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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, November 23, 2019, Sunnyvale, California

### 1. Call to Order

The regular trimesterly meeting of the Board of Directors of SFSFC, Inc., met on Saturday, November 23, 2019, in the home of Cindy Scott, 969 Asilomar Terrace #6, Sunnyvale CA 94086-2438. The meeting was called to order at 11:09 AM Pacific Daylight Time, President David Gallaher presiding and Secretary Kevin Standlee recording. Members present (\*by conference call ‡director emeritus): Sandra Childress\*, David W. Clark, Christine Doyle (arrived 11:31 AM), Bruce Farr, David Gallaher, Lisa Deutsch Harrigan, Kevin Roche, Cindy Scott, Randy Smith (arrived 11:32 AM), Kevin Standlee, Andy Trembley, Jennifer “Radar” Wylie. Members absent: Cheryl Morgan, Tom Whitmore‡. Others present: Lisa Hayes\*. Proxies: Cheryl Morgan to Kevin Standlee.

### 2. Previous Minutes

The minutes of the July 20, 2019 Regular Meeting were previously approved as distributed by unanimous consent via the Board e-mail list.

### 3. Officer Reports

#### 3.1. President

The President asked Mr. Farr to report on directors’ insurance. Mr. Farr reported that our purchase of “Directors and Officers” insurance is on hold pending the resolution of pending litigation.

#### 3.2. Treasurer

Treasurer Lisa Deutsch Harrigan reported that due to her having taken a fall that has temporarily affected her vision and due to a damaged computer monitor, she was unable to produce quarterly reports for today’s meeting. She reported that she intends to file our federal and state informational returns that were originally due August 15, 2019 in January (an extension was filed).

#### 3.3 Secretary

The corporate web site is up to date. The package for which we are paying that blocks attacks on our web sites (CleanTalk) is doing its job. If you see something out of date, contact the Secretary.

### 4. Standing Committee Reports

#### 4.1. 2018 Worldcon Operating Committee

2018 Worldcon Operating Committee Chair Kevin Roche reported. At 11:18 AM the meeting went into Committee of the Whole, Vice President David W. Clark presiding, to discuss the

report of the 2018 Worldcon Operating Committee. At 11:41 PM the Committee of the Whole rose and reported:

- The committee is still mailing out publications to non-attending and supporting membership. We are investigating options to keep the costs for non-North American members down to a reasonable level. Current quotes for direct mailing exceed the revenue per supporting membership.
- Post-con expense reimbursements are identified, but payment depends upon the resolution of the post-con mailing expenses.
- The committee reported on the status of ongoing litigation and how any ADR (alternative dispute resolution) process might proceed.

#### 4.2. CostumeCon 2021 Committee

At 11:42 PM, the meeting went into Committee of the Whole, Dave. W. Clark presiding, to discuss CostumeCon 39 (2021). At 12:01 PM, the Committee of the Whole rose and reported:

- The committee submitted a report in advance (see Appendix A: CostumeCon 39)
- Membership is currently 105 (across multiple classes). We anticipate capping membership at 2000 attending members (including staff).
- We have a commitment for a Toastmaster, but we cannot announce the person until we've signed a contract with them.
- The committee continues to promote the event at other conventions and will cooperate with the Westercon 74 Tonopah committee to maximize promotional coverage.
- Most committee positions are filled, although there are still some important positions left to fill, notably Programming.

#### 4.3 SMOFCon 2018 Committee

Bruce Farr reported. \$3946.49 remains in the SMOFCon bank account (which is now the Westercon 74 account). SMOFCon 2018 has no further liabilities.

The SMOFCon 2018 Committee recommended that it be discharged and that the remaining assets be turned over to the General Fund. Without objection, the SMOFCon 2018 Committee was discharged.

Due to an issue with internet connectivity at the meeting site, the meeting effectively recessed at 12:10 PM and reconvened at 12:23 PM.

#### 4.4. New Zealand 2020 Committee

Randy Smith submitted a written report and financial statement (see Appendix B: Report of New Zealand 2020 Agent Committee, November 23, 2019 and Appendix C: New Zealand 2020 Agent Committee Financial Report, November 23, 2019). The Board generally discussed the items in the report but took no action.

