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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)

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

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

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# Regular Meeting of Board of Directors Minutes

Saturday, July 11, 2020, Sunnyvale, California

## 1. Call to Order

The regular trimesterly meeting of the Board of Directors of SFSFC, Inc., met on Saturday, July 11, 2020, in the home of Cindy Scott, 969 Asilomar Terrace #6, Sunnyvale CA 94086-2438. The meeting was called to order at 1:00 PM 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\*, Bruce Farr\*, David Gallaher\*, Lisa Deutsch Harrigan\*, Cheryl Morgan\*, Kevin Roche\*, Cindy Scott, Randy Smith\* (arrived 1:06 PM), Kevin Standlee\*, Andy Trembley\*, Jennifer “Radar” Wylie\*. Members absent: Tom Whitmore‡. Others present: None. Due to the COVID-19 coronavirus restrictions, all members except Ms. Scott attended the meeting by Zoom conference call.

## 2. Previous Minutes

The minutes of the March 28, 2020 Regular Meeting and Directors-Elect 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 and the COVID-19 pandemic.

### 3.2. Treasurer

Treasurer Lisa Deutsch Harrigan reported. (See Appendices A-B.) We expect to file an extension of time to file our federal and state informational returns.

### 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 If you see something out of date, contact the Secretary.

Assistant Secretary Cheryl Morgan reminded everyone that we have one web site that needs sorting out and would like a director concerned about that site to get the ball rolling. She also reported on web sites for which we provide hosting services.

Assistant Treasurer Cindy Scott discussed our ongoing charges from Pair, our hosting service. There was a consensus that we should drop certain specialty services for domains/sites that are no longer active.

Lisa Deutsch Harrigan manages the SFSFC Facebook page, which isn't very active and which she proactively created to prevent someone from squatting on it. She will add the website team to the administrator list for the page (the President was already an administrator for it).

## **4. Standing Committee Reports**

### **4.1. 2018 Worldcon Operating Committee**

2018 Worldcon Operating Committee Chair Kevin Roche reported. At 1:19 PM 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 1:30 PM the Committee of the Whole rose and reported:

- The committee reported on the status of ongoing litigation, particularly effects upon the schedule caused by the COVID-19 pandemic.
- Mailing publications to our non-attending and supporting members is still on hold until the current medical emergency ends due to considerations about the load on delivery services. The pandemic has put discussions with a printer in Europe for the non-North American printing and delivery on hold.
- Post-con membership and expense reimbursements are identified, but payment depends upon a clarification of post-con mailing expenses, other potential liabilities, and the specific reimbursement mechanism, which is likely to differ per member.

Financial statements are attached to these minutes, along with a copy of Worldcon 76's report to the 2020 WSFS Business Meeting as required by the WSFS Constitution. (See Appendices C-F)

### **4.2. CostumeCon 2021 Committee**

At 1:31 PM, the meeting went into Committee of the Whole, Dave. W. Clark presiding, to discuss CostumeCon 39 (2021). At 1:41 PM, the Committee of the Whole rose and reported:

- The committee submitted a report in advance (see Appendices G-I.)
- Membership is currently 138 (across multiple classes).

### **4.3. New Zealand 2020 Committee**

Randy Smith submitted a written report and financial statement. (See Appendices J-K.)

At 1:42 PM, the meeting went into Committee of the Whole, Dave. W. Clark presiding, to discuss New Zealand 2020. At 1:55 PM, the Committee of the Whole rose with no further report.

### **4.4. Westercon 2022 Organizing Committee**

Westercon 2022 (Tonopah) Organizing Committee Chair Kevin Standlee reported. (See Appendices L-O.)

At 1:56 PM, the meeting went into Committee of the Whole, Dave. W. Clark presiding, to discuss the 2022 Westercon. At 2:16 PM, the Committee of the Whole rose and reported:

- The convention has 216 total members (167 attending and 49 supporting).
- Discussions regarding filling committee positions are ongoing.
- The committee recommends modifying the default sunset date of the committee to reflect the new convention date.

The COTW moved the adoption of Resolution 2020-03:

**Resolution 2020-03: Westercon 74 Committee**

*Resolved*, That the default discharge date of the Westercon 74 Committee established by Resolution 2019-02 is changed to December 31, 2023.

Resolution 2020-03 was adopted by unanimous consent. The amended resolution (with changes shown in redlining) now reads:

**Resolution 2019-01: Westercon 74 Committee**

*Resolved*, That there is established a Westercon 74 Organizing Committee as a standing committee of SFSFC, per section 6.1 of the SFSFC Bylaws;

*Resolved*, That the Westercon 74 Organizing Committee is directed to bid for the 74<sup>th</sup> West Coast Science Fantasy Convention (Westercon) and, if selected, operate Westercon 74;

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

*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;

*Resolved*, That upon the discharge of the Committee, any remaining funds of the Committee shall be returned to the SFSFC General Fund; and

*Resolved*, That the Committee shall be discharged no later than December 31, ~~2021~~ 2023, unless otherwise provided by the Board.

## 5. New Business

### 5.1. Board Composition

There was a general discussion of the composition of the Board of Directors, how many directors we can have (currently we are limited to 13 members, with 12 seats currently filled, but we can of course amend the bylaws), and exploring what sort of outreach and recruitment might be beneficial to the organization. Ms. Wylie offered to research this subject and report to the next meeting on this subject, and by unanimous consent was directed to do so.

