

# OSFCI Board of Directors Meeting

## Held Online via Zoom

### June 25, 2020

**ATTENDING:** Board members attending: JJ Ark (*resigning as of the end of this meeting*), Car Bostick, Jason Bostick, Aaron Curtis, Tatiana McIrvine, Travis Peters (*OSFCI Treasurer*), D. Stephen Raymond (*OSFCI President*), Debra Stansbury and Linnea Thompson (*also OryCon 42 Co-Chair*).

Other people attending included Isaac Carroll (*OSFCI IT manager*), Paula Duckhorn, James Fiscus (*Clayton Fund & Endeavour Award*), Sam Justice (*OSFCI attorney*), John Lorentz (*OSFCI Recording Secretary*) and Daniel Reitman (*OryCon 42 Co-Chair*).

*Due to issues with Stephen's connection, the meeting was delayed. It was called to order at 7:15PM, with Travis Peters presiding. D. Stephen Raymond was able to join the meeting at 7:26PM, and presided over the rest of the meeting.*

#### **I. Minutes from the previous meetings**

The minutes from the previous meeting were accepted without any objection.

#### **II. Treasurer's Report (Travis Peters)**

*(A report was sent out by email earlier.)*

There was discussion about the new art show panels for OryCon—they have not been ordered yet. The quote that Travis got from the company was substantially higher than was quoted earlier (Travis said it looks like they duplicated several items), and he has not been able to contact Shante to discuss this. (Daniel and Linnea will talk to her.) There was some discussion on whether the panels should be purchased this year, since OryCon may not be a physical event. After more discussion, it was decided that no action would be taken until Travis can get more information from Shante.

Travis has been trying to get a readable copy of the original Articles of Incorporation for OSFCI, that satisfies PayPal. John mentioned that he'd recently found a notebook given to him from a previous OSFCI board member that included copies of the original documents. He'll make copies for the rest of the Board.

***D. Stephen Raymond took over presiding over the meeting at this point.***

#### **III. Online Business Recap**

- Both JJ Ark and Lea Rush have resigned from the OSFCI Board of Directors (*Lea prior to this meeting; JJ will serve through the end of the meeting.*)
- JJ has also resigned as OSFCI Secretary as of the end of this meeting.

There was some discussion on whether new Board members should be appointed now, or if this can wait until the Annual General Meeting. The consensus was to wait until the Board knew if it would be possible to hold the AGM in the near future. There will be more discussion online. John will send copies of the templates used in the past for the letters used for continuing, new and expiring OSFCI members, and JJ and Stephe will work on updating the list of people eligible to be OSFCI members.

As for filling the post of Secretary, announcements of the vacancy will be sent to the various committee email lists, as well as the OSFCI list. This will also be worked on online. (*See below.*)

## **IV. Reports on Sponsored Activities**

### **A. Conventions and Bids**

#### **1. OryCon 41**

*(OryCon 41 was not on the agenda, but they had not closed their books yet)*

There is still one uncashed check from OryCon 41. (There was some discussion on whether one donation from the resulting surplus was meant for the Clayton Fund or the Endeavour Award. This will be worked out offline.) Travis still needs to get the OryCon Odd checkbook from Carla, but otherwise OryCon 41 is done and can be removed from future agenda.

#### **2. OryCon 42 (Linnea Thompson and Daniel Reitman)**

*(A report was sent out earlier via email.)*

There was discussion on whether OryCon 42 is going to be an all-virtual (online), or a hybrid convention (a mixture of online and in-person programming). It's very hard to make a determination since OSFCI won't have a more firm idea until mid-August on whether an in-person convention will be even allowed. Travis suggested that new possible budgets be prepared for online and small hybrid conventions. John will work on this.

There was discussion on what the tech needs would be for the online portion of either of these options. Linnea estimated that needed Zoom licenses would cost \$200 to \$300. (The current Zoom license is only good for up to 100 people. There would also be a need for webinar licenses.) The OryCon chairs (Linnea and Daniel) will work with Isaac to determine what is need. Any further discussion will be offline from this meeting.

