

OSFCI Board of Directors Meeting

Held Online via Zoom

October 14, 2020

ATTENDING: Board members attending: Car Bostick, Jason Bostick, Aaron Curtis, D. Stephen Raymond (*OSFCI President*), Debra Stansbury and Linnea Thompson (*also OryCon 42 Co-Chair*).

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

Board members Tatiana McIrvine and Travis Peters (*OSFCI Treasurer*) were unable to attend. Their absences were excused.

The meeting was called to order at 7:00PM.

I. Minutes from the previous meetings

The minutes from the previous meeting were accepted without any objection (although with one small correction). There was some discussion about who could put the minutes online. (No one knew for sure.)

II. Treasurer's Report (Travis Peters)

(A report was sent out by email earlier.)

There was a question about the laptops for the secretary, treasurer and event treasurers. Isaac has them, and will pass on the OSFCI Secretary's laptop to her. Paula is now on the OSFCI Secretary alias.

III. Online Business Recap

There was no online business since the last meeting.

IV. Reports on Sponsored Activities

A. Conventions and Bids

1. OryCon 42 (Linnea Thompson and Daniel Reitman)

(A report was sent out earlier via email.)

There was some discussion on the lack of volunteers (both staff and comcon) this year. The pool of available people is evaporating. This started before the pandemic, and has only gotten worse.

They do now have the registration information for the people who purchased their members at OryCon 41. Stephen: Do you know where the paper copies are of the forms that those people filled out? Not yet. They may be with Carla (last year's treasurer). *(It was found later that this was the case and the forms are now in the hands of the chairs.)* It was decided that the forms weren't needed in order to add more people to the OryCon announcement list, because the chairs already had the reg database (as mentioned previously) to take that information from.

They are trying to get the word out to bring in more volunteers. They feel that if they are unable to bring in the needed people, they may need to resign, because they can't do it themselves.

The good news is that the PR person is working hard to get that department going and getting the information out. But that person is new, and still learning where the efforts need to be made.

The bad news is that Registration didn't really have a database. There was a spreadsheet of the member sold at the previous years, and then the memberships sold online were pulled from the shopping cart a few weeks before the con and merged with the spreadsheet. There wasn't a unified database of the memberships in the period between the conventions. There was some discussion about a possible future Reg head.

There is an editor GOH for next year—Toni Weisskopf. Any question about the financial report? John: One good thing is that very few people have asked for refunds—nearly everyone has rolled their memberships over to next year. It doesn't look like OryCon 42 will need OSFCI financial support in the near future.

After some discussion on who should and should not be included, the majority of the people participating in the meeting moved off to a secondary Zoom session for an executive session.

The Executive Session took place from 7:33PM to 7:43.

There was some more discussions on social media, and how to bring in people.

2. GameStorm 22 (Jason Bostick)

(A report was sent out earlier via email.)

Everything's still on hold. (The hotel would *really* like to get GameStorm back.) Jason estimates that there about a 30% chance of holding GameStorm next spring...*maybe*.

They will continue to work on getting GameCon up and going. Are there any plans for an online alternative to GameStorm if GameStorm can't be held? Probably no, because there are so many other larger gaming events in March that will likely be having online events. An online GameStorm doesn't really give people much of a reason to participate in it over the other events—unlike an in-person GameStorm.

3. GameStorm 23 (Debra Stansbury)

Nothing to report yet.

4. Game Lab (KC Humphries)

(A report was sent out earlier via email.)

Nothing is really happening right now.

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. Linnea volunteered, and was appointed to that role by Stephen.

3. Endeavour Award (James Fiscus)

(A report was sent out earlier via email.)

There were no questions.

4. John Andrews Worldcon Grant (Debra Stansbury)

This is on hold until more is known about DisCon III (the 2021 Worldcon).

The Or-eCon web site will have donation links to the Petrey and Clayton Funds, and the Endeavour Award.

IV. Other Continuing Business

A. Departments

1. Code of Conduct Committee (Tatiana McIrvine)

No report.

2. Future Guests of Honor (Ruth Sachter)

No report. No activity until it's known when we can start holding events again.

3. Hotel Committee (Aaron Curtis)

No report.

4. IT Committee (Isaac Carroll)

(Isaac sent a report to the Board right before the meeting.)

Very little has changed. The main task right now is to get the OSFCI Secretary laptop to Paula. Isaac should have more progress to report at the next meeting.

5. Publicity (Jason Bostick)

(A report was sent out earlier via email.)

Discussion on social media. Jason said that pretty much everything across the board (all events everywhere) is on hold. There was also discussion about OryCon publicity.

6. Ombudsman (Jacob Engstrom)

Everything has been quiet.

IV. Business Carried Over

Annual General Meeting:

Nothing's been done yet towards trying to set up a way to have an online AGM. (The committee that was setup at the last Board meeting never met.) Jason was designated to be chair of a committee composed of Paula, Car, Aaron and himself, with the purpose of the researching how to conduct an online meeting (including online voting). They were asked to have a report ready at the next meeting.

V. New Business

There was discussion whether the Board wanted to fill the two vacant Director slots. It was decided to wait until it's known if & when an online AGM can be conducted.

John mentioned that he is considering retiring from OSFCI activities at the end of the year, and wanted to give the Board advance warning.

Next Board Meeting

The next Board meeting will be on Wednesday, December 9th. This will be another online meeting via Zoom.

The meeting was adjourned at 8:21PM

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

- i 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.
- ii 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.
- iii We intend to provide anti-bias training for concom and staff.

Decisions we are asking the Board to make

- ï Move OryCon 42 to 2021 and modify our management agreement accordingly.
- ï 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

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

Advice we would like from the Board

- ï History of GoH honoraria rates
- ï Recommendations of potential treasurers
- ï Recommendations of potential registration seconds
- ï 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.

Membership pricing will be modified as follows:

2021 Rate Schedule:

- i \$40 (rollback) until February 15th 2021
- i \$50 from February 16th 2021 to July 15th 2021
- i \$60 from July 16th 2021 until October 15th 2021
- i \$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

- i OryCon 42’ other expenses so far as the second goal (letting us start from 0 rather than in the hole for the 2021 con)
- i 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)
- i 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)
- i Other OryCon projects (such as anti-bias training)
- i 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.

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.

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:

- ï Pragma Agarwal , Sway : Unravelling Unconscious Bias (2020). (\$28)
- ï Jennifer L. Eberhardt, Biased: Uncovering the Hidden Prejudice that Shapes What We See, Think, and Do (2019). (\$18)
- ï 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.

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. Henry, 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:

- ï 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:

- ï 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.