## 6. Announcements/Future Meetings

### 6.1. 2020 Meetings

Remaining scheduled meeting dates for 2020 are scheduled as follows:

- Saturday, November 21, 2020, 11 AM PST, Cindy Scott's residence

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

## 7. Adjournment

By unanimous consent, the meeting adjourned at 2:26 PM.

Kevin Standlee  
Secretary

*[Approved: August 1, 2020]*

**Appendix A: SFSFC General Fund Income/Expense Statement, FY ending March 31, 2020 and FY Year to Date**

	<u>Apr '20 - Mar 21</u>	<u>Apr '19 - Mar 20</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Corp Donations</b>	<u>0.00</u>	<u>100.00</u>
<b>Total Income</b>	<u>0.00</u>	<u>100.00</u>
<b>Gross Profit</b>	0.00	100.00
<b>Expense</b>		
<b>Filing Fees</b>	<u>0.00</u>	<u>20.00</u>
<b>Total Expense</b>	<u>0.00</u>	<u>20.00</u>
<b>Net Ordinary Income</b>	<u>0.00</u>	<u>80.00</u>
<b>Net Income</b>	<u><u>0.00</u></u>	<u><u>80.00</u></u>

## Appendix B: SFSFC General Fund Balance Sheet, July 11, 2020

	<u>Jul 11, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Corporate Money</b>	
Paypal - Corp	1,000.00
Main Checking	3,728.47
CD #1	3,840.88
Construction Checking	<u>100.00</u>
<b>Total Corporate Money</b>	<b>8,669.35</b>
<b>Convention Bank Accounts</b>	
Worldcon 76 Checking	55,882.02
PayPal - Worldcon 76 Only	3,567.49
Worldcon Money Market	201,392.09
Worldcon Art Show	21,621.51
Smofcon 2018	3,976.47
New Zealand in 2020	4,959.10
Costumecon 39	<u>2,220.16</u>
<b>Total Convention Bank Accounts</b>	<b><u>293,618.84</u></b>
<b>Total Checking/Savings</b>	<b>302,288.19</b>
<b>Accounts Receivable</b>	
<b>Accounts Receivable</b>	
Costumecon 39 Start Up Funds	135.55
NZ in 2020 Start Up Funds	<u>120.00</u>
<b>Total Accounts Receivable</b>	<b><u>255.55</u></b>
<b>Total Accounts Receivable</b>	<b>255.55</b>
<b>Other Current Assets</b>	
Wolrdcon 76 Cash Fund	1,646.02
SFSFC Petty Cash Fund	105.43
<b>Undeposited Funds</b>	
Undeposited Funds CC39	270.00
Undeposited Funds - Other	<u>21,900.00</u>
<b>Total Undeposited Funds</b>	<b><u>22,170.00</u></b>
<b>Total Other Current Assets</b>	<b><u>23,921.45</u></b>
<b>Total Current Assets</b>	<b>326,465.19</b>

**Other Assets****Other Assets**

Owed to Costumecon 39	315.61
Messner Reeves Retainer	5,000.00
Worldcon Paid Corp Expenses	<u>642.03</u>
<b>Total Other Assets</b>	<u>5,957.64</u>

<b>Total Other Assets</b>	<u>5,957.64</u>
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<b>TOTAL ASSETS</b>	<u><u>332,422.83</u></u>
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**LIABILITIES & EQUITY****Liabilities****Current Liabilities****Accounts Payable**

<b>Accounts Payable</b>	
Expenses Pd by WC76 for Corp	642.03
Acct Pay - Worldcon 76	10,000.00
WC76 Sales Tax Payable	11,347.00
Worldcon 76 Credit Card	<u>1,344.49</u>
<b>Total Accounts Payable</b>	<u>23,333.52</u>

<b>Total Accounts Payable</b>	23,333.52
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**Other Current Liabilities****MI & LBGTB Funds Wolrdcon**

LBGTQ Funds	1,125.00
MI Travel	<u>4,638.20</u>
<b>Total MI &amp; LBGTB Funds Wolrdcon</b>	5,763.20

**Reseerves for Furture Cons**

Reserves for ConZealand 2020	4,879.10
Reserves for Costumecon 39	<u>2,917.27</u>
<b>Total Reseerves for Furture Cons</b>	7,796.37

WC74 Funds In Corp Accounts	1,176.77
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CC39 Funds In Corp Checking	<u>451.16</u>
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<b>Total Other Current Liabilities</b>	<u>15,187.50</u>
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<b>Total Current Liabilities</b>	<u>38,521.02</u>
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<b>Total Liabilities</b>	38,521.02
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<b>Equity</b>	
<b>Temp. Restricted Net Assets</b>	-13,559.57
<b>Adjusted Earnings</b>	3,633.88
<b>Retained Earnings</b>	<u>303,827.50</u>
<b>Total Equity</b>	<u>293,901.81</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>332,422.83</u></u>

## **Appendix C: Worldcon 76 Treasury Report to SFSFC, July 11, 2020**

With Lisa's help I was able to reconcile the MI and LGBTQ funds so what shows is our liability for those – I still need to contact folks about the outstanding balances. ETA by end of July. For those curious who don't want to run through all the numbers, MI balance is \$4,638.20, LGBTQ balance is \$1,125.

One main thing you may notice is we have a liability account for our outstanding program book shipping estimates. After consulting with an accountant familiar with the workings of Worldcons (thanks Bruce!), we determined that is a contractual liability we should show on the books (unlike reimbursements). I have used the estimates we received so far, but hope that actual costs will be lower.

