



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 17, 2021, Sunnyvale, California

1. Call to Order

The regular trimesterly meeting of the Board of Directors of SFSFC, Inc., met on Saturday, July 17, 2021, in the home of Cindy Scott, 969 Asilomar Terrace #6, Sunnyvale CA 94086-2438. The meeting was called to order at 11:10 AM Pacific Daylight Time, President Kevin Roche presiding and Secretary Kevin Standlee recording. Members present (*by conference call ‡director emeritus): Sandra Childress* (arrived 11:27 AM), Christine Doyle*, David Gallaher*, Cheryl Morgan*, Kevin Roche*, Cindy Scott, Randy Smith*, Kevin Standlee*, Andy Trembley*, Jennifer “Radar” Wylie*. Members absent: David W. Clark‡, Lisa Deutsch Harrigan, Bruce Farr, Tom Whitmore‡. Others present: None. Proxies: Lisa Deutsch Harrigan to Cindy Scott, unrestricted; David Gallaher (who was absent for short periods during the meeting) to Cindy Scott, unrestricted and attached to these minutes. Due to COVID-19 pandemic restrictions, all members except Ms. Scott attended the meeting by Zoom conference call.

2. Previous Minutes

The minutes of the March 20, 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 reported. Most of his report will be in the Worldcon 76 report, and the rest (Insurance) depends upon Bruce Farr, who is absent.

3.2. Treasurer

Treasurer Lisa Deutsch Harrigan was unable to attend and submitted the current corporate balance sheet (see Appendix A) and submitted the following written report in advance of the meeting:

Only the Corporate Accounts are accurate. We have closed out the ConStruction checking account. They won't let us transfer it to another DBA so it isn't doing anything for us.

The other Corporate-only accounts are accurate. The Corporation has no income or expenses so far this fiscal year. Everything is happening in the convention accounts.

Due to a series of unfortunate events, the annual filing with the CA Dept of Justice was late. This resulted in a cancellation of our CA non-profit status by the CA Franchise Tax Board. This does not affect our IRS 501(c)(3) status. We have been in touch with the CA FTB and have been informed everything is in order, but we need to file a new

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application for non-profit status. The form is quite detailed in that we have to describe all of our past, present, and planned activities that support our non-profit goal. This is in the works and should be filed in the next month. We were told that we do NOT have to file the \$800 annual franchise fee while waiting for this to be processed.

We will be filing an extension and getting the taxes filed this fall. Almost everything is ready to go.

3.3 Secretary

The corporate web site is up to date.

Assistant Secretary Cheryl Morgan reported about web sites for which we provide hosting services.

4. Standing Committee Reports

4.1. 2018 Worldcon Operating Committee

2018 Worldcon Operating Committee Chair Kevin Roche reported. At 11:20 AM the meeting went into Committee of the Whole, David Gallaher presiding, to discuss the report of the 2018 Worldcon Operating Committee. At 11:43 AM, the Committee of the Whole rose and reported:

- The Del Arroz lawsuit is settled.
- Mailing publications to non-US no-show attending members and all supporting members is still delayed due to issues with printing and mailing to non-US addresses. However, as they are a contractual obligation of running the convention, they have priority over discretionary expenses.
- We have created an electronic copy of our Souvenir Book and will invite our members to download the electronic copies in lieu of us sending paper copies if they so prefer. Changes in postal regulations and rates have made mailing these publications more expensive than initially expected.
- Post-con membership and expense reimbursements are identified. We have to confirm our post-con mailing expenses before we can do post-con membership reimbursements.
- Work continues on clearing surplus material from our storage locker and reorganizing the material. Once publications have been mailed, we hope to move to a smaller storage unit. The Committee of the Whole recommends purchasing robust rolling racks to make it easier to store the remaining material more compactly.

4.2. Costume-Con 39 Committee (2023)

CostumeCon 39 Chair Jennifer “Radar” Wylie reported. Financial statements are attached (see appendices D-E). Lisa Deutsch Harrigan noted with the CC39 financial statement that “Stripe sends all money into the CostumeCon 39 checking account. Thus [there is] Westercon 74 money in the CostumeCon 39 checking account.”

At 11:45 AM, the meeting went into Committee of the Whole, Cindy Scott presiding, to discuss CostumeCon 39. At 12:00 PM, the Committee of the Whole rose and reported:

- Memberships are about where we would expect in light of the pandemic, but we still have money and expect to be able to pay for the convention.

- The committee does still expect to hold an in-person convention April 21-24, 2023. The convention will still be styled Costume-Con 39 despite happening after CC 40. There will be no CC 41, The 2024 Costume-Con will be styled as Costume-Con 42.

The meeting recessed at 12:02 PM and reconvened at 12:11 PM

4.3. New Zealand 2020 Committee

Randy Smith submitted a written report and financial statement. (See Appendices.) The Board discussed the reports informally.

4.4. Westercon 74 Organizing Committee

Westercon 74 (Tonopah) Organizing Committee Chair Kevin Standlee reported. Financial statements prepared by Bruce Farr are attached as Appendices B-C.

