



San Francisco Science Fiction Conventions, Inc.

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

☒ PO Box 61363 ❖ Sunnyvale CA 94088-1363 ❖ USA

☒ info@sfsfc.org ❖ <http://www.sfsfc.org>

Regular Meeting of Board of Directors Minutes

Saturday, November 11, 2017, Sunnyvale, California

1. Call to Order

The regular trimesterly meeting of the Board of Directors of SFSFC, Inc., met on Saturday, November 11, 2017, in the home of Cindy Scott, 969 Asilomar Terrace #6, Sunnyvale CA 94086-2438. The meeting was called to order at 11:06 AM Pacific Standard Time, President David Gallaher presiding and Secretary Kevin Standlee* recording. Members present (*by telephone ‡director emeritus): Sandra Oddslot Childress* (arrived 11:45 AM), David W. Clark, David Gallaher, Bruce Farr, Lisa Deutsch Harrigan, Cheryl Morgan*, Kevin Roche, Cindy Scott, Randy Smith, Kevin Standlee*, Andy Trembley, Jennifer “Radar” Wylie. Members absent: Tom Whitmore‡. Others present: None. Proxies: None.

2. Previous Minutes

The minutes of the July 15, 2017 Regular Meeting were previously approved as distributed by unanimous consent via the Board e-mail list.

3. Officer Reports

3.1. President

No report at this time.

3.2. Treasurer

Treasurer Lisa Deutsch Harrigan reported.

2016-17 IRS and FTB returns were filed before the August 15, 2017 deadline. The Secretary will work with the Treasurer to get PDFs of the filings onto the SFSFC web site.

The Treasurer moved the adoption of the following resolution:

Resolution 2017-01: CostumeCon Banking

Resolved, That the Treasurer is authorized to take such actions as are necessary to rename and repurpose the bank account currently in the name of ConStruction to CostumeCon 39, including modifying the signers on the account, including Lisa Deutsch Harrigan and Jennifer Wylie.

Resolution 2017-01 was adopted by unanimous consent.

3.2.1. Financial Statements

The Treasurer distributed copies of General Fund financial statements (see Appendices A-B) in advance of the meeting. The corporate-only statements do not always exactly reflect reports from individual committees due to report timing.

3.3 Secretary

The corporate web site is up to date. If you see something out of date, contact the Secretary.

Ms. Scott asked if our SI-100 (Secretary of State) filing has been done; the Secretary will check about it and update it if necessary.

Ms. Morgan brought up the issue of possibly migrating our active domains to secure (https:) hosting. We have several sites for previous conventions (including the 2009 World Fantasy Convention and 2011 and 2013 Westercons) that we are keeping alive for historical purposes but are not actively updating, and we do not see the need to upgrade them. After discussion, the President directed Ms. Morgan to upgrade our active domains (SFSFC, CostumeCon 39 bid/convention, and SMOFCon 2018 – Worldcon 76 is already upgraded) to secure hosting and to work with the webmasters of our active domains as necessary to accomplish this.

4. Standing Committee Reports

4.1. 2018 Worldcon Operating Committee

At 11:22 AM the meeting went into Committee of the Whole, Vice President David W. Clark presiding, to discuss the 2018 Worldcon Operating Committee. At 12:05 PM the Committee of the Whole rose and reported:

- The Worldcon committee submitted a written report and financial statements for the Worldcon Operating Committee (see Appendices C-D).
- We currently have 2668 members of all types.
- PR1 published shortly after Worldcon 75. This was the first test of our print-and-mail vendor, and the results were very satisfactory.
- PR2 planned for mailing in January.
- Hotel room block will open before the end of 2017.
- We plan to commission Hugo Award bases, rather than hold a design contest.

The meeting recessed at 12:07 PM and reconvened at 12:20 PM.

