

OSFCI Board of Directors Meeting

Held Online via Zoom

August 13, 2020

ATTENDING: Board members attending: Car Bostick, Jason Bostick (*joined late*), 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 James Fiscus (*Clayton Fund & Endeavour Award*), KC Humphries (*Game Lab*), Rick Lindsley (*OryCon 42 Secretary*), John Lorentz (*OSFCI Recording Secretary*), Daniel Reitman (*OryCon 42 Co-Chair*) and Ruth Sachter.

Due to a family emergency, OSFCI Secretary Paula Duckhorn was unable to attend.

Jason Bostick joined late due to work obligations.

The meeting was called to order at 7:01PM. There initially was some discussion about whether there were enough Board members to constitute a quorum. It was pointed out that the Bylaws don't specify any quorum requirements for a Board meeting—and that the Board currently only has eight members. So the five directors that were currently in attendance were more than a majority of the Board. (This count soon went up to seven, so it was decided there was no issue.)

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.)

We're still having problems with PayPal. They are requiring OSFCI to submit documents to show that we are a legal entity—and they keep rejecting the documents that Travis submits. And they are also requesting more documentation for OryCon (showing the PO Box, rather than Travis' home address) before they will allow money to be withdrawn from that account. We may create new PayPal accounts from scratch, and scrap the existing accounts. (We would still need to fight with PayPal in order to get access to the existing accounts.) Travis may have to get Sam Justice (the OSFCI attorney) involved. Daniel asked we'd considered sending hard copies, since they've been unable to read the scanned copies. Travis has been told by PayPal that they will only accept uploaded documents.

Travis has applied for an extension in filing the tax forms, and that has been accepted. At this point, John asked about the information that Travis was going to send out concerning what information he needed from the events. (John is the OryCon 42 treasurer.) Travis will get that information out soon to all the event treasurers.

Travis is also still waiting for the new laptop that was mentioned at the last meeting. He will speak with Isaac about this.

III. Online Business Recap

There was no online business since the last meeting.

IV. Reports on Sponsored Activities

A. Conventions and Bids

0. OryCon 41

(OryCon 41 was not on the agenda, but there was a question)

Stephen asked if the final check had cleared yet, and whether Travis had gotten the OryCon Odd checkbook back yet. (No, to both questions.)

1. OryCon 42 (Linnea Thompson and Daniel Reitman)

(A report was sent out earlier via email.)

The hotel has agreed to a force majeure cancellation of the OryCon 42 contract for this year. So there will be a virtual online event this year, in place of OryCon 42. The chairs will be asking the Board to carry over the agreement for them to run OryCon 42 to next year (2021). This will also involve signing a new management agreement—or at the least, an addendum to the current agreement. Has anyone else expressed interest in chairing OryCon in 2021? From what people have been seeing online, it seems that most everyone has been assuming that this OryCon (& management) would just be moving to 2021. (Normally, by now—e.g. the August Board meeting—anyone who was planning on presenting a bid would have done so.) Aaron: Is this basically the same thing that the Board did with GameStorm earlier this year? Yes.

There was some discussion about the costs of both moving OryCon to next year and having the interim virtual event this November. One of the issue is that OryCon can't access the PayPal funds (*see Treasurer's report, above*). If a large number of people ask for refunds, rather than rolling their memberships to next year (*or simply donating their memberships*), OryCon may not have enough ready cash available to cover those costs. So OryCon 42 may need a credit line to temporarily cover the costs involved. The current estimate for the cost of the virtual event would be \$1000 to \$1500, and the actual cost of issuing refunds could be as much as \$500. (This would be due to the fact that OryCon only received the **net** amount of the membership purchases after the Square and PayPal fees were removed, and OryCon would need to refund the **gross** amount (before fees) that the member originally paid. (This is irrespective of whether OryCon can gain access to the PayPal funds.) Because of the PayPal issue, a credit line of up to \$10,000 might be needed. Travis said that the needed finds are available.

Linnea moved that OSFCI loan OryCon 42 up to \$10,000 to cover the expenses of rolling OryCon 42 over to 2021, and running a virtual event in 2020. This motion passed unanimously (by a vote of the Board members present at the time).