They are still working on getting a registration report. (There was some discussion on whether a new Reg head is needed.) Jason will act as the Gaming liaison for OryCon (running the Game Library).

#### **3. GameStorm 22 (Jason Bostick)**

*(A report was sent out earlier via email.)*

Nothing much more to report. Jason would like to see if OSFCI can obtain some back-up dates at the hotel later in 2021 (possibly sometime in the summer), if the current March 2021 dates aren't workable due to the pandemic.

#### **4. GameStorm 23 (Debra Stansbury)**

Nothing to report yet.

#### **5. Game Lab**

*(No report was sent in.)*

## **B. Fund and Awards**

### **1. Susan C. Petrey Clarion Scholarship Fund (Debbie Cross and Paul Wrigley)**

*(A report was submitted earlier via email.)*

### **2. Clayton Memorial Medical Fund (James Fiscus)**

*(A report was sent out earlier via email.)*

The Clayton Fund will need a new OSFCI representative, since JJ is resigning from the Board. Jim will talk to Stephe. There was some discussion on getting more information about what the Fund covers on Clayton web site. Jim said that the site needs several updates, and he'll be working on that.

### **2. Endeavour Award (James Fiscus)**

*(A report was sent out earlier via email.)*

Jim reported that the Endeavour Fund received a \$200 donation from OryCon 41. *(See OryCon 41 discussion above.)*

### **4. John Andrews Worldcon Grant (Debra Stansbury)**

There was a minor discussion, making sure that it had been decided not to award this grant this year (since CoNZealand will be all-online). This had been decided at the last meeting.

## **IV. Other Continuing Business**

### **A. Departments**

#### **1. Bylaws Committee**

This committee has been dissolved and can be dropped from the agenda.

#### **2. Code of Conduct Committee (Tatiana Mclrvin)**

Nothing to report at this time.

#### **3. Future Guests of Honor (Ruth Sachter)**

Nothing to report at this time. Nothing is being done until it's known when we'll have something to invite people to.

#### **4. Hotel Committee (Aaron Curtis)**

The hotel won't invoke Force Majeure until 90 days out from OryCon (August 15<sup>th</sup>), but it's extremely unlikely that a regular OryCon could be held. That would require Multnomah to enter Phase 3 (which require there to be a vaccine or cure for COVID-19).

There was some discussion on whether the hotel block should be opened for OryCon. The hotel agrees that the current limits would not allow a regular OryCon, but they are eager to hold an event, even a smaller version (under 250) of OryCon. It was decided to open the hotel block, but "not be too public about it".

The hotel remodel is supposed to be done by the end of the summer.

***Jim left at this time (8:20PM), and Isaac arrived at the same time.***

#### **5. Inclusivity (Debra Stansbury)**

Nothing to report.

#### **6. IT Committee (Isaac Carroll)**

*(Isaac will send a more complete report later.)*

The system is backed up, and is now secure against a repeat of the previous break-in.

The SSL certificate is currently on a manual every-three-month cycle for renewals. Isaac will get that changed to an automatic process..

Isaac will send out a written report to the Board in the next week or so.

Laptops: The laptops aren't ready yet. There was some discussion on which ones are the highest priority.

JJ: Is there a secure communication method set up that he can use to send files to Stephen? Isaac has something he's set up for the IT Committee members. He'll expand that.

## **7. Publicity (Jason Bostick)**

*(A report was sent out earlier via email.)*

There was some minor discussion.

## **8. Quartermaster**

*(No report, due to COVID-19.)*

## **9. Ombudsman (Jacob Engstrom)**

Jacob could not attend the meeting due to illness. Stephen that he's been waiting for some four months for a email that was promised regarding some issues, but he hasn't seen it yet.

## **IV. New Business**

### **A. Black Lives Matter**

Jason presented a proposal that OSFCI express its support for the Black Lives Matter movement. There was some discussion about this. Sam was asked if this would cause problems with OSFCI's tax-exempt status. His opinion was that it would not, since OSFCI would not be endorsing a candidate or a political party. After a bit more discussion, it was decided to put a statement on the OSFCI web site to express OSFCI's support of the principles behind the BLM movement by this coming weekend, and work with Jacob to develop training for people involved with the events to make sure there is no bias in how people are treated.