4.2. CostumeCon 2021 Committee

Radar reported on the CostumeCon 39 bid. She is working with the Treasurer to get the bank account set up (see above). The schedule of membership prices is under construction. Web site is being designed. Today is the deadline for filing bids, and nobody else has apparently filed, so we appear to be running unopposed. The vote will be in May 2018 in San Diego. First outreach event is at Further Confusion 2018. Working with David Gallaher on Marriott and other facility contract negotiation. Still looking to staff positions, but with the event 3-plus years out, it's not likely to be a high priority until after Worldcon 76.

4.3. SMOFCon 2018 Committee

Bruce Farr reported. The site of SMOFCon 2018 will be selected at SMOFCon 2017 in Boston this December. There is no known opposition. SMOFCon site selection is relatively informal and does not have the same sort of filing requirements as Worldcon, Westercon, and CostumeCon.

There still is a hotel (it wasn't affected by the Wine Country fires). We currently have 80 hotel rooms blocked and corkage waived for our Con Suite (two rooms with additional function space across hall). Patty Wells has agreed to run Programming.

Web site is under development and will be ready to go live once the site selection is official.

Mr. Farr, on behalf of the SMOFCon 2018 Committee, moved the adoption of the following banking resolution:

Resolution 2017-02: SMOFCon Banking

Resolved, That Murray Bruce Farr is authorized to execute standard corporate banking resolutions with a banking institution of his choice to create a bank account on behalf of SFSFC in the name of SMOFCon in support of the 2018 SMOFCon. The signers on the account shall include Murray Bruce Farr, Lisa Deutsch Harrigan, and such other persons as the Treasurer shall specify.

Resolution 2017-02 was adopted by unanimous consent.

4.2. New Zealand 2020 Committee

Randy Smith reported and submitted a written report (see Appendix E). Mr. Smith, on behalf of the New Zealand 2020 Committee, move the adoption of the following banking resolution.

Resolution 2017-03: New Zealand 2020 Banking

Resolved, That Randal F. Smith is authorized to execute standard corporate banking resolutions with a banking institution of his choice to create a bank account on behalf of SFSFC in the name of New Zealand in 2020 in support of the New Zealand in 2020 Worldcon bid and potential 2020 New Zealand Worldcon. The signers on the account shall include Randal F. Smith, Lisa Deutsch Harrigan, and such other persons as the Treasurer shall specify.

Resolution 2017-03 was adopted by unanimous consent.

5. New Business

5.1. Election of Directors to three-year terms commencing January 1, 2018

By unanimous consent, David W. Clark, Cheryl Morgan, Andrew Trembley, and Lisa Deutsch Harrigan were elected to three-year terms commencing January 1, 2018.

6. Announcements/Future Meetings

6.1. 2018 Meetings

Future meeting dates for 2018 are as follows:

- Saturday, March 17, 2018, 11 AM PT, Cindy Scott's residence
- Saturday, July 21, 2018, 11 AM PT, Cindy Scott's residence
- Saturday, November 17, 2018, 11 AM PT, Cindy Scott's residence

As usual, these dates are subject to change as needed.

7. Adjournment

By unanimous consent, the meeting adjourned at 12:50 PM. A meeting of Directors-Elect to elect officers for the year beginning January 1, 2018 was held shortly after this meeting.

Kevin Standlee
Secretary

[Approved: November 23, 2017]

**Appendix A: SFSFC General Fund Profit & Loss, Fiscal Year to date,
November 11, 2017**

	<u>Apr '17 - Mar 18</u>
Ordinary Income/Expense	
Income	
Interest Income	2.01
Total Income	<u>2.01</u>
Gross Profit	2.01
Expense	
Internet	5.72
Tax	
State	<u>60.00</u>
Total Tax	<u>60.00</u>
Total Expense	<u>65.72</u>
Net Ordinary Income	<u>-63.71</u>
Net Income	<u><u>-63.71</u></u>