Daniels said that the OryCon committee was planning on doing some anti-bias training, and would like to purchase some manuals—for a total cost of no more than \$350. (They have been working with the OSFCI Ombudsman to decide what manuals to purchase. The list of possible books is included in the OryCon 42 report, below.) They might also bring in an outside trainer. This would depend on the money available. (This would be an OryCon 42 expense, not OSFCI—although it might be a joint OryCon/GameStorm expense.) Ruth mentioned knowing someone who does this kind of training for another organization..

Jim Fiscus moved that up to \$350 be approved for the training manuals. This motion passed unanimously.

There was some discussion of the planning for the announcement of the Endeavour Award winner (which usually takes place at OryCon).

Car moved that OryCon 42 be moved to 2021, making the necessary changes to the management agreement. This motion passed 6-0, with Linnea abstaining.

There was some discussion about what amounts should be requested as donation to cover various costs. (*See page 3 of the OryCon 42 report.*) The OryCon chairs may contact the various funds directly to see what would be good numbers to strive for for them.

The OryCon chairs are thinking of providing the GoHs honoraria for participating in the online event. There was some discussion. Several people did not like the idea of paying people cash, but gift baskets might be a good alternative. OryCon may also cover whatever expenses they might have for participating (such as webcams). Travis said there's a distinction between expenses like that (which would be considered as convention operating expenses) and a gift basket (which is fairly standard with OryCon GOHs).

The next OryCon topic is finding a new treasurer for 2020/1, as John is stepping down after the online event this November. They have approached one person, but that person hasn't made a decision yet. The OryCon chairs were asking the Board for suggestions. John will help with making the transition.

The other issue is the head of OryCon registration, who has not been very responsive. At the very least, he needs to have a second who can make sure that reg reports are prepared. There was much discussion about this.

So the OryCon chairs are looking for suggestions for treasurer, registration head, hotel liaison, head of Ops or art show head.

Jason joined the meeting via his phone at this point (8:38PM).

2. GameStorm 22 (Jason Bostick)

(A report was sent out earlier via email.)

There were no questions arising from the report sent earlier.

3. GameStorm 23 (Debra Stansbury)

Nothing to report yet.

4. Game Lab (KC Humphries)

Everything is pretty much shut down for the moment, since it's mostly face-to-face. They are exploring on-line alternatives.

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 still needs a new OSFCI representative.

3. Endeavour Award (James Fiscus)

(A report was sent out earlier via email.)

There were no questions.

4. John Andrews Worldcon Grant (Debra Stansbury)

The CoNZealand souvenir book (for the membership purchased for this grant) has been received.

IV. Other Continuing Business

A. Departments

1. Code of Conduct Committee (Tatiana McIrvin)

The Board voted, back in February, to ban someone for a year, due to this person's actions at the previous (2019) OryCon. Stephen only received the draft of the letter to be sent only a few days ago from the OSFCI Ombudsman. Should the ban be extended to a full year from the current date, rather than the original ban for the calendar year of 2020? Car felt it was difficult to know whether the ban should be extended without knowing the details on my the person was banned. *(Car and Jason had needed to leave the meeting in February before this topic was brought up.)* Rick felt that the Board should stick to the original decision. After some more discussion, it was decided not to change original span of the ban.

There was some discussion on how to handle CofC violations (or people who are banned) with online events.

2. Future Guests of Honor (Ruth Sachter)

This committee will be starting up again. Aaron and Jim both volunteered to be part of the committee, and Ruth will be reaching out to some non-Board members.

3. Hotel Committee (Aaron Curtis)

Aaron has already reported that OryCon has been canceled for 2020. (In response to a question, Aaron said the contract for this year has been **canceled**, rather than the contracts for 2020 and 2021 each being pushed forward one year. So the only current contract with the hotel is for 2021.)

4. IT Committee (Isaac Carroll)

(Isaac will send a report to the Board later.)

Jason still has the laptops. There was a short discussion concerning the OryCon 42 online event.

5. Ombudsman (Jacob Engstrom)

(A report was sent out earlier via email.)

There was short break here, while the Board waiting until Jason got home so that he was able to participate more fully

There was some discussion during the break that the Board meetings seem to be running more efficiently online than the in-person meetings, and several people felt that the Board should keep this format, even when group gatherings are allowed again (with the exception of the AGM and possibly a summer picnic).

6. Publicity (Jason Bostick)

(A report was sent out earlier via email.)