Progress is being made on reimbursements. After that, will finish the domestic non-attending PB mailing. Then work on the other mailings.

I'm including a copy of what went to WSFS for those who are curious – there are a couple changes from last year with notes.

Respectfully submitted,

Cindy Scott



## Appendix D: Worldcon 76 Income Statement, August 20, 2016 through June 30, 2020

	<u>Aug 20, '16 - Jun 30, 20</u>
<b>Income</b>	
<b>4200000 · Convention Income</b>	
4290010 · Rewards Points Cash	1,550.00
4290100 · Sponsorships	150.00
4290200 · Hotel Rebates	82,110.00
428600 · Extra Hugo Trophies	1,050.00
428500 · Mobie Rentals	10,897.50
4290400 · Garage Sale	1,325.47
4290300 · Sales to Members License Fees	5,197.08
<b>4210000 · Adult Attending</b>	
4210002 · 1 day memberships - fri-sun	560.00
4210001 · Adult Att	598,807.52
4210010 · Adult installment payments	63,494.70
4210100 · Adult Att - Voter Upgrade	82,910.00
4210200 · Adult Att - PS & Voter upgrade	11,150.00
4210300 · Adult Att - PS/no vote upgrade	7,910.00
4210400 · Adult Att - Friend no vote	1,426.45
4210500 · Adult Att - Pre Oppose Upgrade	280.00
4210600 · Active Duty/First Responder Att	1,015.00
4210700 · Staff Membership	12,300.00
4210000 · Adult Attending - Other	165,298.25
<b>Total 4210000 · Adult Attending</b>	<u>945,151.92</u>
<b>4230000 · YA Attending</b>	
4230100 · YA Attending	7,795.00
4230200 · YA Vote Upgrade	160.00
<b>Total 4230000 · YA Attending</b>	<u>7,955.00</u>
<b>4240000 · Child Attending</b>	4,965.00
<b>4250000 · Supporting</b>	
4250010 · Supporting memberships	73,820.00
4250100 · Site Selection Fees	53,280.00
<b>Total 4250000 · Supporting</b>	<u>127,100.00</u>
<b>4260100 · Dealers' Room Deposits</b>	
4260112 · Power for dealer's space	120.00
4260110 · Dealers' room space payment	75,475.00
4260111 · Dealer Room Deposit Refunds	-2,000.00
4260100 · Dealers' Room Deposits - Other	21,885.00
<b>Total 4260100 · Dealers' Room Deposits</b>	<u>95,480.00</u>
<b>4260200 · Creator's Alley</b>	2,057.35
<b>4260201 · Art Show Sales</b>	22,456.72
<b>4260500 · Advertising</b>	
4260550 · Souvenir Book Advertising	19,019.92
4260500 · Advertising - Other	2,665.00

<b>Total 4260500 · Advertising</b>	21,684.92
<b>4270000 · Donations and Grants</b>	
<b>4270700 · Charity Donations</b>	
4270720 · TAFF/DUFF donations	1,901.50
4270710 · Alzheimer's Association	13,232.97
<b>Total 4270700 · Charity Donations</b>	15,134.47
4270600 · SYFY sponsorship	3,000.00
4270500 · Google Sponsorship	45,000.00
4270100 · General Donations	7,703.52
4270101 · Reg Fee Payment	9,407.50
4270102 · Staff shirt payments	1,741.70
<b>4270200 · Passalong Funds</b>	
4270203 · Helsinki	13,511.20
4270201 · Sasquan	28,395.00
4270202 · MAC2	33,000.00
<b>Total 4270200 · Passalong Funds</b>	74,906.20
<b>4270900 · Mexicanx donations</b>	
4270910 · Mexicanx Membership donations	6,080.00
4270920 · Mexicanx Initiative Travel Fund	16,124.19
<b>Total 4270900 · Mexicanx donations</b>	22,204.19
4270930 · LGBTQ Initiative Donations	6,563.00
<b>Total 4270000 · Donations and Grants</b>	185,660.58
<b>428000 · Tours</b>	
428400 · BrewBike Tour	262.00
428100 · Winchester Tours	1,260.00
428200 · SLAC Tours	1,000.00
428300 · SV Loop Tour	1,367.50
428000 · Tours - Other	2,276.00
<b>Total 428000 · Tours</b>	6,165.50
<b>4290000 · Interest Income</b>	950.49
<b>Total 4200000 · Convention Income</b>	1,521,907.53
<b>Total Income</b>	1,521,907.53
<b>Gross Profit</b>	1,521,907.53
<b>Expense</b>	
<b>6200000 · Convention Expenses</b>	
<b>6205000 · Tech</b>	
6205064 · Tech crash rooms	373.72
6205066 · Tech Misc	5,576.36
6205062 · Tech Transportation	9,363.14
6205025 · Main Stage Equipment	239.61
6205056 · Program Power	4,428.00
6205045 · Callahan's Power	2,280.00
6205037 · 2nd stage power	680.00
6205029 · Main Stage Power	2,598.00
6205000 · Tech - Other	170,000.00

