



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, July 30, 2011, Felton, California

1. Call to Order

The regular trimesterly meeting of the Board of Directors of SFSFC, Inc., met on Saturday, July 30, 2011, in the home of Glenn Glazer, 1074 El Solyo Heights Dr, Felton, California. The meeting was called to order at 2:00 PM, President David Gallaher presiding and Secretary Kevin Standlee recording. Members present (*by telephone †*ex officio* non-voting director ‡director emeritus): Sandra Childress*, David W. Clark, Wolfgang Coe*, David Gallaher, Glenn Glazer, Lisa Detusch Harrigan, Cheryl Morgan*, Cindy Scott, Spike† (arrived 3:25 PM), Kevin Standlee. Members absent: Nancy L. Cobb, Chris Garcia† (Corflu 28), Tom Whitmore‡. Proxies: Nancy L. Cobb to Cindy Scott. Others present: Kevin Roche, Andy Trembley, Harold Harrigan.

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 nothing to report at this time.

3.2. Treasurer

The Treasurer is not especially interested in serving past the end of her current term.

3.2.1. Financial Statements

The Treasurer distributed paper copies of reports (Appendices A-B) and discussed them in detail.

3.2.2. Informational Filings

Tax returns for current year (ended March 31) have not yet been filed, but extensions will be filed.

3.3 Secretary

Web site: Everything up to date on the corporate site except the previous minutes.

4. Standing Committee Reports

4.1 ConStruction

Ms. Scott reported. This committee is dormant and maintains a fee-free checking account with a \$100 balance. Because we have no expectation of holding another ConStruction for several years at least, the ConStruction committee recommended that it be discharged:

Motion 2011-03: ConStruction

Moved, to discharge the ConStruction Committee, and to direct the Treasurer to maintain the existing ConStruction bank account.

Motion 2011-03 was adopted by unanimous consent, and the ConStruction committee was discharged.

4.2 SMOFCon 2010

Mr. Glazer reported. Financial statements attached (Appendix C). The committee is not yet ready to close out its finances due to some minor outstanding issues.

4.3. World Fantasy Convention 2009

Mr. Gallaher reported. Financial statements attached (Appendix D). Although we're otherwise ready to close the WFC2009 committee, we have one remaining outstanding payable, and therefore cannot close its books. Once we pay that bill, the committee will recommend it be discharged. The committee continues to hope that it can be discharged at the next regular board meeting.

4.4. Westercon 2011 Organizing Committee

Mr. Glazer reported. At 2:37 PM, the meeting went into Committee of the Whole, David W. Clark presiding, to discuss Westercon 64. At 3:02 PM, the Committee of the Whole rose and reported:

- Westercon 64 went well, albeit with the most "interesting" Westercon Business Meeting for more than twenty years. Registration reported 693 members on site out of a total of 826 members of all types. Anecdotally, there seemed to be a larger proportion of younger persons present than at recent Westercons.
- Dealers Room reported acceptable but not overwhelming traffic.
- Art Show payments have been issued.
- We are negotiating with the Fairmont Hotel to determine our final bill from them, which is our only remaining significant payable, although it is a very significant amount. We are considering our options for managing this situation.
- The Chairman of Westercon 64 issues specific special thanks to Sandra Childress and Deirdre Saorise Moen for taking on two significant areas of the convention on extremely short notice and doing an excellent job with them.

The Committee submitted financial statements (Appendices E-F).

4.5. Corflu 2011 Organizing Committee

Corflu Treasurer Lisa Detusch Harrigan reported. There are a couple of outstanding liabilities that need to be resolved before we can close out this committee.

4.6. London 2014 Bid Committee**4.7. SMOFCon 29 Committee**

The above two items were laid on the table on account of the chair of the committees had not yet arrived at the meeting.

5. Special Committee Reports

5.1. SMOFCon Scholarship Committee

We are not currently planning on presenting a scholarship this year, although we would like to leave open the prospect of doing so in the future.

The SMOFCon Scholarship Committee was continued by unanimous consent.

5.2. Strategic Development Committee

At 3:12 PM, the meeting went into Committee of the Whole, David W. Clark presiding, meeting as the Strategic Development Committee. At 3:18 PM, the Committee of the Whole rose and reported that current uncertainty makes it impossible to make specific strategic recommendations at this time, but that it recommends that the SDC be continued.