Appendix B: SFSFC General Fund Balance Sheet, November 11, 2017

Note: "Corporate Money" accounts are general unrestricted 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 11, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Corporate Money	
Main Checking	3,707.08
CD #1	3,836.08
Construction Checking	<u>100.00</u>
Total Corporate Money	7,643.16
PayPal - Worldcon 76 Only	9,993.60
Worldcon 76 CD	25,039.71
Worldcon 76 Checking	<u>200,938.98</u>
Total Checking/Savings	243,615.45
Other Current Assets	
SJin2018 Cash Fund	711.67
SFSFC Petty Cash Fund	196.93
Undeposited Funds	<u>4,429.77</u>
Total Other Current Assets	<u>5,338.37</u>
Total Current Assets	<u>248,953.82</u>
TOTAL ASSETS	<u><u>248,953.82</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>129.25</u>
Total Accounts Payable	129.25
Other Current Liabilities	
Reserves for Worldcon 76	<u>179,719.46</u>
Total Other Current Liabilities	<u>179,719.46</u>
Total Current Liabilities	<u>179,848.71</u>

Total Liabilities	179,848.71
Equity	
Temp. Restricted Net Assets	-179,719.46
Adjusted Earnings	4,319.83
Retained Earnings	244,568.45
Net Income	<u>-63.71</u>
Total Equity	<u>69,105.11</u>
TOTAL LIABILITIES & EQUITY	<u><u>248,953.82</u></u>

Appendix C: Worldcon 76 Profit & Loss, Lifetime to date, October 31, 2017

The Worldcon 76 Treasurer, Cindy Scott, noted that she plans to undertake an renumbering of accounts before the next report to the Board.

	<u>Aug 20, '16 - Oct 31, 17</u>
Income	
4200000 · Convention Income	
4210000 · Adult Attending	
4210001 · Adult Att	171,250.00
4210010 · Adult installment payments	11,890.67
4210100 · Adult Att - Voter Upgrade	51,710.00
4210200 · Adult Att - PS & Voter upgrade	11,150.00
4210300 · Adult Att - PS/no vote upgrade	7,300.00
4210400 · Adult Att - Friend no vote	1,426.45
4210500 · Adult Att - Pre Oppose Upgrade	280.00
4210600 · Active Duty/First Responder Att	805.00
4210700 · Staff Membership	2,010.00
4210000 · Adult Attending - Other	300.00
Total 4210000 · Adult Attending	<u>258,122.12</u>
4230000 · YA Attending	
4230100 · YA Attending	1,835.00
4230200 · YA Vote Upgrade	160.00
Total 4230000 · YA Attending	<u>1,995.00</u>
4240000 · Child Attending	1,365.00
4250000 · Supporting	
4250010 · Supporting memberships	11,360.00
4250100 · Site Selection Fees	53,280.00
Total 4250000 · Supporting	<u>64,640.00</u>
4260100 · Dealers' Room Deposits	5,600.00
4260200 · Creator's Alley	155.00
4260201 · Art Show Sales	2,201.54
4260500 · Advertising	175.00
4270000 · Donations and Grants	
4270100 · General Donations	2,865.49
4270101 · Reg Fee Payment	2,183.25
4270102 · Staff shirt payments	800.00
4270200 · Passalong Funds	
4270201 · Sasquan	28,395.00
4270202 · MAC2	33,000.00
Total 4270200 · Passalong Funds	<u>61,395.00</u>
Total 4270000 · Donations and Grants	<u>67,243.74</u>
4290000 · Interest Income	152.53