<b>Total 6205000 · Tech</b>	195,538.83
<b>6203000 · Exhibits Expenses</b>	
6203028 · Art show truck from LA	2,591.81
6203025 · Art Show Lighting	360.00
6203015 · Curated Exhibits printing & sup	124.23
6203081 · Cospitality	215.42
6203014 · Curated Exhibits Truck & Travel	1,745.10
6203041 · Costume Exhibit	271.14
6203011 · Cartographer	14.58
6203031 · Dealers room power	3,260.00
6203026 · Art Show power drops	4,890.00
6203019 · Power cord and strip rental	250.00
6203018 · Power	3,354.00
6203024 · Art Show expenses	2,487.96
6203030 · Dealers room expense	
6203033 · Dealer Room SWAG bags	289.13
6203030 · Dealers room expense - Other	-150.00
<b>Total 6203030 · Dealers room expense</b>	139.13
6203051 · Fanzine Lounge Expenses	377.52
6203022 · Children's play area	167.14
6203071 · Callahan's Decorations	2,393.25
6203016 · Curated Exhibits Misc	1,393.17
<b>Total 6203000 · Exhibits Expenses</b>	24,034.45
<b>6213000 · Member Services Expenses</b>	
6213086 · Friday BrewBike tour	266.00
6213080 · Tours Misc	260.27
6213042 · Mobie hire convention funded	1,591.19
6213041 · Mobie Hire Passthrough	16,350.00
6213061 · Volunteers Misc	33.67
6213088 · Tours ground transportation	4,539.00
6213021 · Obmusdman expenses	79.34
6213016 · Business Cards	39.87
6213062 · Staff Shirt Expense	9,378.94
6213091 · Storage	17,232.72
6213085 · CHM Tour	140.00
6213084 · San Jose Brew Bike Wed 8/15	330.00
6213083 · Winchester 8/17	729.00
6213082 · Winchester Tour 8/14	308.00
6213044 · ASL & CART for Hugos	11,956.26
6213701 · Signs	3,245.82
6213031 · Childcare Expense	13,093.50
<b>Total 6213000 · Member Services Expenses</b>	79,573.58
<b>6202000 · Events Expenses</b>	
6202016 · Hugo Program	3,026.23
6202008 · Masquerade Judges Dinner	182.80
6202004 · Masquerade Green Room Exp	332.68

6202001 · Opening Cermonies	693.09
6202029 · MPLC	2,500.00
6202043 · SF Short Film Festival	1,800.00
6202026 · License Fees	
6202028 · BMI License	320.00
6202027 · ASCAP License Fees	747.00
Total 6202026 · License Fees	<u>1,067.00</u>
Total 6202000 · Events Expenses	9,601.80
6201000 · Chair's Office	
6201024 · MexicanX Travel Fund Expense	10,200.00
6201027 · Charity Auction donation	15,000.00
6201026 · Mexicanx Reception	1,285.99
6201041 · Fairy Godfather Misc	1,505.70
6201025 · LGBTQ Reception	85.39
6201063 · GoH Welcome Food Event	986.89
6201015 · Legal Fees	64,612.49
6201010 · Staff Meeting Expense	17,178.41
6201011 · Meals and Entertainment	313.15
6201064 · Staff Food Coupons	107.52
6201020 · Chair's Fund	731.44
Total 6201000 · Chair's Office	<u>112,006.98</u>
6207000 · Promotions & Publicity	
6207040 · Domain Registration	449.33
6207015 · Lanyards for LTUE	568.80
6207012 · Party Room	2,805.62
6207022 · Helsinki banners and flyers	878.07
6207021 · Flyers	6,247.84
6207023 · Table Decorations	1,734.17
6207011 · Sponsorship at Other Convention	1,332.65
6207014 · Tips and Misc Party Expenses	961.93
6207013 · Party Supplies	11,430.87
6207016 · Online Advertising	9.70
6207010 · Ads in Other Program Books	1,608.22
Total 6207000 · Promotions & Publicity	<u>28,027.20</u>
6210000 · Facilities	
6210080 · Fairmont rooms on master	11,070.00
6210062 · Robinson Suite	1,530.00
6210057 · De Anza Attrition	10,183.38
6210069 · ASFA Suite Rental	1,381.50
6210068 · SFWA Suite Rental	6,433.95
6210056 · Party Maven	306.37
6210070 · Gratuities	172.09
6210054 · Attrition - Fairmont	29,191.24
6210055 · Marriott Estimate	28,660.64
6210013 · Decorator Furniture	1,800.93
6210014 · Decorator Misc	120,466.20

6210021 · Basic Hire	271,179.37
6210000 · Facilities - Other	90,200.05
<b>Total 6210000 · Facilities</b>	<b>572,575.72</b>
<b>6212000 · Operations Expense</b>	
6212031 · Truck rental	2,405.93
6212018 · Communications (Radios)	1,241.38
6212017 · Communications (Phones)	134.57
6212014 · Computer Rental	3,632.34
6212011 · Office Supplies	8,032.59
<b>Total 6212000 · Operations Expense</b>	<b>15,446.81</b>
<b>6209000 · WSFS Expenses</b>	
6209013 · MPC Dues	3,906.00
6209035 · Hugo Trophy Shipping	944.85
6209030 · Hugo Rockets	172.50
6209034 · Hugo award shipping boxes for w	205.10
6209031 · Retro Hugo Rockets & Bases	1,317.63
6209021 · Site Selection Expenses	179.79
6209038 · Hugo Nominee Pins	6,562.71
6209032 · Hugo Bases	10,510.40
6209036 · Hugo mailing list expenses	740.81
6209000 · WSFS Expenses - Other	36.67
<b>Total 6209000 · WSFS Expenses</b>	<b>24,576.46</b>
<b>6211000 · Hospitality Expenses</b>	
6211028 · Consuite Food	14,574.74
6211030 · Staff Lounge Food	594.56
6211026 · SFWA Suite Supplies	1,403.73
6211061 · Teen Lounge Misc	482.14
6211025 · Refrigerator Rental	27.79
6211021 · ConSuite Corkage Buyout	15,937.75
6211011 · Helsinki Hugo Losers Party	8,317.09
6211024 · ConSuite Kitchen/Serving Equip	3,000.00
<b>Total 6211000 · Hospitality Expenses</b>	<b>44,337.80</b>
<b>6204000 · Programming Expenes</b>	
6204051 · Children's Activities	993.45
6204022 · Hayes Per Diem	750.00
6204019 · Pettinger Per Diem	750.00
6204017 · Quinn Per Diem	750.00
6204015 · Picacio Per Diem	750.00
6204012 · Spider Per Diem	750.00
6204023 · GoH Gifts	437.83
6204080 · Robot Obstacle Course	600.00
6204030 · Program Ops	250.99
6204018 · Pettinger Travel	2,201.82
6204025 · NASA Guest Travel	640.52
6204061 · Program database	653.34
6204010 · GoH Expenses	