The Strategic Development Committee was continued by unanimous consent.

6. Unfinished Business

There are no items of unfinished business postponed from the previous meeting.

7. New Business

7.1 Westercon 66

Kevin Roche and Andy Trembley made a presentation regarding Westercon 66 (2013 West Coast Science Fantasy Conference). Messrs. Roche and Trembley were awarded the bid for Westercon 66 by the Business Meeting of Westercon 64 under Westercon's "Section 3.14" provisions after no eligible bid won the regular site selection election, which meant that their bid had no sponsoring non-profit organization.

At 3:26 PM, the meeting went into Committee of the Whole, David W. Clark presiding, to discuss the presentation from the Westercon 66 group. At 3:43 PM, the Committee of the Whole rose and reported that it recommended adoption of the following resolution:

Resolution 2011-04: Westercon 66

Resolved, That there is established a Westercon 66 Committee as a standing committee of SFSFC, per section 6.1 of the SFSFC Bylaws;

Resolved, That the Committee is directed to operate the 2013 West Coast Science Fantasy Conference in accordance with the bid awarded by the Westercon 64 Business Meeting;

Resolved, That the Committee is instructed to operate under the current revision of the Procedures for Lifecycle of a Standing Committee; and

Resolved, That the Committee is instructed to present a report of its finances and summary of its activities to every regular SFSFC Board meeting and also at such times as it may be directed by the Treasurer or President of the Corporation or by Board resolution, and that a failure to do so shall be considered a default of its responsibilities.

Resolution 2011-04 was adopted by unanimous consent. The President appointed Kevin Roche and Andy Trembley as co-Chairs of this committee, and the appointment was ratified by unanimous consent.

4. Standing Committee Reports

Spike arrived during the discussion of the Westercon 66 committee above, so we returned to the reports of the standing committees that she chairs, taking those reports from the table. These two committees continue to operate as “pass-through” accounts as a service to the community, with no net liability for SFSFC but no surplus accruing to SFSFC, either.

4.6. London 2014 Bid Committee

Spike reported on the working relationship between this committee and the UK “parent.” She submitted a written report. (See Appendix G)

4.7. SMOFCon 29 Committee

The London in 2014 Committee is currently holding \$1850 worth of SMOFCon 29’s money. This money will be transferred to the UK-based SMOFCon 29 committee soon.

At 3:50 PM, the meeting went into Committee of the Whole, David W. Clark presiding, to discuss the operations of the above two committees in further detail. At 3:54 PM, the Committee of the Whole rose and reported that it had no recommendations.

7. New Business

7.2. Credit Card Processing

Ms. Harrigan discussed potential technologies for accepting credit cards using smart phones, with an eye toward possibly replacing our existing capture technology.

8. Announcements/Future Meetings

8.1. 2011 Meetings

Future meeting dates this year are:

- November 19, 2011, Centerville, 11 AM Pacific Time

The November 19 meeting will include the election of directors for three-year terms commencing January 1, 2012. The terms of David W. Clark, Cheryl Morgan, Glenn Glazer, and Lisa Deutsch Harrigan end on December 31, 2011. If possible, we will hold the meeting of directors and directors-elect for the purpose of electing officers for 2012 immediately after the regular meeting. If necessary, we will schedule such a meeting between November 19 and the end of the year.

9. Adjournment

By unanimous consent, the meeting adjourned at 4:00 PM.

Kevin Standlee
Secretary

[Approved by unanimous consent without meeting, August 8, 2011]

Appendix A: SFSFC General Fund, Profit & Loss, Short Fiscal Year July 1, 2010 – March 31, 2011