### **B. OSFCI Secretary**

At this point, Paula Duckhorn (who had been attending this meeting online) volunteered to take on the role of OSFCI Secretary. (She is a member of OSFCI, and has worked as a volunteer on GameStorm.) This offer was accepted by the Board unanimously. She will work with JJ to get everything passed over to her.

### **C. Annual General Meeting**

There was further discussion at this point about how to have an Annual General Meeting, since the pandemic is not going to allow a gathering of any size in the near future. A motion to set up a committee to explore the possibility of having an online meeting was passed without objection. The committee will consist of Jason, Linnea, Paula and Aaron. They were asked to submit a preliminary report in no more than four weeks, and a final report no later than the next Board meeting.

## **Next Board Meeting**

The next Board meeting will be on Thursday, August 13<sup>th</sup>. This will be another online meeting via Zoom.

Aaron will speak to the Red Lion hotel to try to get a go/no-go from them for OryCon earlier that day, so that the Board can make informed decisions.

The meeting was adjourned at 9:04PM

## REPORTS

### OSFCI Treasurer's Report 6/25/20

Travis Peters - Treasurer

#### 1. Current Status

Current (as of 6/24/20)

Bank account status:

Account	Balance	Change Since 4/25/20
OSFCI Checking	\$41,892	(\$2,016)
Endeavour	\$3,144	\$200
Merchant	\$568	\$0
Game Lab	\$7,921	\$0
OryCon Even	\$5,441	\$0
Gamestorm Even	\$38,783	(\$263)
Gamestorm Odd	\$1,000	\$0
OryCon Odd	\$1,051	(\$1,479)
Undesignated	\$1,000	\$0
OSFCI Savings	\$32,711.55	\$54
PayPal Orycon	\$8,094	\$443
PayPal Gamestorm	\$5,606	\$41
Total	\$147,412	(\$3,020)

#### 2. Old Business

A) Active conventions are O41, GS22, O42, GS23

1. Orycon 41 Concluded -One outstanding check need to meet with Carla to pick up treasury items

2. Gamestorm 22-V2.0 preregistration is still strong despite estimated refunds of 2,600 due to the event cancelation and roll forward to 2021
3. Orycon 42 Preregistration stands estimated at \$13,091 based on bank and Paypal balances
4. Gamestorm 23 – No Activity

B) Banking Issues:

1. Bank account/ Business Accounts clean up
  - a. PayPal Name correction – EIN changes are complete they rejected our articles of incorporation as un-readable. I am waiting on a copy from the Oregon Secretary of State so I can make a clean scan and try again.
2. Amazon Smile still trying to figure out how to change this

C) Credit Card and Cash misuse of funds policy I am still working on

D) Year End Taxes for 2017 received a late filing notice and paid it, along with a letter requesting that it be waived. Awaiting a response.

E) Year End Taxes 2018 paid with no issues.

F) Gathering reports to file 2019 Year End Taxes

1. Corporate Equipment and Records Retention Project
  - a. Laptops acquired for Treasurer, Secretary, and Convention Treasurers
    - i. Software and security are the next steps
  - b. Quickbooks conversion continues
  - c. Look for record retention physical & virtual options with assistance from Storage and IT Managers

H) Art Show Panels order- I have contacted the dealer and received a quote still need to discuss with Shanta- Need to discuss see new business and budget discussion.

I) Agreements review for liability/risk discussion – I have not looked at this yet

**3. Change of Storage Solution – This still needs to be explored-**

**4. New Business**

# OryCon 42 Report to Board of Directors

June 23, 2020

## Contingency Plans

The expectation at this time is that we are very unlikely to be able to have an in person con. Therefore, most of our efforts will be with the expectation that in mid-August, we will officially postpone to 2021.

If we postpone, we plan to hold OryCon 41.5 as a virtual minicon, at no charge. This will require recruitment of a different set of volunteers than original planned, including:

- Zoom hosts and moderators (both of discussions and chat). Ben Yalow recommends having two moderators per panel if chat is enabled. (One as a traditional panel mod/Q&A mod, the other to keep an eye on chat.)
- Discord moderators (if using).
- IT troubleshooters.

