



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 27, 2013, Fremont, California

1. Call to Order

The regular trimesterly meeting of the Board of Directors of SFSFC, Inc., met on Saturday, July 27, 2013, in the Depot Cafe, 37260 Fremont Blvd., Fremont CA 94536. The meeting was called to order at 11:06 AM, President David Gallaher presiding and Secretary Kevin Standlee recording. Members present (*by telephone †*ex officio* non-voting director ‡director emeritus): David W. Clark, Wolfgang Coe*, David Gallaher, Glenn Glazer (arrived 11:15), Lisa Deutsch Harrigan, Cheryl Morgan (arrived 12:08 PM)*, Kevin Roche†, Cindy Scott, Spike (arrived 11:12), Kevin Standlee, Andy Trembley, Tom Whitmore*‡. Members absent: Sandra Childress (Proxy to Cindy Scott). Others present: Dawn Plaskon, Randy Smith, Kathryn Duval (arrived 11:12), Allison Hershey (arrived 11:15).

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 that we never used our regular credit card account during Westercon 66, and that the Square system worked just fine. She will therefore close our Elavon credit card account to save us \$50/month in maintenance fees. We will continue to be able to accept Visa, MasterCard, American Express, and Discover.

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 has contacted an Enrolled Agent to attempt to resolve the issue and has a meeting scheduled with him soon.

3.2.1. Financial Statements

The Treasurer distributed paper copies of reports (see Appendices A-B) and discussed them in detail. The Corflu and Westercon 64 bank accounts have been closed and their remaining balances transferred to the General Fund. The current fiscal year Form 990 filing should be done on time, but if she can't get it on time, she'll file an extension.

3.3 Secretary

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

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.) The President appointed Kathryn Duval co-Chair of the London 2014 Committee, and this appointment was ratified by unanimous consent. Directors who will be present on Saturday night of LoneStarCon 3 are encouraged to come and help the Loncon 3 party scheduled for that night.

4.2. Westercon 66 Committee

Co-Chairs Andy Trembley and Kevin Roche reported. (See Appendix F for further details.) The board discussed the convention in general. With specific exception issues that were and are being dealt with, the convention appears to have been successful, and we have received many thanks from the community.

4.3. Nebula Awards Weekend

David Gallaher reported. The 2013 event is behind us, and appears to have gone well. There were some hotel issues that shouldn't be an issue next year because we'll be in the Marriott, not the Hilton. As part of a planned transition, the President appointed Cindy Scott and Dawn Plaskon as co-chairs of the Nebula Awards Weekend Committee (in place of himself), and this appointment was ratified by unanimous consent. Next year's Nebula Weekend will be May 15-18, 2014. There was general discussion of arrangements and theme for the 2014 event. A Toastmaster has been selected for 2014 and will be announced later.

The Nebula Awards Weekend is a different sort of event than most of what we do (it's more of a management contract under SFWA direction than an independent convention) and faces some interesting challenges to which we are adapting.

The meeting recessed at 12:25 PM and reconvened at 12:40.

5. Special Committee Reports

5.1. SMOFCon Scholarship Committee

The SMOFCon Scholarship Committee was continued by unanimous consent.

5.2. Strategic Development Committee

At 12:41 PM, the meeting went into Committee of the Whole, Vice President David W. Clark presiding, meeting as the Strategic Development Committee.

At 1:18 PM, the Committee of the Whole rose and reported and recommended:

- That SFSFC continue investigating prospects for a Worldcon bid in the San Francisco Bay Area for 2018
- That the Strategic Development Committee be continued

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

7.1 Code of Conduct/Harassment Policy

Ms. Morgan stated that many SFWA have pledged to follow a policy consistent with John Scalzi's pledge of not attending conventions that do not have an anti-harassment policy and that SFWA has endorsed this. (See <http://www.sfwawriters.org/2013/07/anti-harassment-resources-for-sfwawriters/>.) Ms. Morgan suggested that we need to be in compliance with this policy. Mr. Glazer, having reviewed the "meta-policy" posted on the SFSFC web site (which requires all of our committees to establish anti-harassment policies), says that he believes we are in compliance. Mr. Roche noted that Westercon 66's specific policy was cited by SFWA as an example, although he'll be contacting them to clarify their citation inasmuch as they cited it merely as "Westercon" without specifically identifying Westercon 66, which could be misleading given that each Westercon is an independent entity.

Assistant Secretary Morgan was directed to post to our corporate blog about SFSFC's anti-harassment policy.

7.2 Westercon Web Site

After discussion of the general Westercon.org web site and some denial-of-service attacks they have recently been combatting, the Board authorized the Secretary to offer to host the Westercon.org web site if the current host was interested in moving it there and if LASFS, owner of the Westercon service mark, had no objections to us doing so. We currently have sufficient spare capacity with our existing host to handle this hosting without additional expense.