6204013 · Picacio Shipping	2,223.01
6204014 · Picacio Airfare	362.60
6204021 · Hayes Airfare	150.40
6204011 · Robinson Travel	2,400.00
<b>Total 6204010 · GoH Expenses</b>	<b>5,136.01</b>
<b>Total 6204000 · Programming Expenses</b>	<b>14,663.96</b>
<b>6208000 · Publications Expenses</b>	
6208081 · Post Con Souvenir Book Shipping	2,601.95
6208073 · Newsletter paper & printer rent	1,121.22
6208072 · Paper	471.95
6208064 · Restaurant Guide	793.32
6208063 · Pocket Program	25,025.09
6208021 · PR1	1,726.57
6208031 · PR2	4,988.33
6208041 · PR 3	4,656.06
6208051 · PR 4	3,185.24
6208061 · Souvenir Book Printing	21,881.50
6208011 · Publications Software	1,033.64
6208000 · Publications Expenses - Other	22.40
<b>Total 6208000 · Publications Expenses</b>	<b>67,507.27</b>
<b>6206000 · Finance Division</b>	
6206075 · PAF - 2021	10,000.00
6206074 · PAF - NASFiC 2019	2,500.00
6206072 · PAF NewZealand	20,000.00
6206071 · PAF - Dublin	20,000.00
6206025 · RegOnline Fees	25,584.85
6206012 · Paypal Fees	8,511.11
6206013 · Square Fees	5,224.53
6206011 · Reg Credit Card Fees	41,874.33
6206031 · Badges & materials	10,676.28
6206040 · Ribbons	4,999.37
6206020 · Treasury Supplies	435.93
6206016 · Bank Charges	3,095.22
6206021 · Fictitious Business Name Filing	149.00
6206019 · SFSFC PO Box	189.50
6206030 · Registration Supplies	4,206.48
6206015 · Event Insurance	1,238.54
6206000 · Finance Division - Other	301.65
<b>Total 6206000 · Finance Division</b>	<b>158,986.79</b>
<b>Total 6200000 · Convention Expenses</b>	<b>1,346,877.65</b>
<b>Total Expense</b>	<b>1,346,877.65</b>
<b>Net Income</b>	<b>175,029.88</b>

**Appendix E: Worldcon 76 Balance Sheet, June 30, 2020**

	<u>Jun 30, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>11000 · Corporate Bank Accounts</b>	
11100 · Worldcon 76	22,325.57
11110 · Money Market	176,631.86
11200 · Paypal	<u>3,567.49</u>
<b>Total 11000 · Corporate Bank Accounts</b>	<u>202,524.92</u>
<b>Total Checking/Savings</b>	<u>202,524.92</u>
<b>Total Current Assets</b>	<u>202,524.92</u>
<b>Other Assets</b>	
<b>18600 · Other Assets</b>	
18620 · Items paid for Corporation	748.03
18690 · Messner Reeves Retainer	<u>5,000.00</u>
<b>Total 18600 · Other Assets</b>	<u>5,748.03</u>
<b>Total Other Assets</b>	<u>5,748.03</u>
<b>TOTAL ASSETS</b>	<u><u>208,272.95</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	<u>1,050.00</u>
<b>Total Accounts Payable</b>	1,050.00
<b>Credit Cards</b>	
21000 · Meriwest Credit Card	<u>1,359.80</u>
<b>Total Credit Cards</b>	1,359.80
<b>Other Current Liabilities</b>	
26500 · Post Convention Pubs Shipping	60,000.00
26400 · MI Fund	
26420 · MI Travel	<u>4,638.20</u>
<b>Total 26400 · MI Fund</b>	4,638.20
26300 · LGBTQ Fund	<u>1,125.00</u>
<b>Total Other Current Liabilities</b>	<u>65,763.20</u>
<b>Total Current Liabilities</b>	<u>68,173.00</u>
<b>Total Liabilities</b>	68,173.00
<b>Equity</b>	
30000 · Opening Balance Equity	-474.45
31500 · Temp. Restricted Net Assets	-65,763.20
32000 · Unrestricted Net Assets	215,963.81
Net Income	<u>-9,626.21</u>
<b>Total Equity</b>	<u>140,099.95</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>208,272.95</u></u>

