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## San Francisco Science Fiction Conventions, Inc.

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

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# Regular Meeting of Board of Directors Minutes

Saturday, March 23, 2013, Fremont, California

## 1. Call to Order

The regular trimesterly meeting of the Board of Directors of SFSFC, Inc., met on Saturday, March 23, 2013, in the Depot Cafe, 37260 Fremont Blvd., Fremont CA 94536. The meeting was called to order at 11:07 AM, 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 Deutsch Harrigan, Cheryl Morgan\*, Kevin Roche†, Cindy Scott, Spike (arrived 11:40), Kevin Standlee\*, Andy Trembley. Members absent: Tom Whitmore‡. Others present: Anita Pagin (left around 12:30 PM), 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.

## 5. Special Committee Reports

By unanimous consent, the agenda was modified to move the Strategic Development Committee report to this point in the agenda in order to accommodate the schedule of Ms. Pagin.

### 5.2. Strategic Development Committee

At 11:09 AM, the meeting went into Committee of the Whole, Vice President David W. Clark presiding, meeting as the Strategic Development Committee.

At 12:30 PM, the Committee of the Whole rose and reported and reported:

- That the SDC received a presentation from Anita Pagin of Team San Jose regarding a potential Worldcon at the San Jose Convention Center in 2018 or 2019.

## 3. Officer Reports

### 3.1. President

The President had no report at this time

### 3.2. Treasurer

Treasurer Lisa Deutsch Harrigan reported and elaborated on the various financial statements. Assistant Treasurer Cindy Scott reported on ongoing negotiations with the IRS regarding an outstanding issue with informational returns from several years ago. She reports that she will be engaging an Enrolled Agent to attempt to resolve the issue.

### 3.2.1. Financial Statements

The Treasurer distributed paper copies of reports (see Appendices A-B) and discussed them in detail. The Treasurer intends to close the Corflu account (see Appendix G for final balance statement) and merge anything left in it into the General Fund once the last check drawn on the account clears.

### 3.3 Secretary

Web site: Everything is up to date except that the anti-harassment policy adopted at the last meeting hasn't been published other than in the minutes, and the Director List needs updating.

## 4. Standing Committee Reports

### 4.1. London in 2014 Committee

Spike reported. (See Appendix C for full report.)

### 4.2. Westercon 66 Committee

Co-Chairs Andy Trembley and Kevin Roche reported. (See Appendix F for further details.) Recruitment for staff positions continues, as does promotion efforts. In addition to the snapshot, the committee reported these things:

- 387 total members (including 33 unconverted voters)
- Based on observation of past trends and current totals, the convention projects about 800 members.
- The convention continues promoting itself in various venues, and continues to reach out to past guests of honor to encourage them to attend.
- PR 3 went out last weekend (including the Westercon Bylaws).
- There is one filed Westercon 68 Bid (San Diego). The filing deadline is April 15. The ballot will be in PR 4.
- Posters and promotion in the Sacramento area are being planned by the promotions team
- Elayne Pelz has accepted the job of Art Show Coordinator
- The Hilton is preparing a revised contract for all of the remaining function space, so we can have 100% of the hotel's space
- 7 groups have requested party space. (We have to coordinate party suite space.)
- Programming survey under way
- Major "milestone" schedule established
- Dealers Room is full
- Next staff meeting at Sacramento Hilton: Sunday, April 14

### 4.3. Nebula Awards Weekend (May 16-19, 2013)

David Gallaher reported. Nebula nominees were recently announced. Planning for the conference is proceeding satisfactorily. The committee is reviewing proposals for the 2014 event. As with 2013, the contracts would actually be held by SFWA, with SFSFC operating the event on behalf of SFWA.

## 5. Special Committee Reports

### 5.1. SMOFCon Scholarship Committee

The SMOFCon Scholarship Committee was continued by unanimous consent.

### 5.2. Strategic Development Committee

At 1:29 PM, the meeting went into Committee of the Whole, Vice President David W. Clark presiding, meeting as the Strategic Development Committee.