	<u>Jul '10 - Mar 11</u>
Ordinary Income/Expense	
Income	
Convention Income	
CorFlu 28	4,871.89
SMOFcon 28	
SMOFcon 28 Membership	8,084.79
St. George's Tour	770.00
SC28 T-shirts	<u>18.31</u>
Total SMOFcon 28	8,873.10
Westercon 64	
WC64 t-shirt sales	<u>60.00</u>
Total Westercon 64	60.00
WFC 2009	
WFC tote bags	9.15
WFC Program book Ad	<u>150.00</u>
Total WFC 2009	<u>159.15</u>
Total Convention Income	13,964.14
Interest Income	<u>7.73</u>
Total Income	<u>13,971.87</u>
Gross Profit	13,971.87
Expense	
Membership fees	100.00
Charity	250.00
Conventions	
CorFlu 28	
FAAN Awards	163.73
Treasury	197.73
CorFlu 28 - Other	<u>2,908.79</u>
Total CorFlu 28	3,270.25
London in 2014	
Party expenses	<u>130.00</u>
Total London in 2014	130.00

SMOFcon 28	
Bid Trail Boot Camp	104.24
Catering	750.00
Check Printing	4.80
Dining Guide SC28	412.66
Hospitality	1,651.30
Hotel Catering	1,011.98
Insurance	358.13
Parking	42.00
Petty Cash	180.00
Programming	232.61
PSTAT Seminar	113.60
Refunds	5.00
Registration	13.75
SMOFcon 29 PAF	1,200.00
St George Bus	540.00
St George Tour	449.99
Supplies	0.00
Tips	<u>90.00</u>
Total SMOFcon 28	7,160.06
Westercon 64	
Advertising	85.00
Westercon 64 - Other	<u>120.00</u>
Total Westercon 64	205.00
World Fantasy 2009	
Hotel	4,095.13
Art Show	101.36
Dealers' Room	
Dealers' room Misc	<u>133.00</u>
Total Dealers' Room	133.00
Treasury	<u>6.95</u>
Total World Fantasy 2009	<u>4,336.44</u>
Total Conventions	15,101.75
Credit Card Transaction Fees	
SC28 CC fees	51.25
Paypal Fees	
SMOFcon 28 Fees	78.32

Westercon 64 Paypal Fees	94.08
WFC 2009 Paypal Fees	<u>3.60</u>
Total Paypal Fees	176.00
Credit Card Transaction Fees - Other	<u>380.84</u>
Total Credit Card Transaction Fees	608.09
Internet	17.04
Interest Expense	12.94
Meeting Expense	344.50
Postage	44.00
Storage Unit	<u>994.40</u>
Total Expense	<u>17,472.72</u>
Net Ordinary Income	<u>-3,500.85</u>
Net Income	<u><u>-3,500.85</u></u>

Appendix B: SFSFC General Fund, Balance Sheet, February 28, 2011

	<u>Mar 31,</u> <u>11</u>
ASSETS	
Current Assets	
Checking/Savings	
Main Checking	9,257.77
CD #1	3,801.57
Construction Checking	100.00
CorFlu 28 Checking	1,156.87
SMOFcon 28 Checking	965.37
Westercon 64 Checking	6,442.53
World Fantasy 2009 Checking	2,109.23
PayPal	2,622.20
London in 2014	<u>6,076.85</u>
Total Checking/Savings	32,532.39
Accounts Receivable	
Accounts Receivable	
Westercon 64	29.00
Accounts Receivable - Other	<u>5,081.00</u>
Total Accounts Receivable	<u>5,110.00</u>
Total Accounts Receivable	5,110.00
Other Current Assets	
CorFlu	
Hotel Deposit	<u>500.00</u>
Total CorFlu	500.00
WC 64 T-Shirt Inventory	494.74
WC 64 Petty Cash/Cash Box Funds	266.85
CorFlu Petty Cash	6.46
Undeposited Funds	<u>2,730.00</u>
Total Other Current Assets	<u>3,998.05</u>
Total Current Assets	<u>41,640.44</u>
TOTAL ASSETS	<u><u>41,640.44</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	

Accounts Payable	
Accounts Payable	<u>1.82</u>
Total Accounts Payable	1.82
Other Current Liabilities	
London in 2014 Liabilities	4,506.85
SMOFcon 29 Liabilities	1,700.00
CorFlu Membership Liabilities	324.11
Sales Tax Payable	-35.90
Westercon 64 Liabilities	
Dealers' Table Fees	520.00
Program Book Ads	100.00
Westercon 64 Liabilities - Other	<u>14,100.53</u>
Total Westercon 64 Liabilities	14,720.53
SF&F Translation Awards	<u>19.26</u>
Total Other Current Liabilities	<u>21,234.85</u>
Total Current Liabilities	<u>21,236.67</u>
Total Liabilities	21,236.67
Equity	
Retained Earnings	23,904.62
Net Income	<u>-3,500.85</u>
Total Equity	<u>20,403.77</u>
TOTAL LIABILITIES & EQUITY	<u><u>41,640.44</u></u>