## Appendix F: Worldcon 76 Report to WSFS, May 31, 2020

### Financial Report Worldcon 76 For the period of August 20, 2016 to May 31, 2020 (Life of the Convention)

<b>INCOME</b>	<b>US Dollars</b>
Attending Memberships	\$ 958,071.92
Supporting memberships	127,100.00
Dealers	95,480.00
Creator's Alley	2,057.35
Art Show Net Sales	22,456.72
Hotel Rebates	82,110.00
Mobies	10,897.50
Garage Sale	1,325.47
Sales to Members	5,197.08
Advertising	21,684.92
Donations	18,852.72
TAFF/DUFF donations	1,901.50
Alzheimer's Association	13,232.97
Sponsorships	48,150.00
PAF	74,906.20
MexicanX Donations	22,204.19
LGBTQ Donations	6,563.00
Tours	6,165.50
Credit Card rewards to cash	1,550.00
Extra Hugo Trophies Purchased	1,050.00
Interest	<u>935.97</u>
<b>GROSS PROFIT</b>	<b>\$1,521,893.01</b>
<b>EXPENSE</b>	
Tech	\$ 195,538.83
Exhibits	24,034.45
Member Services	78,901.48
Events	9,601.80
Chair's Office	112,006.98
Promotions & Publicity	28,011.60
Facilities	572,575.72
Operations	15,446.81
WSFS	20,670.46
Hospitality	44,337.80
Programming	14,663.96



Publications	67,507.27
Finance	<u>158,986.79</u>
<b>CONVENTION EXPENSES</b>	<b><u>\$1,342,283.95</u></b>
<b>NET INCOME</b>	<b><u>\$ 179,609.06</u></b>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	207,096.30
Total Current Assets	207,096.30
Other Assets	<u>5,748.03</u>
<b>TOTAL ASSETS</b>	<b>\$ 212,844.33</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	\$ 68,165.20
Equity	<u>144,679.13</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 212,844.33</b>

**Membership Count:**

Attending (all types)	6,091
Supporting	1,810
<b>Total Memberships</b>	<b>7,901</b>

**Prepared by:** Cindy Scott <[cindy@worldcon76.org](mailto:cindy@worldcon76.org)>

**Convention:** Worldcon 76

**Parent Organization:** SFSFC Inc. (San Francisco Science Fiction Conventions Inc.)

**Current Tax Status:** a 501(c)(3) organization incorporated in California

**Address:** PO Box 61363, Sunnyvale, CA 94088-1363 USA

**Contact Email:** [info@worldcon76.org](mailto:info@worldcon76.org)

**Convention Website:** [www.worldcon76.org](http://www.worldcon76.org)

**Officers and Members:**

President: David W. Gallaher	Kevin Roche
Vice President: David W. Clark	Cindy Scott
Secretary: Kevin Standlee	Randy Smith
Treasurer: Lisa Deutsch Harrigan	Andy Trembly
Sandra Childress	Jennifer "Radar" Wylie
Bruce Farr	Christine Doyle: Ex Officio Director
Cheryl Morgan	Tom Whitmore, Director Emeritus

**Notes:** Attending Memberships Income is higher in this report as we found some funds that were not applied correctly and fixed that error.

Donations/Sponsorships numbers have fluctuated some to reclassify all sponsorships income as corporate donations and non-corporate income as donations

The Extra Hugo Trophies income is a pass-through.

## **Appendix G: CostumeCon 39 Report**

Despite the uncertainties of the pandemic, we continue to move forward under the assumption that CC39 will happen as scheduled. At this time, Santa Clara County continues to not allow large gatherings/events/conventions. Hopefully by spring, events will be allowed but it is unclear what limits may be placed on the number of attendees (which may also depend on the venue) or other restrictions that may be required. We will not know if the hotel might allow us to reschedule under Force Majeure until the start of the next fiscal year come January.

### Outreach/membership:

-Chair of CC38 re-issued a promotional code for CC39 in their recent update e-mail, as CC38 members were unable to buy on-site.

-Outreach opportunities have been planned for BayCon, FurCon, Gallifrey, BabsCON, and Clockwork Alchemy. All, of course, are dependent on those events being held. Dickens Faire, the Northern Renaissance Faire, and SiliCON have already been cancelled.

- We are also looking at doing monthly, then weekly, postings about our events, our vendors, our panelists, much as was done for Worldcon76. The more specifics we can talk about earlier the better we should generate memberships.

### Staffing:

We continue to look to fill key positions and are waiting to hear back from a few potentials.

### Alternatives:

We are starting to research options for hosting a 'virtual' CC39. We anticipate that we could include some panels and workshops, and of course our main Masquerade events if an in-person event needs to be cancelled. There is new functionality within Grenadine, as well as our current Zoom capabilities, that may be useful.