Total 4200000 - Convention Income	<u>401,649.93</u>
Total Income	<u>401,649.93</u>
Gross Profit	401,649.93
Expense	
6100000 - Bid Expense	
6101000 - Adverting & Parties	
6101060 - Party Supplies	<u>662.74</u>
Total 6101000 - Adverting & Parties	<u>662.74</u>
Total 6100000 - Bid Expense	662.74
6200000 - Convention Expenses	
6201000 - Advertising & Parties	
6201010 - Ads in Other Program Books	1,383.15
6201015 - Online Advertising	9.70
6201020 - Flyers	2,182.60
6201030 - Helsinki banners and flyers	878.07
6201040 - Table Decorations	711.44
6201050 - Party Room	762.69
6201060 - Party Supplies	7,241.07
6201070 - Tips and Misc Party Expenses	220.00
6201080 - Sponsorship at Other Convention	900.00
6201090 - Staff Shirt Expense	<u>1,527.19</u>
Total 6201000 - Advertising & Parties	15,815.91
6202000 - General Convention Expenses	
6202010 - RegOnline Fees	14,380.73
6202020 - Credit Card & Paypal Fees	
6202021 - Reg Credit Card Fees	4,849.69
6202022 - Square Fees	1,187.49
6202023 - Paypal Fees	<u>1,508.42</u>
Total 6202020 - Credit Card & Paypal Fees	7,545.60
6202040 - Meals and Entertainment	<u>106.09</u>
Total 6202000 - General Convention Expenses	22,032.42
6204010 - Marriott Expenses	2,687.56
6205000 - WSFS Expenses	
6205010 - Hugo Nominee Pins	1,119.32
6205020 - Hugo Losers Party	<u>8,317.09</u>
Total 6205000 - WSFS Expenses	9,436.41
6208010 - Publications Software	244.88
6208020 - PR1	1,726.57
6209000 - Treasury Expenses	
6209010 - Bank Charges	163.24
6209020 - FBN Filings	179.00
6209030 - Storage	327.00
6209040 - SFSFC PO Box	90.00

6209050 · Business Cards	39.87
6209060 · Domain Registration	65.00
6209000 · Treasury Expenses - Other	<u>201.30</u>
Total 6209000 · Treasury Expenses	1,065.41
6200000 · Convention Expenses - Other	<u>67,698.13</u>
Total 6200000 · Convention Expenses	<u>120,707.29</u>
Total Expense	<u>121,370.03</u>
Net Income	<u><u>280,279.90</u></u>

Appendix D: Worldcon 76 Balance Sheet, November 11, 2017

	<u>Oct 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
11000 · Corporate Bank Accounts	
11100 · Worldcon 76	69,079.85
11110 · Money Market	175,847.69
11200 · Paypal	20,474.42
11300 · SFSFC Bank Account	25,044.94
11400 · Worldcon 76 Art Show	<u>3,712.07</u>
Total 11000 · Corporate Bank Accounts	294,158.97
12000 · Cash on hand	
12100 · Sales Table Cash	<u>711.67</u>
Total 12000 · Cash on hand	<u>711.67</u>
Total Checking/Savings	294,870.64
Other Current Assets	
14500 · Undeposited Funds	<u>16,716.98</u>
Total Other Current Assets	<u>16,716.98</u>
Total Current Assets	<u>311,587.62</u>
TOTAL ASSETS	<u>311,587.62</u>
LIABILITIES & EQUITY	
Equity	
32000 · Unrestricted Net Assets	240,984.48
Net Income	<u>70,603.14</u>
Total Equity	<u>311,587.62</u>
TOTAL LIABILITIES & EQUITY	<u>311,587.62</u>

Appendix E: Report of New Zealand 2020 Agent Committee, November 11, 2017

1. [Randy Smith is] now listed officially as a member of the New Zealand in 2020 bid committee.
2. [The Committee has] completed the paperwork for the Fictitious Business Name Statement and will have other Board Members check my paperwork and obtain signatures. I will then take the paperwork and the check to the Santa Clara County Recorder's Office.
3. [The Committee has] learned that the bid committee already has money in US Dollars and is prepared to send it to me once the bank account is open.
4. [The Committee requests] a board resolution to open the bank account under the SFSFC auspices.

Next Steps

Submit the above paperwork with the filing fees to the county.

Inform the committee of our mailing address so that people can start sending New Zealand in 2020 mail to our mailbox. [The Committee needs] to make arrangements for how to pick up mail.

After the County paperwork is submitted, [The Committee will] buy an ad in a newspaper to publish the dba information. [The Committee plans] to use the Palo Alto Weekly for this purpose.

Open the bank account and get the US Dollar money from its current location.

