**OSFCI Board of Directors Meeting**

**Held Online via Zoom**

**April 27th, 2023**

**ATTENDING:** Board members: D. Stephen Raymond *(OSFCI President)*, Aaron Curtis, PJ Duckhorn *(OSFCI Secretary),* Rick Lindsley, Travis Peters (*OSFCI Treasurer,)* Debra Stansbury, and Linnea Thompson

Other attendees: Ley Hazard (*OryCon 43 Chair*,) Vincent Metal (*GameStorm 24 Chair,*) Jim Kling (*Endeavour Award,*) Paul Wrigley (*Petrey Fund*,) Debbie Cross (*Petrey Fund,*) Jacob Engstrom (*OSFCI Ombudsman*,) Sam Justice, Ley Hazard (*OryCon 43 Chair,*)

Absent: Keri Turner (*OSFCI Quartermaster*,) Sky Bullock

The meeting was called to order at 6:30 PM.

1. **Minutes from the previous meeting**

Minutes from the 02/23/2023 meeting were accepted.

1. **Treasurer’s Report (Travis Peters)**
* $136000 across all accounts, not including business being conducted at today’s meeting concerning the Petrey Fund.
* 2 active conventions (GameStorm 24 and OryCon 43)
* GameStorm 22 is wrapped except for final donations.
* OryCon 42 wrapped except for final donations.
* GameStorm 23 gathering final expenses.
* Others in pre-registration
* OryCon 43 set up under Stripe account (Correction from Hazard, will be using WePay instead of Stripe)
* Concern for OryCon with financial responsibilities, need to be pushing OryCon across all channels, word is not out that OryCon will be happening.
* Question about laptops. It is believed that laptops handed off to Isaac in December 2019 are back in Jason Bostick’s possession. PJ will follow up with Jason to confirm and relay information to Rick as head of IT.
1. **Online Business Recap**

GameStorm 24 bid from Vincent Metal was accepted

**IV. Reports on Sponsored Activities**

1. **Conventions**
	1. **GameStorm 23 (Debra Stansbury)**

Report received via email and appended to agenda. Debra stated that she had nothing to add to her emailed report.

* 1. **OryCon 43 (Ley Hazard)**
* 98 preregistrations and 3 donations
* Total of $2679.24 (Sales from GameStorm 23, NorWesCon and online through RegFox)
* Creates database that can be accessed post-convention and is also portable to other systems
* Stephen commented that a hotel report, treasurer’s report, and registration report would be helpful to have sent in prior to Board meetings.
* List of people who have agreed to receive email notifications to be sent to Stephen
* Paper forms are being used for people who don’t want to/can’t register online
* Rick is acting webmaster
* Panelist invites will be sent out by May 7th
	1. **GameStorm 24 (Vincent Metal)**
* Trying to get basics put together
* People still in recovery mode
* In contact with an artist
* Need to get email up and running
* Major department heads filled
* Aaron Curtis has been appointed as the Board liaison to GameStorm 24
	1. **GameLab**

 No report received, no one from GameLab in attendance.

**B. Fund and Awards**

1. **Clayton Memorial Medical Fund**
* Still waiting for Ruth to advise how funds will be transferred to SFWA
* No claims outstanding
* Page Fuller, treasurer of Clayton fund, has passed away
1. **Endeavour Award**
* 2021 award given at NorWesCon
* Trying to get books for 2022 award to be given at OryCon
* Marilyn Holt has asked Jim Kling to be taken over as Chair of Award
* Jim Kling was confirmed as Endeavour Committee Chair with no objection. Motion made by PJ Duckhorn
* Request for funding from OSFCI
* Award is funded through donations from OSFCI events or through convention chair discretion.
* Past fundraising handled by Jim Fiscus
* Is it possible for donations to be made through Endeavour website
* Looking at setting up PayPal tip jar
* Patreon account set up
* Facebook Live/podcast events to help generate interest
* Jacob Engstrom offered to be source of advice regarding podcasts
1. **Susan C. Petrey Clarion Scholarship Fund (Debbie Cross and Paul Wrigley)**
* Paul and Debbie have been running the Fund for over 40 years. Due to the lack of a successor (after reaching out periodically over the last 10 years,) they feel it’s time to move on.
* Money is held by the Oregon Community Fund and earmarked for the Fund’s purposes. Below is the proposal for the disbursement of the Fund’s assets and the letter that needs to be sent to OCF.
* President’s phone number and email address are needed on letter.
* As long as funds are used for their stated purpose, OCF will give the funds back.
* Draft letter came from person who is managing the Fund.
* Board needs to vote to return funds
* Funds will be given to the Clarion and Clarion West Writers Workshop
* Question was raised about job description
* Motion made by Debbie “That the OFSCI board requests the full distribution of the fund balance in Susan C. Petrey Endowment Fund of the Oregon Community Foundation to the OSFCI/Petrey checking account” (Also highlighted in proposal below)
* Motion made by Aaron to make decision at June Board Meeting. (5 in favor, motion carried, vote on Debbie’s motion moved to June Board Meeting)

**Proposal for disbursement of Susan C. Petrey Fund’s Assets.**

After over 40 years of managing the Petrey Fund we have decided it is time to disburse the remaining money to the two organizations the fund has been supporting: Clarion Writers Workshop and Clarion West Writers Workshop. Our suggestion is to divide it; two thirds to Clarion West, and one third to Clarion (San Diego). This reflects the proportions of the annual awards for the last several years.