8. Announcements/Future Meetings

8.1. 2013 Meetings

Future meeting dates for 2013 are as follows:

- November 16, 2013, Depot Café

There was some discussion of 2014 meeting locations, because it appears that the meeting room at the Depot Café is not going to be available for the long term. The President will investigate alternative venues and report back by the next meeting so that we can set our 2014 schedule.

9. Adjournment

By unanimous consent, the meeting adjourned at 1:39 PM.

Kevin Standlee
Secretary

[Approved by Unanimous Consent without meeting, August 10, 2013]

Appendix A: SFSFC General Fund, Profit & Loss, Fiscal Year to Date, July 26, 2013

	<u>Apr '13 - Mar 14</u>
Ordinary Income/Expense	
Income	
Convention Income	
Westercon 66	
Donations	925.00
Total Westercon 66	<u>925.00</u>
Total Convention Income	<u>925.00</u>
Total Income	<u>925.00</u>
Gross Profit	925.00
Expense	
Membership fees	60.00
Conventions	
Westercon 66	
WC66 Expenses - See Sub Report	29.71
Total Westercon 66	29.71
CorFlu 28	
Treasury	15.00
Total CorFlu 28	<u>15.00</u>
Total Conventions	44.71
Credit Card Transaction Fees	187.80
Internet	203.17
Storage Unit	1,032.00
Total Expense	<u>1,527.68</u>
Net Ordinary Income	<u>-602.68</u>
Net Income	<u><u>-602.68</u></u>

Appendix B: SFSFC General Fund, Balance Sheet, July 27, 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>Jul 27, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Corporate Money	
Main Checking	5,983.18
CD #1	3,826.28
Construction Checking	<u>100.00</u>
Total Corporate Money	9,909.46
PayPal	324.59
Westercon 66 Checking	5,913.50
London in 2014	<u>7,055.12</u>
Total Checking/Savings	23,202.67
Accounts Receivable	
Accounts Receivable	
Westercon 66	3,150.00
Westercon 64	14.00
Accounts Receivable - Other	<u>422.50</u>
Total Accounts Receivable	<u>3,586.50</u>
Total Accounts Receivable	3,586.50
Other Current Assets	
SFSFC Petty Cash Fund	244.67
WC66 Petty Cash/Cash Box	<u>135.05</u>
Total Other Current Assets	<u>379.72</u>
Total Current Assets	<u>27,168.89</u>
TOTAL ASSETS	<u><u>27,168.89</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Westercon 66 Liabilities	

Memberships	5,411.20
Dealers Room	<u>4,070.00</u>
Total Westercon 66 Liabilities	9,481.20
London in 2014 Liabilities	5,255.12
SMOFcon 29 Liabilities	<u>1,700.00</u>
Total Other Current Liabilities	<u>16,436.32</u>
Total Current Liabilities	<u>16,436.32</u>
Total Liabilities	16,436.32
Equity	
Adjusted Earnings	66.97
Retained Earnings	11,268.28
Net Income	<u>-602.68</u>
Total Equity	<u>10,732.57</u>
TOTAL LIABILITIES & EQUITY	<u><u>27,168.89</u></u>

Appendix C: London 2014 Report, February 28, 2013

As of mid-June 2013, Loncon 3, the 72nd Worldcon had 3339 members – 2551 Adult Attending, 559 Supporting, 7 Guest, 108 Young Adult Attending and 89 Child memberships. A member list appeared in our Progress Report 1 mailed in early March.

We have introduced two new ways to join Loncon 3. We have instituted an installment plan where individuals can pay incrementally once they become supporting members. Another option has been added for families. A family membership can be purchased which includes two adult attending and two or more children.

Since our previous report and through the end of June, events (such as membership desks, parties) were sponsored by our committee at these North American conventions:

Minicon
ICFA
Nebulas Weekend
WisCon
Baycon
ConQuesT

We are planning a significant presence at LoneStarCon. Along with the usual membership desk, we plan to have an open party and British SF Day event. We will also, of course, be running the Hugo ~~Losers~~ After Party.

Other events for the second half of the year are still in the planning stage. Locally, we plan to have a table at Convolution.

Financial Summary:

\$7,840 Bid funds in checking account as of June 30, 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 UK, outside the purview of this Committee.