Respectfully Submitted,

Randy Smith

Chair, New Zealand Agent Committee

2668 confirmed members

Staffing: continue to grow, currently >200 members

All DH positions filled: Nancy Allegría DH for Marketing/Communications

Patty Wells stepped aside as Sponsorships AH, Kate Hatcher stepped up

Aside: new Orgchart software online, almost ready to publish

Current High-level orgchart attached

Publications:

PR1 released.

PR 2 assembly begins mid December

Postcards and bookmarks in progress

DH working retreat held Scottsdale, October 27-29

Team is running full-speed ahead designing for the space now they have seen it

Onsite meetings scheduled for January and May

Facilities:

CC contract signed.

discount maintained with reduced # of room nights (6000);

IATSE will waive broadcast fees for non-profits aka us

Main layout/distribution of program, events and exhibits underway

Literary beers at Uproar brewpub

Events

- Theme for Thursday mixer set, will be on ballroom lower level with red carpet
- SF Shorts filmfest at 3 Below, premier Thursday
- Art and Music night (Chesleys, Art Show reception, GOH Concert) Friday evening
- Masquerade Saturday night
- Hugos Sunday

Program

Academic program being developed with UCSC

Grenadine db well underway

Music room will be in Marriott (convert to late-night filk)

Exhibits

Firing on all cylinders -- curated Exhibits, Art Show, etc.

Charity

Just sorted out -- Art show software can be used to register bidders for ALL auctions, so members only have to fill out forms one. Charity auction staff will be provided to assist with registration to avoid overloading Art Show staff.

This will enable registered silent bidding for any auction.

Main charity will be a local/regional Alzheimers group (exact beneficiary being TBA). We will set a "stretch goal" and have a secondary charity selected as well.

Guests:

New guest announcement very well received.

Possibility of Patrick Stewart level surprise guest on Friday -- embargoed to a very short list.

Suggestion was made to me we offer comps (memberships only) to ConJose GoHs

Finance

(Defer to convention treasurer)

WSFS

(Items about Hugo items embargoed until announcement at SmofCon)

Appearances and outreach:

Helsinki Worldcon:

Hugo Losers Party:

Appeared to be a great success, in cooperation with GRRM at a Helsinki Steam.

Thanks from attendees afterwards made it clear our contribution was known and appreciated. Chocolate Losers Gifts also appreciated (thanks Kevin S)

Worldcon 76 Party:

Looked great -- roll-up banners let us carve out a distinctive, professional-looking space

Fan Table:

Our visible presence in shirts really stood out, even if next to Dublin in green t-shirts

Exhibit:

Looked good, position was sub-optimal, but stood out compared to others (again) for polish and professionalism.

Closing Ceremonies:

Video was a big hit, as was our staff assembly on stage and appropriately oddball handoff of the gavel from Jukka to yours truly

Post-Helsinki

Outreach going hog-wild under Diane Osborne -- building more table kits!

Diane is maintaining database of possible places and people are stepping up to staff them.

We had a major (positive) visible presence at Convolution

November

At Philcon, LI Who and OryCon this weekend.

Will have two nights in Presidential suite at LosCon (side effect of Chair being fan GOH)

December

Smofcon

January

Further Confusion, Arisia

Onsite DH meeting

February

Gallifrey One, Boskone, Pantheacon(?)

Member Services/Professional Relations (Code of conduct, SFWA/ASFA, etc)

Structure is in place, things proceeding

(Details in Meeting of the Whole if desired)