## Appendix H: CostumeCon 39 Income & Expense Statement, Lifetime to Date through July 11, 2020

### Costumecon 39 Income & Expenses All

All Dates

	<u>Total</u>
<b>Revenue</b>	
5000 Membership	1,575.00
5010 Voting	490.00
5015 Pre-con Upgrade	1,320.00
5020 Pre-Con Adult	2,690.00
5030 Pre-con Youth	45.00
5050 Staff	480.00
5060 Supporting	100.00
	<u>\$</u>
<b>Total 5000 Membership</b>	<b>6,700.00</b>
	<u>\$</u>
<b>Total Revenue</b>	<b>6,700.00</b>
	<u>\$</u>
<b>Gross Profit</b>	<b>6,700.00</b>
<b>Expenditures</b>	
6500 Operations	
6501 Filing Fees	108.50
65090 Bank Charges & Fees	
65091 Square Fees	44.04
65092 Stripe Fee	238.88
	<u>\$</u>
<b>Total 65090 Bank Charges &amp; Fees</b>	<b>282.92</b>
6590 Treasurer	135.55
	<u>\$</u>
<b>Total 6500 Operations</b>	<b>526.97</b>
7010 Advertising & Marketing	
7013 Parties - Outreachj	200.00
	<u>\$</u>
<b>Total 7010 Advertising &amp; Marketing</b>	<b>200.00</b>
	<u>\$</u>
<b>Total Expenditures</b>	<b>726.97</b>
	<u>\$</u>
<b>Net Operating Revenue</b>	<b>5,973.03</b>
	<u>\$</u>
<b>Net Revenue</b>	<b>5,973.03</b>

**Appendix I: CostumeCon 39 Balance Sheet, July 11, 2020**

**Costumecon 39  
Balance Sheet  
As of July 11, 2020**

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1001 Checking	6,265.04
1020 Stripe	0.00
1030 Square	451.16
<b>Total Bank Accounts</b>	<b>\$ 6,716.20</b>
<b>Other Current Assets</b>	
1095 Corp Expenses Pd thru CC39	85.00
1400 Doubletree Hotel Deposit	500.00
1950 Westercon 74 Holding	0.00
1990 Undeposited Funds	270.00
<b>Total Other Current Assets</b>	<b>\$ 855.00</b>
<b>Total Current Assets</b>	<b>\$ 7,571.20</b>
<b>TOTAL ASSETS</b>	<b>\$ 7,571.20</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 Accounts Payable (A/P)	135.55
<b>Total Accounts Payable</b>	<b>\$ 135.55</b>
<b>Other Current Liabilities</b>	
2100 Westercon 74 Funds in Checking	1,462.62
<b>Total Other Current Liabilities</b>	<b>\$ 1,462.62</b>
<b>Total Current Liabilities</b>	<b>\$ 1,598.17</b>
<b>Total Liabilities</b>	<b>\$ 1,598.17</b>
<b>Equity</b>	
Retained Earnings	5,741.27
Net Revenue	231.76
<b>Total Equity</b>	<b>\$ 5,973.03</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 7,571.20</b>

## **Appendix J: Report of New Zealand 2020 Agent Committee, July 11, 2020**

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

1. Paid several bills (See Financial Report), including Membership reimbursements.
2. Sent copies of monthly bank statements and receipts to the CoNZealand Finance Division.
3. Received monies for memberships and upgrades and passed the information to CoNZealand Registration.

### Next Steps

1. Make monthly financial reports to the CoNZealand operating committee.
2. Participate virtually in CoNZealand meetings and trainings when possible.
3. Work with the operating committee to determine how the virtualization of CoNZealand will affect everything we do, including finances in North America.
4. Virtually attend the convention!

Respectfully Submitted,

Randy Smith

Chair, CoNZealand Agent Committee

## Appendix K: New Zealand 2020 Agent Committee Financial Report, July 11, 2020

Bank Balance – 3/28/2020 \$58,073.16

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

6/25/20	Hachette UK (Program Bk. Ad?)	\$ 155.00
7/03/20	MacMillan Holdings (Program Bk. Ad?)	\$ 3,500.00
	<b>TOTAL DEPOSITS</b>	<b>\$ 3,655.00</b>

### Bills Paid

4/01/20	Check 114 Offworld Designs T-Shirts, etc.	\$ 1,574.95
4/07/20	Capricon Advertising	200.00
5/13/20	Wire Transfer to Don Clary Membership Refund	227.00
5/19/20	Check 116 Jannie Shea Reimbursement for Zoom Invoices Online Platform	189.90
5/26/20	Check 117 Jannie Shea Reimbursement for Zoom Invoices Online Platform	226.54
6/22/20	Debit Card When I Work Online Platform	288.75
6/30/20	Debit Card When I Work Online Platform	147.58
	<b>TOTAL BILLS PAID</b>	<b>\$ 2,854.72</b>

**TOTAL FUNDS REMAINING IN THE USA ACCOUNT \$ 58,873.44**

Notes: Bank balance on July 11, 2020 shows \$58,978.79.

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

Check 118 is a voided check.

The following checks are still outstanding:

112	Written to San Francisco Science Fiction Conventions, Inc.	\$ 120.
	Reimbursement for start-up expenses.	
119	Written to Stephen Pagel	\$ 370
	Membership Reimbursement	
120	Written to Balticon	\$1,500
	Donation	
121	Written to Rick Kovalcik	\$ 175
	Reimbursement for payment to TechSoup	
	Online platform	

The following checks have been received, but not yet deposited:

Susan de Guardiola	Membership Upgrade	\$ 100
Matthew L. Strait	Two Supporting Memberships	\$ 87.70

There is a difference of \$105.35 to CoNZeland's benefit that I am unable to find.

## **Appendix L: Westercon 74 Report to SFSFC, July 11, 2020**

### **Westercon Two Step**

We were able to successfully negotiate with Westercon 73 (SeaTac), the LASFS Board of Directors (via Christian McGuire), and with the Tonopah Convention Center and the Mizpah/Belvada Hotels to allow both Westercons 73 and 74 to skip forward one year. Westercon 73 will now be in 2021 and Westercon 74 will be in 2022, both on the same weekend (and both on July 1-4 as SeaTac runs Thursday-Sunday and Tonopah runs Friday-Monday). There were minor hiccups around the time of the announcement as some people started talking about it before the formal joint announcement, but overall, we seem to have managed to negotiate this complicated “two-step” successfully and have received compliments for having made the sensible choice.

