye
 - Registered Agent Update:
 - [Northwest Registered Agent](#)
 - 2-8-23 - OK SOS - Ongoing Filing - OS4CA - Registered Agent Update.pdf
 - [SOS Listing](#)
 - Resolution to Appoint Heads of Departments as Listed and Issue Contracts
 - [Chart](#)
 - Motion to break at 2:34pm [Document Appendix:](#)
 - Motion to resume at 2:39pm
 - Motion to accept the leadership chart as presented, with the responsibility to transfer to Chelsey Gay after approval.
 - Unanimous decision – aye
 - Budget - Shailaja Marion :
 - Will be setting a meeting of the Budget committee within the next two weeks
- *Motion to suspend the rules & move last month's Cabinet report items to be reported along with this month cabinet reports - Zac Murphy - Unanimous decision – aye*
- ### ● Cabinet Reports
- Operations (President's Report) - Melinda West :

- No President's Report except:
 - Have received the countersigned agreement from CBC, as well as the signed addendum for the payment.
- Sales - Shailaja Marion :
 - Registration
 - January: Early Bird - 323, Sakura - 11, Panelists - 11
 - Running Total: Early Bird - 407, Sakura - 25, Panelists - 65, Fast Pass - 94
 - Upcoming Dates of Note - Preregistration ends June 3, 2023
 - A/V/E
 - Considerations re-open upon CBC announcements through Mar 3, 2023 with selection notifications sent by Mar 10, 2023 (all dates subject to change)
 - Merchandise
 - Pre-Orders
 - January Shirt Pre-Orders - 62
 - Running Total - 105
 - Merch Shop - Nothing sold as of yet.
- Logistics - Danielle Haller :
 - Inventory has been completed.
 - Please contact Danielle with any items that your department needs
- Programming & Guests - Melinda West : given by Zac Murphy
 - We will be using the grand hall at CBC for Artists, Vendors, and Gaming Partners.
 - Updating Hyatt Placements currently, and continuing discussion for using 17W.
 - Not using Aloft Downtown venue space this year.
- Financial Services - Eric Wise :
 - Please provide written update
- Human Resources - Chelsey Gay :
 - We currently have 21 minions signed up.
 - We have 6 marked as other.
- Communications & Technology - Zac Murphy :
 - Published 6 Guests so far
 - [Dice Addiction I&U](#)
 - [Warguts I&U](#)
 - Developing a relationship with the EDGE (radio station)
 - Developing social media cross promotion, on-air giveaways, and smaller events along with a partnership for TOK
 - Met with DBK Bakery
 - Vendor space for 200 sakura specific items
 - Met with Clary Sage.
 - Hair, Makeup, and Styling has been offered for the fashion show.
 - Looking into panels that they can do multiple times over the weekend
 - Makeup, wigs, eva foam, etc.
 - Follow up meeting set for 2/27.
 - Heather Ball is working on a new application that is 100% OS4CA's to replace FanGuru.
 - Goal to be done for 2024 TOK year, but may be done early.
 - Looking into if we will use FanGuru for 2023 TOK due to the problems that were experienced last year.

Pre-Approved Agenda Items & Notes:

- Sales - (Shailaja):

- 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
- Financial Services - (*Eric W.*):

○ Opening Balance 1 Jan 2023	\$54,123.53
○ 27 Deposits	\$14,267.41
○ 25 Checks/Withdrawals	\$36,665.16
○ Service Fee	\$ 2.00
○ Ending Balance	\$31,723.50

\$32,000 is for the rental of the Cox Business Centers Grand Ballroom

- Communications & Technology - (*Zac|Heather Ball*):
 - Community Engagement
 - 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.
 - 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 are 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 2/11
 - 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- choose colors and order. Danielle will customize.

New Agenda Items & Notes:

- **Hire Tax prep firm** - Treasurer Eric Wise
 - Research and obtain services of Tax Professional to process 2022 taxes
- **Gaming Guests** - Kyle Summers
 - Wanting to bring gaming guests to the con.
- **Next Meeting Motion**
 - Set for March 11th at 1:30pm.
 - Unanimous decision – aye

Additional Notes:

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Document Appendix:

- Meeting was placed in a 5 min break at 2:34pm and resumed at 2:39pm