WORLDCON 76 ORG CHART

CHAIR																			
Kevin Roche																			
CHAIR'S DIVISION								EXECUTIVE COMMITTEE											
Exec Asst Debbie Bretschneider								All Division Heads											
Staff John O'Halloran								Chair's Division members											
Fairy Godfather David Clark								Member Relations/IRT AH											
Corporate Development Kate Hatcher																			
Tempus Reginan Bobbi Armbruster, Joyce Lloyd																			
FINANCE				HOSPITALITY				PROGRAM				OPERATIONS							
Div Head Cindy Scott				Div Head Christina O'Halloran				Div Head Christine Doyle				Div Head Kathy Bond							
Finance DDH Bruce Farr				Hospitality DDH				Programming DDH Claire Chambers				Ops DDH							
Budget Bruce Farr				Con Suite Joel Phillips				Program Ops Ron Oakes				Logistics Diane Osborne							
SFSFC Auditor Lisa Deutch Harrigan				Staff Lounge Diana Koivunen				GOH Liaison Debi Chowdhury				MIMO							
Registrar Kathryn Duval				SFWA/ASFA Liaison Pat Turner				Autographs Regina Reynante				Storage/Shipments							
Deputy Registrar Aissa McKersie				Hugo Losers Party (2017) Andrew Trembley				Gaming Sandy Jacobs-Tolle				Ops/Crowd Management							
Ribbons								Klatsch/Beer Pan Deng				Office							
Yard Sale								Readings Alice Hescocx				Volunteers (at-cc) Dave Held							
								Green Room David Gardner				Dispatch Bert Boden							
								Writers Workshops/Master Classes Nate Williams											
								Academic Kathy Mar											
								Music											
PUBLICATIONS & COMMUNICATIONS								MARKETING & OUTREACH				FACILITIES				EXHIBITS			
Div Head Chris Castro								Div Head Nancy Alegria				Div Head Sean McCoy				Div Head Jill Eastlake			
Art Director JC Arkham								M&O DDH				Facilities DDH Mike Willmoth				Exhibits DDH David D'Antonio			
Transition Lead/gSuite Admin Andrew Trembley								Local Marketing and Outreach Cindy Lin				Convention Center Craige Howlett				Exhibits DDH Brian Nisbet			
IT Chris Ambler								Ambassadors Diane Osborne				Hotels - Marriott David Doering				Cartographer Leane Verhulst			
Newsletter								Social Media Rina Weisman				Hotels - Fairmont Randal Shepard				Art Show Director Elayne Pelz			
Program Book								Press Relations				Speaker to Decorator Bruce Farr				Callahan's Place			
Progress Reports								Sales to Members				Dock Master Chris Marble				Creator's Alley			
Pocket Program Susie Rodriguez												Party Maven Margy Grady				Curated Exhibits Rebecca Tinkham-Hewett			
Web Site Chris Ambler																Dealers' Room Angela Jones-Parker			
																Fan Tables Cherise Kelley, Heidi Stevenson			
																Cospitality Lea Farr			
																Fanzine Lounge Craig Glassner			
																Freebies			
TECH				SERVICES				EVENTS				WSFS							
Div Head Rick Kovack				Div Head Chuck Serface				Co-Div Head Sharon Sbarsky (traditional)				Div Head Kevin Standlee							
Tech DDH Chuck Shimada				Services DDH Jesi Lipp				Co-Div Head Sheril Harper (wild-ass)				WSFS DDH Linda Deneroff							
Tech Advisor Paul Kraus				Accessibility Katie Anderson				Events DDH (traditional) Anna Bradley				Hugo Admin AH Dave McCarty							
Tech Advisor Carl Zwanzig				Member Relations/Incident Response Lori Buschbaum				Events DDH (wild-ass) Susan Leabhart				Site Selection AH Warren Buff							
Program Audio Visual (PAV) Coordinator Scott Beckstead				HR Marsha Glassner				Masquerade Aurora Celeste				WSFS Business Tim Illingworth							
				Info Desk Beth Vallaacqua				Hugo Ceremony Tom Galloway											
				Child Care SallyRose Robinson				Hugo Losers Party (2018) Randy Smith											
				Transportation Datawolf				Opening/Closing Ceremonies Randy Smith											
				Signs Michael Siladi				First Night Tammy Coxen											
								Charity Auction Ric Bretschneider											
								Film Program Nat Saenz											
								House Manager Seth Breidbart											
								In Memoriam Li Steven Silver											
								Official Photogra Olav Rokne											