



San Francisco Science Fiction Conventions, Inc.

A California Non-Profit Corporation recognized under IRC §501(c)(3)

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Regular Meeting of Board of Directors Minutes

Saturday, November 16, 2013, Fremont, California

1. Call to Order

The regular trimesterly meeting of the Board of Directors of SFSFC, Inc., met on Saturday, November 16, 2013, in the Depot Cafe, 37260 Fremont Blvd., Fremont CA 94536. The meeting was called to order at 11:11 AM, President David Gallaher presiding and Secretary Kevin Standlee recording. Members present (*by telephone †*ex officio* non-voting director ‡director emeritus): David W. Clark, Kathryn Duval† (arrived 11:13), David Gallaher, Glenn Glazer (arrived 11:13), Lisa Deutsch Harrigan, Cheryl Morgan*, Dawn Plaskon† (arrived 11:32), Kevin Roche†, Cindy Scott, Spike (arrived 11:13), Kevin Standlee, Andy Trembley. Members absent: Sandra Childress (Proxy to Cindy Scott), Wolfgang Coe, Tom Whitmore*‡. Others present: Radar, Randy Smith.

2. Previous Minutes

The minutes of the previous meetings are now adopted by unanimous consent via the Board e-mail list and published on the corporation's web site.

3. Officer Reports

3.1. President

The President had no report at this time.

3.2. Treasurer

Treasurer Lisa Deutsch Harrigan reported. We filed our Forms 990/199 (Federal/State) on August 15, 2013.

Assistant Treasurer Cindy Scott reported on ongoing negotiations with the IRS regarding an outstanding issue with informational returns from several years ago. We are contracting with an Enrolled Agent to negotiate on our behalf to attempt to have the IRS waive or reduce a penalty we incurred some years ago for a late filing.

3.2.1. Financial Statements

The Treasurer distributed paper copies of General Fund reports (see Appendices A-B) and discussed them in detail. Our current "unconstrained" balance (not earmarked for a specific fund) is approximately \$9,500.

3.3 Secretary

Web site: Everything is up to date.

4. Standing Committee Reports

4.1. London in 2014 Committee

Spike and Kathryn Duval (new Loncon 3 agent) reported. (See Appendix C for full report.)

4.2. Westercon 66 Committee

Co-Chairs Andy Trembley and Kevin Roche reported. (See Appendix D-E for financial details supplied by Treasurer Lisa Deutsch Harrigan.) The convention's net surplus appears to be approximately \$4,800 on gross income of \$53,500 (about 9%). We still have some outstanding expenses (primarily mailing publications to non-attending members).

The committee projects that it will request that it be discharged at the next regular meeting.

4.3. Nebula Awards Weekend

Cindy Scott and Dawn Plaskon reported in advance of the meeting as follows:

Plans for the 2014 Nebula Awards Weekend are progressing. We have a signed hotel contract with the San Jose Marriot for the weekend of May 15-18, 2014. Most of our staff is in place, key positions still needing to be filled are Registration and Hospitality. We are still waiting to hear back from someone on running the Nebula Awards Ceremony itself.

We have a Toastmaster (Ellen Klages) and are still working on a Key Note Speaker. We are also still awaiting information on who has been chosen as Grand Master for 2014.

Our first all-hands meeting is December 14, 2014 at 1pm at the home of Rina & Jacob Wiseman in San Francisco. If anyone not already on staff is interested in attending, please let one of us know and we will forward the directions.

5. Special Committee Reports

5.1. SMOFCon Scholarship Committee

The SMOFCon Scholarship Committee was continued by unanimous consent.

The meeting recessed at 12:05 PM and reconvened at 12:25.

5.2. Strategic Development Committee

At 12:26 PM, the meeting went into Committee of the Whole, Vice President David W. Clark presiding, meeting as the Strategic Development Committee.

At 12:54 PM, the Committee of the Whole rose and reported and recommended:

- That the President be authorized to execute on behalf of SFSFC Letters of Intent and/or contracts with the San Jose Convention & Visitors Bureau and associated hotels for a 2018 Worldcon.
- That the Strategic Development Committee be continued.

The recommendations of the Strategic Development Committee were adopted by unanimous consent.

6. Unfinished Business

6.1 Westercon Web Site

LASFS, owner of the Westercon service mark, informs us (via Mr. Glazer) that we're still authorized to manage the Westercon.org web site.