Regardless of whether we postpone, we think that it will be unlikely that Multnomah County will go to Phase 3 by November. Under the Phase 2 guidelines, the attendance limit, including convention staff and hotel staff, is likely to be 250. For this reason, we are planning a virtual component regardless of postponement.

ConZealand is preparing an architecture for virtual conrunning. Patty Wells has been asked for more information, but no response has yet been received.

We would like to invite Gamestorm to use OryCon to test any virtual gaming platform they may wish to use next year as either their contingency or supplemental plan.

A message from the chairs has been prepared and is in the process of being posted on the web site and social media. A copy is attached.

If we do have a free virtual mini-con, we will actively solicit donations. Balticon was successful with this model, and was able to raise a substantial amount of money by asking for donations during their free virtual con in May. As it gets closer, it would be useful for the OSFCI Treasurer to help us with target numbers we should ask for. Current thoughts for the “donation thermometer” would be:

- Cost of running the virtual con itself (Zoom licenses, other paid tools, etc.) as the first goal
- OryCon 42 其他 expenses so far as the second goal (letting us start from 0 rather than in the hole for the 2021 con)
- OSFCI 2020 expenses as the third goal (amount that, if received, would mean we didn't have to use our reserves and would end the year where we started it in terms of money)
- OSFCI 通常 yearly funding level 或 our various funds (Clayton, Petrey, etc.) from OryCon and Gamestorm surpluses as the fourth goal (amount that, if received, would mean those areas would not receive less funding than usual this year)
- Other goals that may be requested by the Board.

## GoHs:

GoH recruitment has been halted for the time being in light of the probably reduced budget for an in person con. Both GoHs have agreed to appear at a virtual con. The Foglios have agreed to roll over their GoH appearance if we postpone. A. Lee Martinez has expressed interest but not confirmed.

## Hotel:

The hotel is willing to work with us if we have to cut back. They are using a 90 day window to make decisions because of the loss of their entire event calendar this year. This is the main driver of our official decision schedule.

We are inquiring with the hotel whether they want us to start publicizing the room block in light of the probability that reservations will need to be unwound. One advantage we have is that Oregon privacy law allows us to share our prereg list with the hotel to make cancellations easier to track.

## Membership

Preregistration has been negligible since the pandemic began. Unfortunately, we have been unable to get official reports from the registration department. Rick is working with OSFCI IT to get access to the registration database so we can run the reports we need independently.

## Treasury



We have completely curtailed spacing to reflect the lack of revenue. The treasurer's report is attached.

**OryCon 42 Budget**

**Date: 6/15/2020**

**INCOME**

<b>DEPARTMENTS</b>	<b>Budget</b>	<b>Actual</b>	<b>OryCon 41 Actual</b>	<b>OryCon 42 Actual</b>
Art Show	\$3,500.00	\$50.00	\$3,967.19	\$2,570.00
Artifacts	\$1,400.00		\$1,545.44	\$1,450.00
Dealers Room	\$6,500.00	\$2,885.00	\$6,983.00	\$6,200.00
Registration / Memberships	\$33,000.00	\$9,985.73	\$32,536.74	\$39,160.00
@ \$35 rate			\$8,200.73	
@ \$40 rate			\$1,325.00	
@ \$50 rate			\$380.00	
Souvenir Book (Advertising)	\$300.00		\$0.00	\$550.00
PayPal Fees	(\$750.00)	(\$208.11)		
Miscellaneous (including donations)	\$0.00			\$550.00
<b>TOTAL INCOME</b>	<b>\$43,950.00</b>	<b>\$12,712.62</b>	<b>\$45,032.37</b>	<b>\$50,500.00</b>

**EXPENSES**

<b>CHAIR Managerial Area</b>	<b>Budget</b>			
Chair General	\$1,000.00		\$744.59	\$1,160.00
Guests of Honor	\$4,500.00		\$7,167.09	\$4,250.00
Hotel	\$11,000.00		\$8,800.00	\$11,190.00
Meetings	\$450.00		\$451.87	\$210.00
OSFCI: Attendance Fee (Est. 1300@\$2)	\$2,600.00		\$1,206.00	\$2,300.00
Ribbons	\$600.00		\$905.68	\$540.00
Treasury	\$80.00		\$5.00	\$300.00
<b>Sub-total Chair Managerial Area</b>	<b>\$20,230.00</b>		<b>\$19,280.23</b>	<b>\$19,700.00</b>