The meeting recessed at 12:25 PM and reconvened at 12:36 PM

#### 4.5. Westercon 2021 Organizing Committee

Westercon 2021 (Tonopah) Organizing Committee Chair Kevin Standlee reported. (See Appendix D: Report of Westercon 2021 (Westercon 74 Tonopah) Committee, November 23,

2019 and Appendix E: Report of Westercon 2021 (Westercon 74 Tonopah) Committee, October 31, 2019 for reports submitted in advance of the meeting.)

At 12:35 PM, the meeting went into Committee of the Whole, Dave. W. Clark presiding, to discuss the 2021 Westercon. At 1:03 PM, the Committee of the Whole rose and reported:

- Membership is currently 101 attending (69 voted and converted, 31 paid new attending, 1 complimentary) and 70 supporting (voters who have not yet converted), for a total of 171
- We need to set up a gSuite for Westercon 74.
- The corporate PO Box in Sunnyvale is the current mailing address of the convention.
- Discussions regarding filling committee positions are ongoing.

## **5. New Business**

### **5.1. Director Election**

By unanimous consent, David Gallaher, Jennifer “Radar” Wylie, Randy Smith, and Sandra Childress were elected to three-year terms commencing January 1, 2020.

## **6. Announcements/Future Meetings**

### **6.1. 2020 Meetings**

Remaining scheduled meeting dates for 2019 were set as follows:

- Saturday, March 28, 2020, 1 PM, Cindy Scott’s residence
- Saturday, July 11, 2020, 1 PM, Cindy Scott’s residence
- Saturday, November 21, 2020, 11 AM, Cindy Scott’s residence

As usual, these dates are subject to change as needed. Ms. Scott reminded the Board that they must coordinate with her should they need to change a meeting date, and if she is unavailable, the Board must arrange for a different location in which to hold its meetings.

## **7. Adjournment**

By unanimous consent, the meeting adjourned at 1:13 PM.

Kevin Standlee  
Secretary

*[Approved: December 21, 2019]*

## Appendix A: CostumeCon 39

- We have approximately 105 members.
- Current major staffing needs include a Head of A/V, Head and Second of Programming, Treasury Second, Hospitality Floor Liaison, Friday Night Social Coordinator, and Doll Competition Director.
- We have a Toastmaster, name redacted. Contract likely to be signed in February/March due to scheduling and coordinating with other projects. Will then coordinate with (name's assistant) to release social media in one go. Please don't ask; there is a probable social media firestorm for us and for them if accidentally leaked and picked up. If you know, please don't share.
- Doubletree event coordinator says the room block will open in late April of 2020.
- Cindy and Radar will be going to the storage locker on Sunday the 24th to pick through what we can use.
- There is a Google sheet up with all our potential outreach opportunities. We're happy to take along Westercon info as well.
- Here's our current Basic Org Chart (Names are currently analog on a foam board)

## **Appendix B: Report of New Zealand 2020 Agent Committee, November 23, 2019**

During the last Tri-Quarter the committee did the following:

1. Paid several bills (See Financial Report).
2. Arranged for three (3) suitcases to be taken to Dublin as checked baggage.
3. Re-inventoried items remaining in California and transported all remaining items from the SFSFC storage facility to the chair's garage in Palo Alto. Posted the inventory to the CoNZealand Promotions spreadsheet.
4. Shipped promotional materials, including flyers and chocolates for distribution at six (6) different conventions in the United States. Flyers sent to ICON were returned as "Not at this address."
5. Sent copies of monthly bank statements and receipts to the CoNZealand Finance Division.
6. Randy Smith and Dave Gallaher consulted virtually with Maree Pavletich in New Zealand regarding what items to ship to Dublin for Dublin 2019.
7. Followed up with checks that were sent but not yet received.

### Next Steps

1. Continue coordinating the shipment of promotional items to conventions in North America. This will include working with other CoNZealand operating committee members to determine which conventions will have tables and parties and who will be coordinating them.
2. Make monthly financial reports to the CoNZealand operating committee.
3. Participate virtually in CoNZealand meetings when possible.

Respectfully Submitted,

Randy Smith

Chair, CoNZealand Agent Committee

## Appendix C: New Zealand 2020 Agent Committee Financial Report, November 23, 2019

Bank Balance – 7/20/2019 \$48,879.47

Note: Check no. 103 made out to San Francisco Science Fiction Conventions, Inc. for \$120 had not yet cleared at the time of the last report.