At 1:48 PM, the Committee of the Whole rose and reported and recommended:

- That the corporation authorize and direct the President to execute a letter of intent with Team San Jose for a potential Worldcon in 2018 or 2019.
- That the Strategic Development Committee be continued

The following resolution was introduced as part of the report of the Strategic Development Committee:

#### **Resolution 2013-01:<sup>1</sup> Team San Jose**

*Resolved*, to authorize and direct the President to execute a letter of intent with Team San Jose for a potential Worldcon in San Jose in 2018 or 2019.

Resolution 2013-01 was adopted by unanimous consent.

The Strategic Development Committee was continued by unanimous consent.

## 6. Unfinished Business

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

## 7. New Business

## 8. Announcements/Future Meetings

### 8.1. 2013 Meetings

Future meeting dates for 2013 are as follows:

- July 27, 2013, 11 AM PDT, Depot Cafe
- November 16, 2013

## 9. Adjournment

By unanimous consent, the meeting adjourned at 1:52 PM.

Kevin Standlee  
Secretary

*[Approved: April 1, 2013]*

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<sup>1</sup> Resolutions and formal motions are recorded in continuous sequence within a calendar year. The Secretary issues numbers to motions and resolutions, but such numbered motions and resolutions may not appear in consecutive order in the minutes due to matters submitted in advance being assigned earlier numbers.

**Appendix A: SFSFC General Fund, Profit & Loss, Fiscal Year to date,  
April 1, 2012 – March 23, 2013**

	<u>Apr 1, '12 - Mar 23, 13</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Gift Received	7.50
Interest Income	12.57
<b>Total Income</b>	<u>20.07</u>
<b>Gross Profit</b>	20.07
<b>Expense</b>	
<b>Conventions</b>	
<b>CorFlu 28</b>	
Pass Along Funds	1,122.33
<b>Total CorFlu 28</b>	<u>1,122.33</u>
<b>Total Conventions</b>	1,122.33
Credit Card Transaction Fees	503.83
Internet	319.33
Interest Expense	83.26
Meeting Expense	317.50
Postage	76.00
<b>Tax</b>	
State	60.00
<b>Total Tax</b>	<u>60.00</u>
<b>Total Expense</b>	<u>2,482.25</u>
<b>Net Ordinary Income</b>	<u>-2,462.18</u>
<b>Net Income</b>	<u><u>-2,462.18</u></u>

## Appendix B: SFSFC General Fund, Balance Sheet, March 23, 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>Mar 23, 13</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Corporate Money</b>	
CorFlu 28 Checking	1,850.78
Main Checking	3,817.34
CD #1	3,824.12
Construction Checking	100.00
Westercon 64 Checking	<u>1,973.73</u>
<b>Total Corporate Money</b>	11,565.97
PayPal	734.72
Westercon 66 Checking	15,180.70
London in 2014	<u>7,055.12</u>
<b>Total Checking/Savings</b>	34,536.51
<b>Accounts Receivable</b>	
<b>Accounts Receivable</b>	
Westercon 66	3,150.00
Westercon 64	14.00
Accounts Receivable - Other	<u>422.50</u>
<b>Total Accounts Receivable</b>	<u>3,586.50</u>
<b>Total Accounts Receivable</b>	3,586.50
<b>Other Current Assets</b>	
CorFlu	-66.97
SFSFC Petty Cash Fund	244.67
WC66 Petty Cash/Cash Box	<u>391.96</u>
<b>Total Other Current Assets</b>	<u>569.66</u>
<b>Total Current Assets</b>	<u>38,692.67</u>
<b>TOTAL ASSETS</b>	<u><u>38,692.67</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	

<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
<b>Westercon 66 Liabilities</b>	
Memberships	16,225.31
Dealers Room	<u>4,070.00</u>
<b>Total Westercon 66 Liabilities</b>	20,295.31
<b>London in 2014 Liabilities</b>	5,255.12
<b>SMOFcon 29 Liabilities</b>	<u>1,700.00</u>
<b>Total Other Current Liabilities</b>	<u>27,250.43</u>
<b>Total Current Liabilities</b>	<u>27,250.43</u>
<b>Total Liabilities</b>	27,250.43
<b>Equity</b>	
Retained Earnings	13,904.42
Net Income	<u>-2,462.18</u>
<b>Total Equity</b>	<u>11,442.24</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>38,692.67</u></u>

## **Appendix C: London 2014 Report, February 28, 2013**

As of 31 January 2013, Loncon 3, the 72nd Worldcon had 2226 members – Adult Attending, Supporting, Young Adult Attending and Child. The member list will appear in Progress Report 1 to be mailed in early March.