7. New Business

7.1 CostumeCon 2020

Jennifer “Radar” Wylie announced that she is interested in bidding for a CostumeCon in the Bay Area in 2020, and that she would like to do so under SFSFC aegis. She has assembled an initial committee of interested people and has done the necessary initial research of facilities and arrangements. The election would be in 2017, with the bid launching in 2015.

If SFSFC gets involved with this, we would envision empaneling a committee at the November 2014 meeting.

7.2 Director Elections

The terms of David Gallaher, Wolfgang Coe, Sandra Childress, and Spike end on December 31 of this year. Nominated: Wolfgang Coe, David Gallaher, Spike, Randy Smith, and Sandra Childress. Kevin Roche declined nomination. There being more candidates than open seats, the election was held by preferential ballot.

Candidate	Seat 1	Seat 2	Seat 3 Rd 1	Seat 3 Rd 2	Seat 4
Childress	1	1	3		5*
Coe		2	3		5
Gallaher	8				
Smith	1	1	4	10	
Spike		6			

*Childress wins on tie-breaker: more first-preference votes

David Gallaher, Spike, Randy Smith, and Sandra Childress were therefore elected to three-year terms commencing January 1, 2014.

By unanimous consent, the ballots were ordered destroyed.

8. Announcements/Future Meetings

8.1. 2014 Meetings

Future meeting dates for 2014 are as follows:

- March 15, 2014
- July 26, 2014
- November 15, 2014

The President will contact the Depot Café and other possible sites and announce a decision on the sites of the meetings later.

9. Adjournment

By unanimous consent, the meeting adjourned at 1:45 PM.

A meeting of directors-elect for the purpose of electing officers for 2014 took place immediately after this meeting.

Kevin Standlee
Secretary

[Approved by Unanimous Consent without meeting, March 10, 2014]

**Appendix A: SFSFC General Fund, Profit & Loss, Fiscal Year to Date,
November 15, 2013**

	<u>Apr '13 - Mar 14</u>
Ordinary Income/Expense	
Expense	
Membership fees	60.00
Conventions	
CorFlu 28	
Treasury	<u>15.00</u>
Total CorFlu 28	<u>15.00</u>
Total Conventions	15.00
Credit Card Transaction Fees	375.60
Internet	207.17
Meeting Expense	108.75
Postage	104.10
Storage Unit	1,032.00
Tax	
State	<u>10.00</u>
Total Tax	<u>10.00</u>
Total Expense	<u>1,912.62</u>
Net Ordinary Income	<u>-1,912.62</u>
Net Income	<u><u>-1,912.62</u></u>

Appendix B: SFSFC General Fund, Balance Sheet, November 15, 2013

Note: "Corporate Money" accounts are unrestricted general funds. All other asset funds are restricted to specific committees or are (like PayPal) holding accounts for money moving from fund to fund.

	<u>Nov 15, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Corporate Money	
Main Checking	5,594.63
CD #1	3,826.28
Construction Checking	<u>100.00</u>
Total Corporate Money	9,520.91
PayPal	491.41
Westercon 66 Checking	3,481.18
London in 2014	<u>6,329.82</u>
Total Checking/Savings	19,823.32
Accounts Receivable	
Accounts Receivable	
Westercon 66	2,753.40
Accounts Receivable - Other	<u>422.50</u>
Total Accounts Receivable	<u>3,175.90</u>
Total Accounts Receivable	3,175.90
Other Current Assets	
SFSFC Petty Cash Fund	218.57
WC66 Petty Cash/Cash Box	<u>135.05</u>
Total Other Current Assets	<u>353.62</u>
Total Current Assets	<u>23,352.84</u>
TOTAL ASSETS	<u><u>23,352.84</u></u>

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Westercon 66 Liabilities

Memberships	1,876.58
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Dealers Room	<u>4,070.00</u>
Total Westercon 66 Liabilities	5,946.58
London in 2014 Liabilities	<u>6,329.83</u>
Total Other Current Liabilities	<u>12,276.41</u>
Total Current Liabilities	<u>12,276.41</u>
Total Liabilities	12,276.41
Equity	
Adjusted Earnings	3,771.07
Retained Earnings	11,298.98
Net Income	<u>-3,993.62</u>
Total Equity	<u>11,076.43</u>
TOTAL LIABILITIES & EQUITY	<u><u>23,352.84</u></u>

Appendix C: London 2014 Report, November 16, 2013

Membership:

As of 31 October 2013, Loncon 3, the 72nd Worldcon had 4215 total members. The totals for attending members include 3291 adults, 183 young adults and 149 children.