Deposits None

### Bills Paid

9/23/19	Check No. 110 to Patricia Parsons	\$	74.99
	Reimbursement for extra bag to Dublin		
9/24/19	Check No. 111 to Dave Gallaher	\$	893.93
	Reimbursement for Airfare to Wellington		
10/23/19	Shipping of Promotional Materials	\$	32.09
10/28/19	Shipping of Promotional Materials	\$	61.97
	<b>TOTAL BILLS PAID</b>	\$	<b>1,062.98</b>

**TOTAL FUNDS REMAINING IN THE USA ACCOUNT \$ 47,816.49**

Notes: This amount agrees with the bank account balance shown on 11/23/2019.

Dates for amount paid by check are the date on which the check was written.

Check no. 103 made out to San Francisco Science Fiction Conventions, Inc. for \$120 is still outstanding.

## **Appendix D: Report of Westercon 2021 (Westercon 74 Tonopah) Committee, November 23, 2019**

### **Membership — Linda Deneroff**

101 Attending (69 voted and converted, 31 paid new attending, 1 complimentary)

70 Supporting (voters who have not yet converted)

171 Total

We expect that we will have to limit attending memberships to 450 because of the rated capacity of the Tonopah Convention Center (TCC), lest we find ourselves in an unwanted position of having to meter people into and out of the building. However, our projection of attendance is in the 200-400 range and thus we don't currently see a need to make a big deal about a membership cap unless we see an unexpected surge in memberships. Also, we would like to retain the ability to sell memberships to locals on the day, given the interest we've had from them through our Facebook page even without doing any local promotion there yet.

### **Treasury — Bruce Farr**

Bruce Farr, Westercon 74 Treasurer, will supply Westercon 74's financial statement separately. We do know that we had enough money to pay the rent on the Tonopah Convention Center as of the time we were selected, based on the number of votes cast and the site selection voting fees.

### **Hospitality — Lisa Hayes**

Randy Smith has agreed to join the division as Deputy Head. Lisa Hayes expects to have multiple deputies given how Hospitality is a core element of the convention.

We anticipate that Hospitality will be the largest single expense of Westercon 74. Lisa Hayes is currently developing an "ABC" Budget (A=minimum requirement, B=Nice to have, C=Extras) — for now, just the things, rather than trying to put prices on them.

Lisa has developed a [Vision-Mission-Goals Statement for Hospitality](#). This document also includes the planned responsibilities, current open issues, and outline plans, as well as a few pictures of the convention center. Lisa plans to use this document as part of her recruiting of staff for the division. She has placed Food Safety as the highest priority; ideally, nobody will have "con crud" from food-borne sources.

Our Hospitality "Mixologists" are Kevin Roche and Andy Trembley, and we look forward to them having the use of a full bar in the convention center, although we also expect that they'll need to share some of the space there with other groups hosting parties in the convention space.

### **Web Site — Cheryl Morgan**

We have our web site online and have ported the bid site material where relevant. We have left the bid site in place, in case there is any dispute over how the bid stated up front the significant differences this convention will have compared to "typical" recent Westercons.

### **Facilities — Mike Willmoth**

Facilities has been working to try and pin down specific commitments from Tonopah's hotels. While the Mizpah/Belvada have tentatively blocked all their rooms for the run of the convention, we will certainly need the other significant hotels (Best Western, Jim Butler, Clown Motel, Comfort Inn). It has been somewhat challenging to get a clear response from the hotels. Kevin and Lisa will be traveling through Tonopah on the way back from SMOFCon and hope to go to

those hotels and attempt to contact a manager who can respond to the questions Mike has been raising.

The Mizpah management has been enthusiastic about our coming to Tonopah. Rae Graham (who appears in our pre-con promotional interview) has been very cooperative in helping Lisa and Kevin arrange site visits.

We've asked the TCC if we could finalize a contract with them, but they have not seemed too fussed about it. (We continue to hold the space based on our [bid filing](#).) Kevin Standlee will mention this to them again when he visits in December.

The TCC has provided us with a better-quality map of the building, but it does not have measurements and dimensions. Kevin Standlee and Lisa Hayes have an appointment to spend a couple of hours in the TCC on December 13 taking measurements and testing the wi-fi connectivity. They plan to be in Tonopah December 13-14, 2019.

Kevin and Lisa are considering renting a short-term apartment in Tonopah for the 6-8 weeks surrounding the convention dates, to facilitate logistical issues.