Since our previous report, events (including membership desks, parties) were sponsored by our committee at these North American conventions:

- Convolution
- Philcon
- Arisia
- Boskone
- GallifreyOne
- Potlatch/Foolscap
- FOGcon

Upcoming events are planned at: Minicon, Nebulas Weekend, WisCon, ConQuest, and Westercon 66.

### **Financial Summary:**

\$10,022.93 Bid funds in checking account 2/28/2013. This account balance represents bid supports and Loncon3 memberships paid in US\$ 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 U K, outside the purview of this Committee.

Loncon 3 has appointed a new North America Agent, Kathryn Duval. For the near future, we plan to continue at the same mailing address, and I will be assisting her for at least the next month, and will remain a signer on the bank account. I plan to continue reporting to this Board as Committee Chair for the foreseeable future.

Submitted 22 March 2013:  
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, March 21, 2013

	<u>Mar 21, 13</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>4000 · Contributed support</b>	
4010 · Indiv/business contribution	350.96
4090 · Nonprofit Org Grants-Other Cons	<u>3,500.00</u>
<b>Total 4000 · Contributed support</b>	3,850.96
<b>4300 · Convention Income</b>	
<b>4400 · Convention Membership</b>	
4410 · Site Selection	2,375.00
4420 · Attending	16,810.00
4490 · Supporting	<u>180.00</u>
<b>Total 4400 · Convention Membership</b>	19,365.00
4510 · Dealer's Tables	<u>4,070.00</u>
<b>Total 4300 · Convention Income</b>	<u>23,435.00</u>
<b>Total Income</b>	<u>27,285.96</u>
<b>Gross Profit</b>	27,285.96
<b>Expense</b>	
<b>6000 · Front Office Expenses</b>	
<b>6100 · Front Office Expenses</b>	
6120 · Business Fees	37.35
6130 · Printer Supplies	468.59
6150 · Online Registration Fees	1,160.77
6100 · Front Office Expenses - Other	<u>25.00</u>
<b>Total 6100 · Front Office Expenses</b>	1,691.71
6200 · Treasurer Expenses	205.66
<b>6230 · Bank Fees</b>	
6240 · Credit Card Fees	747.05
6250 · Paypal Fees	<u>15.28</u>
<b>Total 6230 · Bank Fees</b>	<u>762.33</u>
<b>Total 6000 · Front Office Expenses</b>	2,659.70
7010 · Advertising	



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7011 - Flyers	533.80
7012 - Ads in Publications	160.00
7013 - Parties - Fan Tables	<u>3,337.43</u>
<b>Total 7010 - Advertising</b>	<u>4,031.23</u>
<b>Total Expense</b>	<u>6,690.93</u>
<b>Net Ordinary Income</b>	<u>20,595.03</u>
<b>Net Income</b>	<u><u>20,595.03</u></u>

**Appendix E: Westercon 66 Committee, Balance Sheet, March 21, 2013**

	<u>Mar 21, 13</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 - Meriwest Credit Union-Checking	15,180.70
1040 - Petty cash	256.96
1050 - Cash Box	
1055 - Registration Cash Box	<u>135.00</u>
<b>Total 1050 - Cash Box</b>	135.00
1070 - Cash in Corporate Accounts	
1075 - Paypal Account	734.72
1080 - Credit Card Account	<u>760.00</u>
<b>Total 1070 - Cash in Corporate Accounts</b>	<u>1,494.72</u>
<b>Total Checking/Savings</b>	17,067.38
<b>Accounts Receivable</b>	
1110* - Accounts receivable	<u>3,150.00</u>
<b>Total Accounts Receivable</b>	3,150.00
<b>Other Current Assets</b>	
1299 - Undeposited Funds	<u>415.00</u>
<b>Total Other Current Assets</b>	<u>415.00</u>
<b>Total Current Assets</b>	<u>20,632.38</u>
<b>TOTAL ASSETS</b>	<u><u>20,632.38</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2010 - Accounts payable	<u>37.35</u>
<b>Total Accounts Payable</b>	37.35
<b>Other Current Liabilities</b>	
2450 - Convention Future Liabilities	
2460 - Membership Liability	<u>6,390.70</u>
<b>Total 2450 - Convention Future Liabilities</b>	6,390.70