I am still working on an appropriate response for BLM and the political climate. While we still want to make a statement I do want to make sure it IS accurate and uplifting. I do request that conventions do NOT post anything until the official OSFCI one is finalized. I'm hoping to finish next weekend.

I am also still looking for additional staff members for a global PR arm to help with copy and centralizing our PR efforts. I am hoping to talk to the new OryCon PR person at some point after the virtual con.

Jason still needs to work on the BLM statement.

IV. New Business

There was no new business.

Next Board Meeting

The next Board meeting will be on Wednesday, October 14th. This will be another online meeting via Zoom.

The meeting was adjourned at 9:14PM

REPORTS

OSFCI Treasurer's Report 8/11/20

Travis Peters - Treasurer

1. Current Status

Current (as of 8/11/20) Bank account status:

Account	Balance	Change Since 6/24/20
OSFCI Checking	\$38,912	(\$2,980)
Endeavour	\$3,144	\$0
Merchant	\$568	\$0
Game Lab	\$7,921	\$0
OryCon Even	\$5,441	\$0
Gamestorm Even	\$38,783	\$0
Gamestorm Odd	\$1,000	\$0
OryCon Odd	\$1,051	\$0
Undesignated	\$1,000	\$0
OSFCI Savings	32,763	\$51
PayPal Orycon	\$8,123	\$29
PayPal Gamestorm	\$5,606	\$0
Total	\$147,412	(\$2,900)

2. Old Business

- A) Active conventions are GS22, O42, GS23
 - i. Gamestorm 22-V2.0 -No Change since last meeting
 - ii. Orycon 42 Preregistration stands estimated at \$13,563 based on bank and Paypal balances
 - iii. Gamestorm 23 – No Activity
- B) Banking Issues:
 - i. Bank account/ Business Accounts clean up
 - A. PayPal Name correction –Since PayPal now has issues with our bank statement address I have both a tax document that I have sent and our insurance billing that I will upload if they want still more documentation, thanks are owed to John for continuing to fight with PayPal.
 - ii. 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 and have filed an extension

- G) Corporate Equipment and Records Retention Project
 - i. Laptops acquired for Treasurer, Secretary, and Convention Treasurers
 - a. Software and security are the next steps
 - ii. Quickbooks conversion continues
 - iii. Look for record retention physical & virtual options with assistance from Storage and IT Managers
- H) Art Show Panels order- on hold for now
- 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

OryCon 42 Report to OSFCI Board

August 13, 2020

Summary of report		1
Decisions we are asking the Board to make	2	
Assistance we would like from the Board		2
Advice we would like from the Board	2	
Informational items for the Board	2	
Cancellation of In Person Con	2	
Memberships		2
2021 Rate Schedule:		3
Estimated Costs	3	
GoHs		3
Programming		4
PR		4
Staffing		4
Virtual Con	4	
2021 Con		4
Anti-Bias Training		5
Book Discussion Group	5	
Outside Training Sessions for Staff	5	

Summary of report

- The hotel contract has been cancelled for 2020. The hotel has acknowledged force majeure and is not charging us. We appreciate Aaron • hard work in dealing with hotel cancellation.
- We intend to do a virtual minicon for promotional purposes in November 2020 and to hold OryCon 42 in 2021. Donations will be requested to defray the cost.
- We intend to provide anti-bias training for concom and staff.

Decisions we are asking the Board to make

- Move OryCon 42 to 2021 and modify our management agreement accordingly.
- Allow us to borrow money from another OSFCI account, if necessary, to let us refund memberships for people who paid via PayPal in a timely manner since we cannot access our PayPal funds (loan would be repaid out of PayPal funds once access issues are resolved). We are hopeful that enough people will roll over rather than refund and that this will not be needed.

Assistance we would like from the Board

- Up to \$350 capital expenditure for anti-bias book discussions.
- Fix access issue with PayPal account.
- OSFCI • annual operating cost numbers for our virtual con donation thermometer.

Advice we would like from the Board

- History of GoH honoraria rates
- Recommendations of potential treasurers
- Recommendations of potential registration seconds
- Recommendations for other open staff positions

Informational items for the Board

Cancellation of In-Person Con

The hotel allowed us to cancel last week. We plan to announce on or about August 17.

We now intend to hold 42 in 2021. We will be selecting a name for the virtual minicon that we intend to hold this year shortly.