Appendix C: SMOFcon 28 Committee, Profit & Loss, Committee Lifetime to March 31, 2011

	<u>Dec '09 - Mar 11</u>
Ordinary Income/Expense	
Income	
Convention Income	
SMOFcon 28	
SMOFcon 28 Membership	8,280.00
St. George's Tour	770.00
SC28 T-shirts	18.31
SMOFcon 28 Misc Income	<u>0.13</u>
Total SMOFcon 28	<u>9,068.44</u>
Total Convention Income	<u>9,068.44</u>
Total Income	<u>9,068.44</u>
Gross Profit	9,068.44
Expense	
Conventions	
SMOFcon 28	
Bid Trail Boot Camp	104.24
Catering	750.00
Check Printing	4.80
Dining Guide SC28	412.66
Fictitious Name Statement	62.35
Hospitality	1,651.30
Hotel Catering	1,011.98
Insurance	358.13
Parking	42.00
Petty Cash	180.00
Programming	232.61
PSTAT Seminar	113.60
Refunds	5.00
Registration	13.75
SMOFcon 29 PAF	1,200.00
St George Bus	540.00
St George Tour	449.99
Supplies	0.00
Tips	90.00
SMOFcon 28 - Other	<u>0.00</u>
Total SMOFcon 28	<u>7,222.41</u>

Total Conventions	7,222.41
Credit Card Transaction Fees	
SC28 CC fees	51.25
Paypal Fees	
SMOFcon 28 Fees	<u>146.31</u>
Total Paypal Fees	<u>146.31</u>
Total Credit Card Transaction Fees	<u>197.56</u>
Total Expense	<u>7,419.97</u>
Net Ordinary Income	<u>1,648.47</u>
Net Income	<u><u>1,648.47</u></u>

Appendix D: WFC 2009, Profit & Loss, Committee Lifetime to March 31, 2011

	<u>Jul '08 - Mar 11</u>
Ordinary Income/Expense	
Income	
Convention Income	
WFC 2009	
WFC tote bags	9.15
WFC Donations	0.00
WFC 2009 Memberships	115,993.95
WFC Banquet	17,400.00
WFC Dealers' Tables	5,214.88
WFC 2009 Art Show	
Art Show tables/panels	1,365.00
Art Sales	8,386.00
WFC 2009 Art Show - Other	64.11
Total WFC 2009 Art Show	<u>9,815.11</u>
WFC Program book Ad	5,062.50
WFC party payments	1,787.70
WFC shirt sales	157.50
Total WFC 2009	<u>155,440.79</u>
Total Convention Income	<u>155,440.79</u>
Total Income	<u>155,440.79</u>
Gross Profit	155,440.79
Expense	
Conventions	
World Fantasy 2009	
GoH Expenses	
GoH Travel	
Nix	1,250.00
Snellings	866.79
Swanwick	978.40
VanderMeer	1,030.69
Zivkovic	2,652.84
Sidney-Fryer	140.00
Lupoff	80.00
Lake	219.20
	<u>219.20</u>

Total GoH Travel	7,217.92
Per Diem	2,800.00
GoH Gifts	855.63
GoH Ground Transportation	242.00
GoH misc	63.70
GoH Expenses - Other	<u>0.00</u>
Total GoH Expenses	11,179.25
Hospitality	
Food/Decor	7,479.75
hospitality rooms	1,867.20
Tips	220.00
Rug Doctor	<u>60.00</u>
Total Hospitality	9,626.95
Mass Autographing	
F&B	12,583.67
Tent Cards	374.66
Mass Autographing - Other	<u>13.09</u>
Total Mass Autographing	12,971.42
Hotel	
A/V	6,642.71
coffee	2,337.05
elevator	160.00
secure storage	113.50
Guest rooms	5,630.00
Bar Bribe	5,184.65
Hotel - Other	<u>6,731.93</u>
Total Hotel	26,799.84
Awards Banquet	
Banquet	22,050.41
Award Statues	5,204.00
Award Shipping	179.12
Banquet table decorations	821.55
banquet tickets	<u>47.11</u>
Total Awards Banquet	28,302.19
Publications	
Nomiating Ballots	1,574.50
2009 PR1	3,309.84