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<b>Total Other Current Liabilities</b>	<u>6,390.70</u>
<b>Total Current Liabilities</b>	<u>6,428.05</u>
<b>Total Liabilities</b>	6,428.05
<b>Equity</b>	
<b>3000 - Unrestricted net assets</b>	
<b>3040 - Adjustments to Equity</b>	<u>-6,390.70</u>
<b>Total 3000 - Unrestricted net assets</b>	-6,390.70
<b>Net Income</b>	<u>20,595.03</u>
<b>Total Equity</b>	<u>14,204.33</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>20,632.38</u></u>

## Appendix F: Westercon 66 Committee Report, March 2013

### Current Paid Membership: 347 Attending, 40 Supporting or voters

354 via RegOnline	286	Full Attending
	48	Upgrade from Voting
	6	Staff
	7	Dealers (additional)
	7	Supporting
	33	Unconverted Voters

(See RegOnline snapshot for more details..)

According to Andy's observations of registration trends, this puts us on track for a 700-800 person convention. We may see significant pickup when musical guest is announced.

All GOHs confirmed, Dawn is working on travel, etc. with them.

Toastmaster: invitation issued but no response yet (we have 2 backup candidates; one we know is interested, another we have not talked to yet.

"Alumni" contact list (past chairs and guests) developed, Andy has added list of missing contact info in report folder.

PR 3 has gone out, including Westercon Bylaws. PR 4 Scheduled for second half of April, with ballot; one official bid to date for W68, San Diego

Outreach to Sacramento Libraries in progress

Promotions since last SFSC meeting: LosCon, Furcon, Gallifrey, Consonance, Barbot, Fogcon Program, Communications and Operations staff positions are filling.

Hotel: have asked to add additional function rooms.

Parties: 6 (possibly 7) groups have requested party rooms

Program: Questionnaires going out to both registered guests who expressed interest and folks we would like to bring in.

### Special Events schedule

- Thursday: Opening/Meet the Guests, followed by Social and Fireworks!
- Friday: Music Night. Musical performances throughout day, culminated with big concert (special musical guest in negotiation) and DJ dance in Atrium
- Saturday: Masquerade Night
- Sunday afternoon — probable big LARP

**Anticipated plan for program:** about 4 dedicated rooms/tracks: Filk, Kids, Gaming, Make/Costume, plus 4 for the general tracks.

Major events on stage in Atrium

GOH events/filk concerts in Folsom Room

**Appendix G: Corflu 28 Final Balance Sheet, March 22, 2013**

	<u>Mar 22, 13</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Bank of the West - Total	
10002 · Corp Money In Checking	<u>1,850.78</u>
<b>Total 10000 · Bank of the West - Total</b>	<u>1,850.78</u>
10100 · Main SFSFC Acct	<u>66.97</u>
<b>Total Checking/Savings</b>	<u>1,917.75</u>
<b>Total Current Assets</b>	<u>1,917.75</u>
<b>TOTAL ASSETS</b>	<u><u>1,917.75</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	
20100 · Money Owed Corporate	<u>1,906.01</u>
<b>Total 20000 · Accounts Payable</b>	<u>1,906.01</u>
<b>Total Accounts Payable</b>	<u>1,906.01</u>
<b>Total Current Liabilities</b>	<u>1,906.01</u>
<b>Total Liabilities</b>	1,906.01
<b>Equity</b>	
<b>Net Income</b>	<u>11.74</u>
<b>Total Equity</b>	<u>11.74</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,917.75</u></u>