**MEMBER SERVICES Managerial Area**

**Budget**

Art Show	\$1,400.00		\$1,347.50	\$1,280.00
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Artifacts	\$2,000.00	\$2,274.44	\$1,94
Child Care	\$600.00	\$873.00	
Dealers Room	\$600.00	\$650.55	\$48
Fan Lounge	\$200.00	\$62.84	\$19
Hospitality (includes food/drink for Green Room)	\$3,750.00	\$2,930.16	\$4,72
Information Desk	\$100.00	\$100.00	\$5
Registration	\$1,500.00	\$1,003.30	\$1,18
Staff Lounge	\$50.00		\$
Teen Lounge	\$150.00	\$73.23	\$12
<b>Sub-total Outreach Managerial Area</b>	<b>\$10,350.00</b>	<b>\$9,315.02</b>	<b>\$9,98</b>

**OPERATIONS Managerial Area**

General Operations	\$50.00	\$0.00	\$
Logistics (includes vehicle and radio rental)	\$1,750.00	\$1,786.56	\$2,12
Signage	\$250.00	\$281.03	\$5
Volunteers	\$50.00	\$0.00	\$
Watch / Security (includes hired security)	\$1,000.00	\$976.31	\$82
<b>Sub-total Operations Managerial Area</b>	<b>\$3,100.00</b>	<b>\$3,043.90</b>	<b>\$3,01</b>

**PROGRAMMING Managerial Area**

Children's Programming	\$100.00	\$150.00	\$10
Electronic Schedule	\$200.00	\$0.00	\$15
General Programming	\$350.00	\$252.69	\$62
Green Room (packet printing only)	\$100.00	\$1,203.28	? \$60.83
Opening / Closing Ceremonies	\$100.00	\$0.00	\$
Video/Film Festival	\$50.00	\$0.00	\$1
<b>Sub-total Operations Managerial Area</b>	<b>\$900.00</b>	<b>\$1,605.97</b>	<b>\$95</b>

**PUBLIC RELATIONS Managerial Area**

Advertising	\$1,500.00	\$689.98	\$1,27
Daily Zine	\$150.00	\$0.00	* \$21.74
Photography	\$50.00	\$0.00	\$10
Pocket Program/Souvenir Book	\$5,500.00	\$5,408.79	\$5,56
<b>Sub-total Operations Managerial Area</b>	<b>\$7,200.00</b>	<b>\$6,098.77</b>	<b>\$6,96</b>

**SPECIAL EVENTS Managerial Area**

Dance & Masquerade (inc. bar)	\$400.00	\$0.00	(without bar) \$0.00
Events Tech	\$1,650.00	\$1,628.00	\$1,400.00
Sub-total Special Events Managerial Area	<b>\$2,050.00</b>	<b>\$1,628.00</b>	<b>\$1,400.00</b>
<b>CONTINGENCY FUND</b>	\$120.00		
<b>TOTAL EXPENSES</b>	<b>\$43,950.00</b>	<b>\$40,971.89</b>	<b>\$42,030.00</b>

\* expenses covered by donation

## **GAMESTORM 22**

Report from Jason Bostick:

Most of my staff has been busy dealing with COVID, but we are still keeping up with each other.

My hospitality head has decided to step down. We are in process of Evaluating.

We have heard some rumors that March may still not be good. I would like to reach out to Hotel for possible backup dates for mid summer so they are already on file.

I am waiting for a Treasury and Registration report, but it should not have shifted much if at all since last as most memberships moved over. I hope to have one in time for meeting.

I will send a more detailed report once I have these, but we are still a bit out.

### **PR Report:**

Mostly quiet. I still am waiting for information on OryCon or permission to start doing some posts other than OSFCI global posts.