2009 PR2	2,317.36
Dining Guide	1,664.89
Pocket Program	1,075.55
Program Book	<u>10,223.74</u>
Total Publications	20,165.88
Registration	
member packets post con	644.17
Badges/Lanyards	2,301.14
WFC Book Bags	6,096.01
Storage	<u>276.00</u>
Total Registration	9,317.32
Ops	
Meeting Travel	447.40
Meeting Expense	469.95
Ops - Other	<u>27.87</u>
Total Ops	945.22
Security	2,225.00
Logistics	1,008.42
Art Show	
Reception	4,608.13
Art Show Postage	5.67
Panel Rental	360.00
Artist payments	7,093.55
Art Show - Other	<u>101.36</u>
Total Art Show	12,168.71
Dealers' Room	
Cleaning fee	1,700.00
Dealers' Room Tables	2,981.76
Dealers' Room/Art Storage	70.00
Dealers' room Misc	<u>196.00</u>
Total Dealers' Room	4,947.76
Treasury	1,705.28
WFC Insurance	2,000.00
World Fantasy 2009 - Other	<u>191.32</u>
Total World Fantasy 2009	<u>143,554.56</u>
Total Conventions	143,554.56

Credit Card Transaction Fees	
Paypal Fees	
WFC 2009 Paypal Fees	<u>2,730.73</u>
Total Paypal Fees	<u>2,730.73</u>
Total Credit Card Transaction Fees	<u>2,730.73</u>
Total Expense	<u>146,285.29</u>
Net Ordinary Income	<u>9,155.50</u>
Net Income	<u><u>9,155.50</u></u>

Appendix E: Westercon 2011 Organizing Committee, Profit & Loss, Committee Lifetime to Date, July 29, 2011

	<u>Jul 29, 11</u>
Ordinary Income/Expense	
Income	
4000 · Contributed support	
4010 · Indiv/business contribution	45.97
Total 4000 · Contributed support	<u>45.97</u>
4300 · Convention Income	
4301 · Bid Income	3,012.09
4400 · Convention Membership	
4410 · Site Selection	2,250.00
4420 · Attending	26,450.00
4430 · Child	300.00
4440 · Day Membership	3,845.00
4490 · Supporting	25.00
Total 4400 · Convention Membership	<u>32,870.00</u>
4510 · Dealer's Tables	3,980.00
4550 · Art Show	
4560 · Art Show Flats	728.05
4570 · Art Show Commissions	316.46
4550 · Art Show - Other	0.00
Total 4550 · Art Show	<u>1,044.51</u>
4690 · Advertising in Publications	550.00
Total 4300 · Convention Income	<u>41,456.60</u>
4800 · Sales of Goodies	
4810 · T-Shirts	2,306.44
4820 · Tote Bags	147.82
4800 · Sales of Goodies - Other	10.00
Total 4800 · Sales of Goodies	<u>2,464.26</u>
Total Income	43,966.83
Cost of Goods Sold	
5000 · Cost of Goods Sold	1,680.16
Total COGS	<u>1,680.16</u>
Gross Profit	42,286.67