#### Dealers — David W. Clark (Tentative)

David Clark has tentatively said that he might be willing to run our Dealers Room, subject to reviewing our plans further. We expect to have around ten dealers depending on the exact measurements of the room we plan to use. The TCC has 72 tables (6 feet long by 2.5 feet deep) and approximately 400 chairs, all of which are at our disposal as part of the rental of the building. Our currently plan is to not charge dealers a table fee, although all dealers will need to be members of the convention.

#### Westercon Business

Kevin Standlee expects to be able to chair the Westercon Business Meeting despite being convention chair.

Sharon Sbarsky has agreed to run Westercon 76 (2023) Site Selection.

#### Publications — Open

We had initially intended to do a mailing of to all members and have Progress Report 1 ready by this time; however, we have not yet recruited a head of Publications. Kevin Standlee currently expects to have to do PR 1. Due to the delay, it is likely that we will postpone the deadline for voters to convert to attending for only \$10 (effectively a \$10 discount) until at least the end of February.

#### Programming — Open

We have a strong need for a head of Programming. While our programming will be relatively light due to having only a handful of programming spaces, we still want someone who can develop the theme of "The Wild Wild Westercon" appropriately. Not all programming has to be directly related to the theme, of course.

We do also intend to do "remote" programming with streaming video, in a way that allows non-attending members to "attend" and allows us to have program participants who aren't physically present at the convention. Cheryl Morgan has agreed to help us develop that, and to recruit people who aren't typically from the Westercon geographical area. (This will obviously affect the timing of specific items; a program with a European panelist is likely to be relatively early in the day, for example.) Lisa Hayes has purchased additional equipment ([Blackmagic Web Presenter](#)) that will allow her to use her professional camera gear for streaming video. (Essentially it

converts the professional camera gear signal to look like a webcam to the computer, making it much easier to interface with Zoom, YouTube, Skype, or other services.)

### Travel — Sandra Childress

Sandra advises that “Nothing will ramp up until this time next year as the world changes too much and too quickly to put anything into place before then. A survey of registered attending members will be made to assess the actual needs for transportation and/or recommendations from the major directions (Los Angeles, Las Vegas, Phoenix, San Jose, and Reno). Once I have a grasp on how many are actually wanting to help with their travel needs, then I can assess a better plan going forward.”

### Convention Appearances

We are coordinate with CostumeCon 39 to provide mutual support and cross-promotion. Lisa Deutsch Harrigan has arranged for a joint table for the two conventions at this year's Loscon. Kevin Standlee has requested a joint table for next year's Norwescon.

Kevin Standlee and Lisa Hayes will be at SMOFCon in Albuquerque the week after Loscon. We'll be doing a "poster session" using material we used during the bid and will participate in the Westercon/NASFiC Fannish Inquisition (a smaller-scale version of the main Worldcon-focused event). We hope to recruit additional staff during SMOFCon.

### Overall

We would be pleased if we can draw more than 313 attending members to Tonopah (which would make us the largest Westercon held in Nevada to date). It's going to be challenging. We need some key positions filled, and we need some of the people who reacted enthusiastically while we were bidding to step forward and volunteer to work on parts of the convention. However, we also think that we can do this in a relaxed manner so that nobody must overwork themselves and so that everyone can enjoy themselves.

## Appendix E: Report of Westercon 2021 (Westercon 74 Tonopah) Committee, October 31, 2019

Prepared by Bruce Farr

			Balance
Beginning Balance, 8553 Checking at Wells Fargo	7/1/2019		\$3,946.48
Deposit, Memberships	8/5/2019	\$530.00	\$4,476.48
Deposit, Memberships	8/7/2019	\$1,620.00	\$6,096.48
Deposit, Memberships	8/7/2019	\$1,540.00	\$7,636.48
Transaction Fee, Wells Fargo	8/30/2019	(\$5.00)	\$7,631.48
Blank Check Charges	9/3/2019	(\$36.95)	\$7,594.53
			\$7,594.53

### Balance Sheet

#### ASSETS

Checking, Wells Fargo **\$7,594.53**

#### LIABILITIES

Balance in Checking from SMOFCon owed to SFSFC **\$3,946.48**

#### EQUITY

Westercon 2021 Net Results **\$3,648.05**

#### LIABILITIES AND EQUITY

**\$7,594.53**

### Profit and Loss

#### REVENUE

Membership Revenue \$3,690.00

**Total Revenue \$3,690.00**

#### EXPENSES

Bank Fees \$41.95

**Total Expenses \$41.95**

#### NET RESULT (profit)

**\$3,648.05**