Events:

Since our previous report, our committee sponsored events (such as membership desks and parties) at these North American conventions:

Westercon66
Convergence
Readercon
Bubonicon
Lonestarcon
Fencon
Capclave
Convolution
Windycon
Orycon
Philcon

We plan to have events at several upcoming conventions including Loscon, SMOFcon, Arisia, Gallifrey One, Boskone, and Capricorn.

Financial Summary:

\$6329.82 bid funds in checking account as of October 31, 2013.

This account balance represents bid supports and Loncon3 memberships paid in US dollars by cash or check, minus expenses related to the events listed above, shipping flyers to conventions, and souvenir book ads.

Credit card payments go directly into the Loncon 3 WorldPay account in the UK, outside the purview of this Committee.

Submitted 16 November 2013:
Kathryn Duval / Spike
c/o London in 2014
530 Showers Drive Suite 7 #110
Mountain View, CA 94040

Appendix D: Westercon 66 Committee, Profit & Loss, Lifetime to Date, October 31, 2013

	Jul '11 - Oct 13	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4000 · Contributed support			
4010 · Indiv/business contribution			
4115 · Musical Guest Donation	836.00		
4116 · Special Guest	601.00		
4010 · Indiv/business contribution - Other	1,211.72	400.00	811.72
Total 4010 · Indiv/business contribution	2,648.72	400.00	2,248.72
4090 · Nonprofit Org Grants-Other Cons	3,500.00	3,500.00	0.00
Total 4000 · Contributed support	6,148.72	3,900.00	2,248.72
4300 · Convention Income			
4400 · Convention Membership			
4410 · Site Selection	2,375.00	2,375.00	0.00
4415 · Attending All			
4420 · Attending	35,295.00	35,000.00	295.00
4430 · Child	485.00		
4440 · Day Membership	2,905.00		
Total 4415 · Attending All	38,685.00	35,000.00	3,685.00
4490 · Supporting	300.00		
Total 4400 · Convention Membership	41,360.00	37,375.00	3,985.00
4510 · Dealer's Tables	4,225.00	4,000.00	225.00
4550 · Art Show			
4560 · Art Show Flats	548.00	700.00	-152.00
4570 · Art Show Commissions	599.89	300.00	299.89
Total 4550 · Art Show	1,147.89	1,000.00	147.89
4610 · Writers Workshop	225.00		
4690 · Advertising in Publications	225.00	550.00	-325.00
Total 4300 · Convention Income	47,182.89	42,925.00	4,257.89
4800 · Sales of Goodies			
4810 · T-Shirts	166.82	2,000.00	-1,833.18
Total 4800 · Sales of Goodies	166.82	2,000.00	-1,833.18
Total Income	53,498.43	48,825.00	4,673.43

Cost of Goods Sold			
5000 · Cost of Goods Sold	0.00	1,725.00	-1,725.00
Total COGS	0.00	1,725.00	-1,725.00
Gross Profit	53,498.43	47,100.00	6,398.43
Expense			
6000 · Front Office Expenses			
6100 · Front Office Expenses			
6120 · Business Fees	37.35		
6130 · Printer Supplies	468.59		
6150 · Online Registration Fees	3,152.32	2,400.00	752.32
6100 · Front Office Expenses - Other	25.00	200.00	-175.00
Total 6100 · Front Office Expenses	3,683.26	2,600.00	1,083.26
6200 · Treasurer Expenses	205.66	210.00	-4.34
6230 · Bank Fees			
6240 · Credit Card Fees	1,718.74	1,300.00	418.74
6250 · Paypal Fees	60.41		
6230 · Bank Fees - Other	5.00		
Total 6230 · Bank Fees	1,784.15	1,300.00	484.15
Total 6000 · Front Office Expenses	5,673.07	4,110.00	1,563.07
7010 · Advertising			
7011 · Flyers	601.43	600.00	1.43
7012 · Ads in Publications	185.00	500.00	-315.00
7013 · Parties - Fan Tables	3,575.31	4,500.00	-924.69
7014 · Ribbons, Stickers, Buttons	0.00	100.00	-100.00
Total 7010 · Advertising	4,361.74	5,700.00	-1,338.26
7020 · Con Ops	1,427.58	750.00	677.58
7028 · Anime	0.00	100.00	-100.00
7030 · Art Show Expenses			
7032 · Art Show Flats	0.00	700.00	-700.00
7030 · Art Show Expenses - Other	667.70	200.00	467.70
Total 7030 · Art Show Expenses	667.70	900.00	-232.30
7035 · Dealer's Room	0.00	100.00	-100.00
7038 · Entertainment	1,770.00	1,750.00	20.00
7040 · Exhibits	0.00	500.00	-500.00
7042 · Fan Room	0.00	100.00	-100.00
7044 · Filking	0.00	150.00	-150.00