Expense

6000 - Front Office Expenses	
6100 - Front Office Expenses	
6110 - Web Site Expenses	99.00
Total 6100 - Front Office Expenses	99.00
6200 - Treasurer Expenses	9.82
6230 - Bank Fees	
6235 - Bounced Check	29.00
6240 - Credit Card Fees	1,120.76
6250 - Paypal Fees	258.74
6230 - Bank Fees - Other	35.00
Total 6230 - Bank Fees	1,443.50
Total 6000 - Front Office Expenses	1,552.32
7010 - Advertising	
7012 - Ads in Publications	175.00
7013 - Parties - Fan Tables	2,056.64
7014 - Ribbons, Stickers, Buttons	92.50
Total 7010 - Advertising	2,324.14
7020 - Con Ops	306.75
7030 - Art Show Expenses	
7032 - Art Show Flats	630.00
Total 7030 - Art Show Expenses	630.00
7045 - GoHonor Expenses	4,365.60
7050 - Hospitality	
7051 - Con Suite	3,208.40
7054 - Staff Lounge	1,000.00
7055 - Pre-Con Planning Meetings	323.66
Total 7050 - Hospitality	4,532.06
7060 - Hotel Expenses	
7062 - Parlor Suites	1,239.28
7063 - Con Suite	808.55
7065 - Room Set Up Fees	973.60
Total 7060 - Hotel Expenses	3,021.43
7075 - Kid's Programming	207.03
7080 - Masquerade	231.09

7090 - Publications	
7091 - Progress Reports	
7092 - Progress Report #1	689.80
7093 - Progress Report #2	<u>556.05</u>
Total 7091 - Progress Reports	1,245.85
7110 - Program Book	
7115 - Pocket Program	891.29
7119 - Dining Guide	863.19
7110 - Program Book - Other	<u>1,754.90</u>
Total 7110 - Program Book	<u>3,509.38</u>
Total 7090 - Publications	4,755.23
7120 - Postage	
7121 - Postage Progress Reports	<u>464.31</u>
Total 7120 - Postage	464.31
7140 - Programming	34.38
7200 - Registration	57.86
7210 - Ribbons & Awards	55.80
7220 - Tech Support	<u>3,907.30</u>
Total Expense	<u>26,445.30</u>
Net Ordinary Income	<u>15,841.37</u>
Net Income	<u><u>15,841.37</u></u>

Appendix F: Westercon 2011 Organizing Committee, Balance Sheet, July 29, 2011

	<u>Jul 30, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Bank of the West - Checking	4,153.12
1040 · Petty cash	191.07
1070 · Cash in Corporate Accounts	
1075 · Paypal Account	1,238.01
1080 · Credit Card Account	<u>12,103.24</u>
Total 1070 · Cash in Corporate Accounts	<u>13,341.25</u>
Total Checking/Savings	17,685.44
Other Current Assets	
1230 · Inventory Asset	
1231 · T-Shirts	<u>471.65</u>
Total 1230 · Inventory Asset	<u>471.65</u>
Total Other Current Assets	<u>471.65</u>
Total Current Assets	<u>18,157.09</u>
TOTAL ASSETS	<u><u>18,157.09</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts payable	<u>132.95</u>
Total Accounts Payable	132.95
Other Current Liabilities	
2140 · Accrued sales taxes	<u>847.96</u>
Total Other Current Liabilities	<u>847.96</u>
Total Current Liabilities	<u>980.91</u>
Total Liabilities	980.91
Equity	

3000 - Unrestricted net assets	
3040 - Adjustments to Equity	<u>-1,677.28</u>
Total 3000 - Unrestricted net assets	-1,677.28
3010 - Unrestrict (retained earnings)	20,296.97
Net Income	<u>-1,443.51</u>
Total Equity	<u>17,176.18</u>
TOTAL LIABILITIES & EQUITY	<u><u>18,157.09</u></u>

Appendix G: Appendix K: UK in 2011/SMOFCon 29 Report, June 30, 2011

As of 30 June 2011, the London in 2014 bid to hold the 72nd Worldcon has over 1000 supporters worldwide.

This quarter bid events (including bid desks, parties, and/or sponsorships) were held at these North American conventions: Baycon, Apollocon, Westercon 64. 16 new bid supports (7 friends, 9 pre-supporters) were sold at Baycon, and another 19 (1 friend, 18 pre-supporters) signed up at Apollocon (Houston in June) or Westercon64 (San Jose in July).

Financial Summary:

\$4,391.53 Bid funds in checking account 6/30/2011

\$6,241.53 Checking account balance 6/30/2011 (includes \$1850 SMOFcon 29 funds, soon to be transferred)

This account balance represents bid supports paid by cash or check, minus expenses related to bid events listed above, shipping flyers to conventions, and souvenir book ads. Credit card payments go directly into the bid PayPal account in the UK, outside the purview of this Committee.