Most of the money is held by the Oregon Community Foundation (OCF) with a smaller amount in the OSFCI/Petrey checking account. The balance of the two accounts at the end of 2022 was approximately $92,000.

OCF requires that the request to close the fund and disburse the money back to OSFCI/Petrey checking account be made in a formal letter signed by the President of the board and should be accompanied by a copy of the minutes that reflect the affirmative vote of the board to make the request. We have attached a sample letter that would meet the requirements.

Moved “That the OFSCI board requests the full distribution of the fund balance in Susan C. Petrey Endowment Fund of the Oregon Community Foundation to the OSFCI/Petrey checking account”. After the 2023 Scholarship/Fellowship checks have cleared the OSFCI/Petrey checking account, the remaining balance will be distributed as described above.

Respectfully,

Debbie Cross

Paul Wrigley

OCF Request Letter

**(DATE)**

Lisa Mensah

President and CEO

c/o Val Rundquist

The Oregon Community Foundation

1221 SW Yamhill, #100

Portland, Oregon 97205

Dear Lisa,

I am writing on behalf of the board of directors of Oregon Science Fiction Conventions, Inc. We are requesting a full distribution of the fund balance from the Susan C. Petrey Endowment Fund of the Oregon Community Foundation as allowed by the terms of our fund agreement. Our board of directors met on 04/27/2023 and as required by our fund agreement a majority *of the entire board voted in favor* of this special distribution. I have enclosed a copy of the minutes from that meeting.

We are making this request because we would like to distribute the money to the two non-profit organizations that the fund has been supporting since it was started. Two thirds of the funds will go to Clarion West Writers Workshop in Seattle and the remaining third will go to Clarion Writers Workshop in San Diego.

Thank you for your prompt attention to this matter. If you have questions we can be reached at (PHONE NUMBER) or (E-MAIL ADDRESS).

Sincerely,

President of OSFCI Board

1. **John Andrews Worldcon Grant (PJ Duckhorn)**

Zero takers for China. Interest has been shown for Glasgow in 2024. Suggestion made to offer them for sale. Travis recommended donation. Deadline of May 4th was given. Hazard offered to post to OryCon Facebook to generate interest. Membership that is purchased does not convey voting rights at WorldCon.

**IV. Other Continuing Business**

1. **Departments**
2. **Archive Committee (Car Bostick) (no report received)**

No activity to report

1. **Continuity Committee (Linnea Thompson)**

Linnea will be able to do things again when the school year ends.

1. **Hotel Committee (Aaron Curtis)**
* OryCon 2023 contract has been signed and Hazard has a copy.
* Copies will be sent to President, Secretary, and Treasurer
* Start of new committee consisting of more than just Aaron
* Veronica Lacquement is also interested in participating
* Patty Wells is open to training people willing to take up the job
* Hotel is working on draft contract for GameStorm 24. (March 21st-24th)
* Dave Schaber’s wake will be on May 21st at the Convention Hotel.
1. **Publicity (Holly Irons) (no report received)**

Holly is on list to receive meeting notifications.

1. **Quartermaster (Keri Turner)**Keri has an excused absence
2. **IT Committee**
* Outgoing mail from gamestorm.org is working
* Test invites sent through OryCon program arrived
* Email sent to Board came back and said, “you’re not allowed.”
* PJ is in possession of 3 laptops from the OSFCI storage unit in need of upgrades, will work with Rick offline to arrange hand-off.
1. **Ombudsman (Jacob Engstrom)**
* Email invite work, Jacob is now receiving notification of meetings
* Not yet received incident reports from GameStorm 23, currently in possession of Head of Ops
* Nothing significant to note in incident reports requiring Board action
* Head of Storm Watch (Aris Powell) was amazingly professional and organized and deserves kudos. With the backing of Head of Ops made a convention that went a lot smoother given end of mask mandate.
1. **Insurance (Aaron Curtis)**

**IV. Business Carried Over**

* Convention reporting guide was originally created by Car Bostick
* Rick has started to review it, no issues seen so far
* Travis did not see anything he objected to
* Would like to make an addendum to management agreements
* Motion made by Aaron to accept reporting guide with additions suggested by Hazard. (7 in favor, motion carried.)

Continued discussion of MailChimp tabled until June meeting to allow people to opt out of receiving notifications. GameStorm email blast list is also needed. Plan is to add GameStorm list to OryCon account.

**V. New Business**

* Question from Hazard about free membership being carried over to next year’s OryCon. Answer is no, due to financial burden it would place on the following year’s convention
	+ Free membership can be given to current year’s convention based on number of hours (usually 12) volunteered
* Question from Aaron about memberships lapsing. Secretary goes by lists received by Con Chairs
	+ Assistance will be needed to update formula so that points are calculated accurately (45 days before AGM.) Rick offered assistance.
* Motion that Jon Foster and Allen Olsen be re-added to the eligible list
* Portion of Game Library will be taken to FalCon in May
* ElectionBuddy account. Is new account needed?

**VI. Next Board Meeting**

Next Board Meeting will be held Thursday, June 22, 2023 at 6:30 PM via Zoom unless changed by the incoming Board at the AGM.

Meeting adjourned at 9:10 PM