



Oklahoma Society for Culture Appreciation

Regular Board Meeting

May 13, 2023

time start: 1:51pm

time end: 2:54pm

1928 W Albany St
Broken Arrow, OK 74012

theboard@oklahomaculture.org
918-557-7798

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

Voting Members:

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	
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Guests Present:

Kyle Summers	Ash McCumber	Seth Edwards	Jay Newman
Jessy Clay			

➤ *Indicates a Procedural Action*

Standing Agenda Items & Notes:

● Officer Reports

- Secretary - Eric Hammons :
 - Disposition of Minutes - [04.08.2023 OS4CA Meeting Agenda](#)
 - No objections were heard. Minutes will be finalized into record.
- Treasurer - Eric Wise :
 - Funds In Bank of Oklahoma
 - Opening Balance \$29,313.69
 - Total Deposits \$ 6,365.24
 - Withdrawals \$ 9,468.78
 - Fees \$ 2.00
 - Ending Balance \$26,208.15
 - Withdrawal of note was \$2,000 to Hyatt Regency
- Call for other officers to make any report
 - CRO Point of Privilege - Zac Murphy
 - Reminder that Director/Officers may propose motions and resolutions over the next 3 months that may normally fall under Director purview in order to allow the Board to exercise discretion in oversight.

● Committee Reports

- Policy - Zac Murphy :
 - [Met on May 2nd @ 6:30pm](#)
 - Policies Passed (and call to review)
 - [Structure of Staffing Handbook](#)
 - [OS4CA Events Covid-19 Policy](#)
 - [Weapons & Props](#)
 - [Dress Code](#)
 - Policies in Redevelopment
 - [Use of Company Technology & Online Systems](#)
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 - [Media Policy](#)
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 - Policies Requiring Language Adaptations
 - [Accessibilities](#)
 - [Accessibilities - Current](#)
 - [Animals](#)
 - [Animals - Current](#)
 - New Policies In Development
 - [Code of Ethics](#)
 - [Parliamentary Procedure](#)
 - [Data Storage & File Structure](#)
 - [Data Security & Retention](#)
 - [Website Privacy Policy](#)
 - [Disclosure of Conflicts of Interest](#)
 - [Inclusive Language Guide](#)
 - [Social Media Policy](#)
 - Communications
 - Brand Guidelines

- Brand & Company Language Guidelines
 - [Next Meeting - May 30th @ 6:30pm](#)
- Budget - Shailaja Marion :
 - No updates at this time.
- **Cabinet Reports**
 - Operations (President's Report) - Melinda West :
 - Venue Utilization
 - Hyatt Regency
 - Guest Panels
 - Guest Tables
 - Most of our fan panels
 - Con-ops
 - Safety
 - Information/Accessabilities Desk
 - Weapons Check
 - Main Events
 - Sakura Events
 - Registration (PreReg, POP, Sakura, Gaming, Shopping)
 - CBCC
 - Vendors
 - Artist
 - Exhibitors/Demonstrations
 - Registration (PreReg, POP, Gaming, Shopping)
 - Safety
 - Info/Accessabilities Desk
 - Weapons & Prop Check
 - CBCC Staff Bag Check
 - Will get a photo of the shirt/uniform they will be wearing.
 - Will get a list of what kind of bags and how they will search bags.
 - Electronic and Tabletop Gaming
 - 17 West
 - TOK Board Games/Tabletop gaming & Late Night Tabletop Gaming
 - Panels
 - Sales - Shailaja Marion :
 - Registration
 - April Sales: PreReg - 59; Sakura - 13; Fast Pass - 19
 - Running Total: 2023 Panelists - 65; Early Bird - 407; PreReg - 166; Sakura - 55
 - Total Fast Pass: 144
 - Merch
 - Pre-Orders
 - April T-shirt sales: 17 (includes 13 Sakura)
 - Running Total: 153 (includes 55 Sakura)
 - Shopping Bazaar
 - Response sent to all artist & exhibitor consideration submissions
 - Additional artist & exhibitor invitations sent
 - Response deadline Monday, May 15 (latest)
 - Logistics - Danielle Haller :

- Working on getting a hold of department heads to have things ready for loading. Asked about a second van.
 - Will be starting purchases soon so department heads will need to check e-mails.
 - Eric Wise will need to talk with Danie about radios
- Programming & Guests - Melinda West :
 - Setting up location of all panels and events in the Hyatt Regency and 17 West
 - Shuttle Drops @ Hyatt, CBCC, & 17 West
- Financial Services - Eric Wise :
 - Nothing to add
- Human Resources - Chelsey Gay :
 - Will send updated numbers.
 - If departments are missing people, contact Chelsey ASAP!
- Communications & Technology - Zac Murphy :
 - Special Kids Care Announced
 - Finalizing Partner I&Us
 - Asian American Festival @ Martin Regional Library - 11am-3pm on May 20th
 - 2-Factor Authentication Enforcement
 - Mandatory 2FA on all accounts starting August 1st
 - Google Authenticator App [iOS](#) | [Android](#)

Pre-Approved Agenda Items & Notes:

- **Tokyo, OK 2023 Pre-Event Meeting Schedule -**
 - Set meetings to finalize planning and to prepare volunteers for the event
 - Hardesty Library
 - June 17 Frossard Auditorium 1:30-4:15
 - June 24 Pecan Meeting Room 1:30-4:30
 - July 1 Pecan Meeting Room 1:30-4:30
- **Executive/Cabinet Open Session -**
 - [Agenda](#)
 - Set a joint meeting to discuss the focus of the company, execution of its mission, and strategic planning of company events - Open to all Board Members
 - Meeting has been set for May 31st at 6:30pm, at Melinda's House.
 - Attendance in person is preferred unless extenuating circumstances.

New Agenda Items & Notes:

- **Hospitality -Ash**
 - Bringing up budgeting concerns will make a list of food items with costs.
 - Jay Newman was suggested as a replacement upon Ash's suggestion.
- **Item Next Meeting**
 - Next meeting is set for June 10th at 1:30pm at the Hardesty Library.

Additional Notes:

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Document Appendix:

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