7045 · Gaming	35.17		
7046 · GoHonor Expenses	8,637.70	9,075.00	-437.30
7050 · Hospitality			
7051 · Con Suite	3,044.69	3,000.00	44.69
7052 · Friday Night Social	0.00	2,000.00	-2,000.00
7053 · Green Room	500.00	500.00	0.00
7054 · Staff Lounge	0.00	1,000.00	-1,000.00
7055 · Pre-Con Planning Meetings	0.00	360.00	-360.00
Total 7050 · Hospitality	3,544.69	6,860.00	-3,315.31
7060 · Hotel Expenses			
7061 · Function Space	5,696.48		
7062 · Parlor Suites	2,884.51	2,500.00	384.51
7063 · Con Suite	1,313.80	1,000.00	313.80
7064 · Staff Rooms	624.40		
7065 · Room Set Up Fees	794.24	1,000.00	-205.76
7069 · Rental of Party Suites	-627.76		
Total 7060 · Hotel Expenses	10,685.67	4,500.00	6,185.67
7070 · Insurance	1,692.00	1,325.00	367.00
7075 · Kid's Programming	498.73	250.00	248.73
7080 · Masquerade	68.25	300.00	-231.75
7090 · Publications			
7091 · Progress Reports			
7094 · Ballot	861.28		
7091 · Progress Reports - Other	0.00	1,000.00	-1,000.00
Total 7091 · Progress Reports	861.28	1,000.00	-138.72
7100 · Newsletter	0.00	500.00	-500.00
7110 · Program Book			
7115 · Pocket Program	1,133.83	1,000.00	133.83
7119 · Dining Guide	0.00	1,000.00	-1,000.00
7110 · Program Book - Other	2,227.96	2,000.00	227.96
Total 7110 · Program Book	3,361.79	4,000.00	-638.21
Total 7090 · Publications	4,223.07	5,500.00	-1,276.93
7120 · Postage			
7121 · Postage Progress Reports	12.61		
7120 · Postage - Other	81.38	500.00	-418.62
Total 7120 · Postage	93.99	500.00	-406.01
7140 · Programming	0.00	200.00	-200.00
7200 · Registration	926.37	400.00	526.37
7210 · Ribbons & Awards	295.41	200.00	95.41

7230 - Site Selection	0.00	100.00	-100.00
7250 - Tech Support	4,092.00	4,000.00	92.00
7300 - Volunteers	0.00	200.00	-200.00
Total Expense	<u>48,693.14</u>	<u>47,570.00</u>	<u>1,123.14</u>
Net Ordinary Income	4,805.29	-470.00	5,275.29
Other Income/Expense			
Other Income			
9750 - Westercon 68 Funds	<u>0.00</u>		
Total Other Income	<u>0.00</u>		
Net Other Income	<u>0.00</u>		
Net Income	<u>4,805.29</u>	<u>-470.00</u>	<u>5,275.29</u>

Appendix E: Westercon 66 Committee, Balance Sheet, October 31, 2013

	<u>Oct 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Meriwest Credit Union-Checking	3,481.18
1040 · Petty cash	135.05
1070 · Cash in Corporate Accounts	
1075 · Paypal Account	491.41
1080 · Credit Card Account	<u>697.65</u>
Total 1070 · Cash in Corporate Accounts	<u>1,189.06</u>
Total Checking/Savings	<u>4,805.29</u>
Total Current Assets	<u>4,805.29</u>
TOTAL ASSETS	<u><u>4,805.29</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2450 · Convention Future Liabilities	
2460 · Membership Liability	17,773.01
2470 · Dealers Liability	<u>4,070.00</u>
Total 2450 · Convention Future Liabilities	<u>21,843.01</u>
Total Other Current Liabilities	<u>21,843.01</u>
Total Current Liabilities	<u>21,843.01</u>
Total Liabilities	21,843.01
Equity	
3000 · Unrestricted net assets	
3040 · Adjustments to Equity	<u>-21,843.01</u>
Total 3000 · Unrestricted net assets	-21,843.01
Net Income	<u>4,805.29</u>
Total Equity	<u>-17,037.72</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,805.29</u></u>