I am sharing all OSFCI posts all all 3. I need to review the use of Twitter and decide if its still viable. We also need to look at getting websites linked to posts so they stream realtime as it is a logistical nightmare to try and keep up with all of them individiaully for any one person.

I am closely following some important discussions Re: BLM which is an active discussion we need to have in New Business.

### **Laptops:**

I still have several of the laptops in my possession. I am fine holding them but would like to arrange to get them to the appropriate assigned people (orycon reg, etc) the GameStorm Game Library Laptop has been confirmed to be in the possession of Linnea as of last notice.

**THE CLAYTON MEMORIAL MEDICAL FUND**  
**Report to the OSFCI Board**  
June 24, 20120

I expect to make the Zoom Board meeting, but to save time during the meeting.

**Requests for Aid:**

We have had no requests for aid since our last report.

**Donations and Financial Report:**

We have had two regular donations of \$40.00 since our last report, but because of the lock down, they have not yet been deposited. (I contacted the donor, and she is fine with the delay.) We have \$17,167.71 in the bank as of June 22, 2020.

**Web Page**

We have been reviewing our Web Page, and should soon have a major rework of the page soon, deleting a broken link – Jo Clayton’s Web site is no longer on line – and clearly stating our criteria and procedures. (All this will happen when the preliminary judging for the Endeavour Award is completed.)

**Financial Health of the Fund:**

While we cannot know what demands will be made on the Fund, our plan has always been to have enough money to respond to emergencies, anticipating that if we face a heavy demand we will hold a major fund raising campaign.

**Resignation of Board Representative**

The resignation of J.J. Ark from the OSFCI Board means that we do not have an OSFCI representative on the Clayton Board of Trustees. I expect to talk with Stephe about the vacancy in a week or two.

<b>Committee Members</b>	<b>First Appointed</b>	<b>Term Expires (2-year terms)</b>
James Fiscus, Chair	October 1996	November 2020
Page Fuller, Treasurer	October 1996	November 2020
Rick Lindsley	February 2013	November 2020
John Lorentz	February 2019	November 2021
Ruth Sachter	November 2002	November 2021
Marc Wells	November 2003	November 2021

Submitted, James W. Fiscus, Chairman, Clayton Fund Board of Trustees

## The Endeavour Award

June 24, 2020

### Report to the OSFCI Board

I expect to make the Zoom Board meeting.

#### Financial Report:

Our total available funds stand at \$ 3,343.89 as of June 23, 2020.

We thank Orycon 41 for their donation of \$200.00 to the Award.

(Looking at the notes for the April 29 Board meeting, Orycon 41 reported a donation to the Clayton Fund but not to Endeavour. It is possible that the \$200.00 deposited in our account should have gone to the Clayton Fund. If this is right, we'll write a check to Clayton.)

#### 2020 Award:

We have 37 books entered. Thanks to the help from publishers who sent us e-book files or links to books on NetGalley (a Web site used to get books to reviewers and others) we have nearly completed the preliminary judging. We should be finished by mid-July.

We have not yet recruited our three final judges for this year. We wanted to be sure that we would be able to complete preliminary judging and name finalists before we asked writers and editors to judge finalists.

We do still need more readers willing and able to take e-book files. If you are interested in reading for us, please drop an email to: [endeavour@osfci.org](mailto:endeavour@osfci.org).

#### Endeavour Committee:

If you are interested in serving on the Endeavour Committee, please contact us.

Endeavour Committee:

Member	First Appointed	Term Expires (3-Year Terms)
James Fiscus, Chair	October 1996	November 2020
Page Fuller	October 1996	November 2020
Marilyn J. Holt	September 2000	November 2020
Sara Mueller	October 2003	November 2021
Sheila Simonson	October 1996	November 2021
Shawn Wall, Treasurer	November 2005	November 2022

James W. Fiscus, Chairman, Endeavour Award Committee

### **Susan C. Petrey Fund**

1. There will be no Clarion workshops in 2020 – therefore we will not pay for any Fellowships or Scholarships.
2. We would like to thank OryCon 41 for the amount of over \$600 we received from their surplus.
3. A financial report for the first two quarters will be sent to the next Board Meeting.