Memberships

As of July 31, we had 321 memberships, including 35 dealers. These will be offered a choice of rollover, refund, or donation. Twelve memberships, including five dealers, were purchased since the last rate increase. We intend to offer these members a partial refund (to reflect the rollback to the \$40 rate) if they roll over.

Page 2

Membership pricing will be modified as follows:

2021 Rate Schedule:

- \$40 (rollback) until February 15th 2021
- \$50 from February 16th 2021 to July 15th 2021
- \$60 from July 16th 2021 until October 15th 2021
- \$75 at the door

Estimated Costs

John has estimated the cost of a virtual con to be \$1,000:

Infrastructure \$500

PR \$200

Contingency \$300

We intend to add GoH honoraria to this "Budget" but need to know the GoH honoraria rates first. John also predicts up to \$500 in the cost of processing refunds.

We intend to cover these costs by requesting donations before and during the virtual

con. Current thoughts for the “onation thermometer” would be:

Cost of running the virtual con itself (Zoom licenses, other paid tools, etc.) as the first goal

- OryCon 42 • other expenses so far as the second goal (letting us start from 0 rather than in the hole for the 2021 con)
- OSFCI's 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's usual yearly funding level • for 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 OryCon projects (such as anti-bias training)
- Other goals that may be requested by the Board

GoHs

Our GoHs have agreed to appear at the virtual con. The Foglios have agreed to continue to 2021. A. Lee Martinez has indicated he is interested in continuing, but has not confirmed. We intend to follow up.

Additional GoHs for 2021 will be recruited later.

Page 3

Programming

Attempts to start programming have been hampered by inability to access the database. Lee Vann is resolving this as this report is being written.

PR

PR is ready to roll out with announcements and publicity.
We have requested promotional art from the Foglios.

Staffing

Staffing will be an issue for both the virtual con and the 2021 con.

Virtual Con

We need substantial volunteers as Zoom hosts and monitors and Discord monitors. Watch indicates they may be able to recruit Zoom monitors to handle Code of Conduct issues.

We will probably also need someone to monitor our donations and update our progress on the public thermometer.

Our head of Art Show is stepping down for personal reasons as well. We are searching for a replacement. Fortunately, the leaving head of Art Show has expressed interest in 2021. If necessary, Art Show can be dispensed with or significantly reduced for the virtual con.

2021 Con

John intends to step down after the virtual con. We will need a new treasurer. Unfortunately, our best candidate for an apprentice this year has had to step away for personal reasons.

Because Jason is still chair of Gamestorm, we are without a Hotel Liaison. We are looking for someone to handle this so that Aaron can step back from his assisting us.

We have been concerned that the head of Registration has been busy. We think recruiting a second would be of significant assistance. We have never been able to locate a head of Ops.
We intend to address volunteer recruitment issues later.

Page 4

Anti-Bias Training

While trying to prepare a statement about the Black Lives Matter movement, we realized that we needed to take concrete action. Working with the OSFCI Ombudsman, we have identified the following initiatives:

Book Discussion Group

We intend to select and discuss one or two books between now and the 2021 con. Working with the OSFCI Ombudsman, We have identified several books that we may use and are in the process of deciding which to start with:

- Pragma Agarwal , Sway : Unravelling Unconscious Bias (2020). (\$28)
- Jennifer L. Eberhardt, Biased: Uncovering the Hidden Prejudice that Shapes What We See, Think, and Do (2019). (\$18)
- Manzarin R. Bajari and Anthony G. Grenwald, Blindspot: Hidden Biases of Good People (2016). (\$17)

We would like OSFCI to purchase about 10 to 12 copies for circulation among participants as a capital expense since they could be used by multiple conventions. The maximum expense for one title will be approximately \$350.00.

We recommend that the Board and Gamestorm also conduct similar discussions. If OSFCI purchases the books as a capital expense, books can be shared.

Outside Training Sessions for Staff

We have identified this as a desired part of preparation for the 2021 con. Public-facing high-level staff will be encouraged to participate.

Unfortunately, Jacob reports that all local trainers whom he is acquainted with are dealing with very high demand and that therefore, the cost of sessions is beyond our current budget. We have identified this as our first additional project for use of virtual con donations.