This will be the first time in the history of Westercon that the convention has skipped a year.

We sincerely hope that it will be safe to start holding events again by July 2021.

### **Membership — Linda Deneroff**

As of June 1, 2020:

167 Attending

49 Supporting (voters who have not yet converted)

0 Other classes

216 Total

A [further breakdown by state/province/country and class](#) is available on the Westercon74.org web site.

We extended our membership rates by one year and will hold the current rates that took effect at the end of February through the end of June 2021 and moved all other rate breaks accordingly.

### **Treasury — Bruce Farr**

Bruce Farr, Westercon 74 Treasurer, will supply Westercon 74’s financial statement separately. The Tonopah Convention Center (TCC) has asked that we not pay them anything until the calendar year in which the convention is being held, due to their accounting system.

### **Hospitality — Lisa Hayes**

Even assuming a vaccine for COVID-19, we continue to plan to make food safety our highest priority. We still want to have hospitality as the center of our convention, but we also want to keep everyone healthy.

### **Web Site — Cheryl Morgan**

The web site is in a stable state and can be updated by Cheryl, Kevin, or anyone else to whom we give the WordPress credentials.

### **Facilities — Mike Willmoth**

Postponing the convention one year proved to be remarkably easy. We will stay in touch with the hotel and convention center as necessary. Once travel is considered safe again, Kevin and Lisa will probably make another trip to Tonopah to check in on progress on the building of the Belvada hotel (the Mizpah’s sister hotel, and the closest property to the convention center).



**Appendix M: Westercon 74 Income and Expense Statement, Lifetime to Date, July 9, 2020****Profit and Loss****REVENUE**

	\$
Membership Revenue	3,980.00
	\$
<b>Total Revenue</b>	<b>3,980.00</b>

**EXPENSES**

	\$
Bank Fees	41.95
	\$
<b>PR #1 Supplies, Postage</b>	<b>61.39</b>
	\$
<b>Total Expenses</b>	<b>103.34</b>

	\$
<b>NET RESULT (profit)</b>	<b>3,876.66</b>

**Appendix N: Westercon 74 Balance Sheet, July 9, 2020****Balance Sheet****ASSETS**

	<b>\$</b>
Checking, Wells Fargo	<b>7,823.14</b>

**LIABILITIES**

	<b>\$</b>
Balance in Checking from SMOFCon owed to SFSFC	<b>3,946.48</b>

**EQUITY**

	<b>\$</b>
Westercon 2021 Net Results	<b>3,876.66</b>

	<b>\$</b>
<b>LIABILITIES AND EQUITY</b>	<b>7,823.14</b>

**Appendix O: Westercon 74 Budget, July 9, 2020****Westercon 2022****Budget**

Version of 6-30-20

Prepared by Bruce Farr

<b>Income</b>	<b>Number</b>	<b>Rate</b>	<b>(approx incl \$ in Square) Actual</b>	<b>Committed</b>	<b>Estimated</b>	<b>Budget Total</b>
<b>Memberships</b>						
Supportings (unconverted votes)	65	20	1,300.00			1,300.00
Votes Converted to Attending (75)					1,500.00	1,500.00
Paid new memberships	50	40	2,000.00			2,000.00
Voting conversions to Attending	68	10	680.00			680.00
Anticipated additional conversions for voters (40)		10			400.00	400.00
Memberships to 2-28- 21	50	40			2,000.00	2,000.00
Memberships to 7-5-21	60	50			3,000.00	3,000.00
Memberships to 1-1-22	50	60			3,000.00	3,000.00
Memberships to 6-30- 22	75	70			5,250.00	5,250.00
Memberships at the Door	10	80			800.00	800.00
<b>Total Memberships</b>	<b>428</b>		<b>3,980.00</b>	<b>-</b>	<b>15,950.00</b>	<b>19,930.00</b>
Dealers Room (no charge)	10	0			-	-
Sponsorships					500.00	500.00
Comp Hotel Rooms	12	135			1,620.00	1,620.00
Advertising (Program Book)					250.00	250.00
<b>Total Revenue</b>			<b>3,980.00</b>	<b>-</b>	<b>18,320.00</b>	<b>22,300.00</b>

**Expenditures**

Function Space Rental			3,000.00	3,000.00
Hospitality Food	428	10	4,280.00	4,280.00
Hospitality Beverage	428	10	4,280.00	4,280.00
Memberships Badges	428	1.5	642.00	642.00
Office Supplies			250.00	250.00
Truck Rental			250.00	250.00
Hotel Rooms	6	135	810.00	810.00
Program Book			500.00	500.00
Flyers			300.00	300.00
Publicity/Ads			400.00	400.00
PR Printing			100.00	100.00
PR Mailing (most electronic)		61.39	38.61	100.00
Access			100.00	100.00
Insurance (including alcohol service liability)			750.00	750.00
Banking including credit card processing		41.95	808.05	850.00
<b>Total Expenditures</b>		<b>103.34</b>	<b>3,000.00</b>	<b>13,508.66</b>
<b>Net Revenue</b>		<b>3,876.66</b>	<b>(3,000.00)</b>	<b>4,811.34</b>
			<b>4,811.34</b>	<b>5,688.00</b>