Submitted July 27 2013: Kathryn Duval and 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, July 26, 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	894.46	400.00	494.46
Total 4010 · Indiv/business contribution	2,331.46	400.00	1,931.46
4090 · Nonprofit Org Grants-Other Cons	3,500.00	3,500.00	0.00
Total 4000 · Contributed support	5,831.46	3,900.00	1,931.46
4300 · Convention Income			
4400 · Convention Membership			
4410 · Site Selection	2,375.00	2,375.00	0.00
4415 · Attending All			
4420 · Attending	34,745.00	35,000.00	-255.00
4430 · Child	485.00		
4440 · Day Membership	2,710.00		
Total 4415 · Attending All	37,940.00	35,000.00	2,940.00
4490 · Supporting	270.00		
Total 4400 · Convention Membership	40,585.00	37,375.00	3,210.00
4510 · Dealer's Tables	4,225.00	4,000.00	225.00
4550 · Art Show			
4560 · Art Show Flats	0.00	700.00	-700.00
4570 · Art Show Commissions	0.00	300.00	-300.00
Total 4550 · Art Show	0.00	1,000.00	-1,000.00
4610 · Writers Workshop	225.00		
4690 · Advertising in Publications	225.00	550.00	-325.00
Total 4300 · Convention Income	45,260.00	42,925.00	2,335.00
4800 · Sales of Goodies			
4810 · T-Shirts	0.00	2,000.00	-2,000.00
Total 4800 · Sales of Goodies	0.00	2,000.00	-2,000.00

Total Income	51,091.46	48,825.00	2,266.46
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	51,091.46	47,100.00	3,991.46
Expense			
6000 - Front Office Expenses			
6100 - Front Office Expenses			
6120 - Business Fees	37.35		
6130 - Printer Supplies	468.59		
6150 - Online Registration Fees	2,531.07	2,400.00	131.07
6100 - Front Office Expenses - Other	25.00	200.00	-175.00
Total 6100 - Front Office Expenses	3,062.01	2,600.00	462.01
6200 - Treasurer Expenses	205.66	210.00	-4.34
6230 - Bank Fees			
6240 - Credit Card Fees	1,670.46	1,300.00	370.46
6250 - Paypal Fees	60.41		
6230 - Bank Fees - Other	5.00		
Total 6230 - Bank Fees	1,735.87	1,300.00	435.87
Total 6000 - Front Office Expenses	5,003.54	4,110.00	893.54
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	119.70	200.00	-80.30
Total 7030 - Art Show Expenses	119.70	900.00	-780.30
7035 - Dealer's Room	0.00	100.00	-100.00
7038 - Entertainment	1,620.00	1,750.00	-130.00

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	140.00	3,000.00	-2,860.00
7052 - Friday Night Social	0.00	2,000.00	-2,000.00
7053 - Green Room	0.00	500.00	-500.00
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	140.00	6,860.00	-6,720.00
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	839.55	400.00	439.55
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>43,834.10</u>	<u>47,570.00</u>	<u>-3,735.90</u>
Net Ordinary Income	7,257.36	-470.00	7,727.36
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>7,257.36</u>	<u>-470.00</u>	<u>7,727.36</u>

Appendix E: Westercon 66 Committee, Balance Sheet, July 26, 2013

	<u>Jul 26, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Meriwest Credit Union-Checking	5,913.50
1040 · Petty cash	135.05
1070 · Cash in Corporate Accounts	
1075 · Paypal Account	324.59
1080 · Credit Card Account	<u>697.65</u>
Total 1070 · Cash in Corporate Accounts	1,022.24
	-
1090 · Staff Credit Card	<u>3,313.43</u>
Total Checking/Savings	3,757.36
Other Current Assets	
1310 · Staff Advances	<u>3,500.00</u>
Total Other Current Assets	<u>3,500.00</u>
Total Current Assets	<u>7,257.36</u>
TOTAL ASSETS	<u><u>7,257.36</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2450 · Convention Future Liabilities	
2460 · Membership Liability	<u>6,390.70</u>
Total 2450 · Convention Future Liabilities	<u>6,390.70</u>
Total Other Current Liabilities	<u>6,390.70</u>
Total Current Liabilities	<u>6,390.70</u>
Total Liabilities	6,390.70
Equity	
3000 · Unrestricted net assets	-
3040 · Adjustments to Equity	<u>6,390.70</u>
	-
Total 3000 · Unrestricted net assets	6,390.70

Net Income	<u>7,257.36</u>
Total Equity	<u>866.66</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,257.36</u></u>

Appendix F: Preliminary Westercon 66 Post-Con Committee Report, 27 July 2013

Total membership: 882 registrations; 785 attended (may be a few more)

Tasks/expenses still pending:

- Scour hardcopy check-ins and remaining badges to confirm attending numbers, deliver them to westercon.org webmasters
- Forward contact lists (271 agreed) to future Westercons
- ASCAP/BMI licenses -- \$290, unless SFSFC got license for Nebulas, in which case we can report and pay the lower per/person fee
- Print and mail program book to 90+ supporting and no-shows (need count of remaining books)
- Outstanding receipts: Hospitality (\$?)
- Extra badge stock (\$85)

Outstanding income:

- Art show (\$5500 in sales, all art and checks have been shipped/mailed, can expect approx \$500 income)
- Zazzle store: approx. \$150 in royalties; income stream still live, pays direct to SFSFC