Page 5

GAMESTORM 22

Right now GS21.1 is moving very slowly as we have no assurance we will not trigger closure again. Additionally we still had a significant level of prep work from last year done which has not changed. Over 95% of our membership rolled over directly (we did not offer any pricing adjustments and left everyone at the same.)

We also did not roll back price discounts as this would have cause conflict with people who has purchased at higher pricing. However note that GameStorm has a larger pre-con purchase than OryCon does.

I am hoping to have budget and reg information by the meeting. (Treasurer is working in a Covid related office, Reg works for Amazon)

We are still waiting for confirmation on opening our game submissions around November.

A discussion is going online about what GameStorm could directly bring if we tried to do virtual game days. The response has been mixed. Many of the properties that are used for virtual gaming already have lobbies. The only thing GS can provide is a centralized Lobby, which would require constant monitoring for activity. We don't require the multi-use panels such as OryCon needs, so a single Discord Server can handle our needs. We may consider a prototype in September to see how it works.

THE CLAYTON MEMORIAL MEDICAL FUND

Report to the OSFCI Board

August 13, 20120

Requests for Aid:

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

Donations and Financial Report:

Five regular monthly donations of \$20.00 were deposited since our last report. The \$200.00 donation from Orycon 41 has also been deposited. We thank Orycon 41 for their donation.

We have \$17,467.71 in the bank as of August 10, 2020.

Web Page

Thanks to the crush to complete judging for the Endeavour Award, we have not yet reworked the Web page. We expect to do so soon.

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

We do not yet have an OSFCI representative on the Clayton Board of Trustees

Committee Members	First Appointed	Term Expires (2-year terms)
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

August 13, 2020

Report to the OSFCI Board

Financial Report:

The \$200.00 from Orycon 41 to the Clayton Fund that was deposited in the Endeavour account and has been moved to the Clayton Fund account. After the transfer, our available funds stand at \$3,143.89 as of August 10, 2020.

The finalists for the 2020 Endeavour Award are:

Merlin Redux by the late Dave Duncan, who was from Victoria, BC, Night Shade Books

Middlegame by Seanan McGuire, who is from Kenmore, WA, Tor Books

Shadow Stitcher by Misha Handman, who is from Victoria, BC, Edge Science Fiction and Fantasy Publishing

What The Wind Brings by Matthew Hughes, who is from Victoria, BC, Pulp Literature Press

The Witch's Kind by Louisa Morgan (aka Louise Marley,) who is from Port Townsend, WA, Redhook

The judges for the 2020 Endeavour Award are:

Michael Capobianco, John G. Hemry, and Rosemary Claire Smith.

Need for Readers

We will need readers for the 2021 Award willing and able to take e-book files.

If you are interested in reading for us, please drop an email to: 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
Helen Umberger	November 2012	November 2021

James W. Fiscus, Chairman, Endeavour Award Committee

Susan C. Petrey Fund

Income Statement - 2020 Q1 & Q2

Balance (12/31/2019)	\$10,802.19
<u>Income</u>	
OryCon 41 Donation	\$639.62
PayPal Giving Fund	\$21.00
Interest	<u>\$0.93</u>
Total	\$661.55
<u>Expenses</u>	
Scholarships/Fellowship	<u>\$0.00</u>
Total	\$0.00
Balance (6/30/2020)	\$11,463.74
Oregon Community Foundation Balance (6/30/2020)	\$66,568.87

Ombuds Office Report

OSFCI Board of Directors Meeting 08/13/2020

***** Jacob Engstrom will not be present at this board meeting as this is a recording night for the podcast *****

Issues Reported:

- Since the last OSFCI Board of Directors Meeting, no new concerns have been reported to the office for inquiry, review, intervention, or investigation.

Ongoing Work:

- This office is currently supporting the initiative of Orycon to develop Anti-Bias/Bias Awareness training and plans. We have had a planning meeting to develop next steps. The majority of this work will be reported by the OryCon Co-Chairs. However, this office is currently reaching out to several trainers on issues of equity & bias to informally inquire about rates for potential training. We are also building a library of training videos that are made freely accessible online by their creators.
- This office continues to monitor developing trends regarding issues of equity and communicable disease in fan conventions. At this time, there seems no big conversation within the Fandom Community regarding this topic, but as reopening commences around the country, it is expected to develop. This

office works to be one step ahead of the developments in order to give the board time to thoughtfully react to any commonly voiced concerns or developing best practices.