At 12:21 PM, the meeting went into Committee of the Whole, Cindy Scott presiding, to discuss the 2022 Westercon. At 12:38 PM, the Committee of the Whole rose and reported:

- Westercon 74 held an in-person planning meeting in Tonopah on July 10, 2021. 14 members of the staff and committee, including some who flew to Reno or Las Vegas, were able to attend and tour the hotels and convention center.
- The convention has 216 total members (168 attending and 48 supporting). We continue to plan for an in-person convention with between 200 and 400 attending members.

5. Unfinished Business

5.1. Strategic Direction

Mr. Farr, who has been spearheading future projects, was unable to attend. Further discussion of the strategic development of the convention was postponed to the next regular meeting.

5.2. Diversity

At 12:40 PM, the meeting went into Committee of the Whole, Cindy Scott presiding, to discuss diversity issues. At 12:52 PM, the Committee of the Whole rose and reported:

- The COTW discussed a strategy for improving the diversity of the Board of Directors.
- The COTW recommends continuing this discussion at the next regular meeting.

6. New Business

6.1. Worldcon Agency Accounts

The Board discussed whether SFSFC should offer to host “agency” accounts for certain future non-US Worldcons. Further discussion was postponed until the next regular meeting.

7. Announcements/Future Meetings

7.1. 2021 Meetings

Remaining scheduled meeting dates for 2020 are scheduled as follows:

- Saturday, November 20, 2021 (11 AM PST), Cindy Scott’s residence

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

8. Adjournment

By unanimous consent, the meeting adjourned at 1:06 PM.

Kevin Standlee
Secretary

[Approved: July 31, 2021]

Appendix A: SFSFC Corporate Balance Sheet, July 17, 2021

	<u>Jul 17, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Corporate Money	
Paypal - Corp	1,076.74
Main Checking	3,718.47
CD #1	<u>3,843.29</u>
Total Corporate Money	8,638.50
Convention Bank Accounts	
Worldcon 76 Checking	31,955.34
PayPal - Worldcon 76 Only	2,567.49
Worldcon Money Market	176,587.82
Westercon 2022	7,823.14
New Zealand in 2020	58,193.69
Costumecon 39	<u>5,893.48</u>
Total Convention Bank Accounts	<u>283,020.96</u>
Total Checking/Savings	291,659.46
Accounts Receivable	
Accounts Receivable	
Costumecon 39 Start Up Funds	135.55
NZ in 2020 Start Up Funds	<u>120.00</u>
Total Accounts Receivable	<u>255.55</u>
Total Accounts Receivable	255.55
Other Current Assets	
SFSFC Petty Cash Fund	105.43
Undeposited Funds	
Undeposited Funds CC39	<u>270.00</u>
Total Undeposited Funds	<u>270.00</u>
Total Other Current Assets	<u>375.43</u>
Total Current Assets	292,290.44
Other Assets	
Other Assets	
Costumecon 39 Hotel Deposit	500.00
Owed to Costumecon 39	315.61
Messner Reeves Retainer	5,000.00
Worldcon Paid Corp Expenses	<u>748.03</u>
Total Other Assets	<u>6,563.64</u>
Total Other Assets	<u>6,563.64</u>
TOTAL ASSETS	<u><u>298,854.08</u></u>
LIABILITIES & EQUITY	

Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
Expenses Pd by WC76 for Corp	748.03
Acct Pay - Worldcon 76	1,050.00
Worldcon 76 Credit Card	<u>1,319.32</u>
Total Accounts Payable	<u>3,117.35</u>
Total Accounts Payable	3,117.35
Other Current Liabilities	
MI & LBGTB Funds Wolrdcon	
LBGTQ Funds	1,125.00
MI Travel	<u>4,638.20</u>
Total MI & LBGTB Funds Wolrdcon	5,763.20
Reserves for Furture Cons	
Reserves for Westercon 74(2022)	5,276.22
Reserves for ConZealand 2020	58,113.69
Reserves for Costumecon 39	<u>5,852.77</u>
Total Reserves for Furture Cons	69,242.68
WC74 Funds In Corp Accounts	1,176.77
CC39 Funds In Corp Checking	<u>451.16</u>
Total Other Current Liabilities	<u>76,633.81</u>
Total Current Liabilities	<u>79,751.16</u>
Total Liabilities	79,751.16
Equity	
Temp. Restricted Net Assets	-75,005.88
Adjusted Earnings	3,633.88
Retained Earnings	<u>290,474.92</u>
Total Equity	<u>219,102.92</u>
TOTAL LIABILITIES & EQUITY	<u><u>298,854.08</u></u>

Appendix B: Westercon 74 Balance Sheet and Income-Expense Statement, June 30, 2021

Balance Sheet

ASSETS

Checking, Wells Fargo	\$ 10,883.14
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LIABILITIES

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

Westercon 2021 Net Results	\$ 6,936.66
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LIABILITIES AND EQUITY	\$ 10,883.14
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Profit and Loss

REVENUE

Membership Revenue	\$ 3,980.00
Total Revenue	\$ 3,980.00

EXPENSES

Bank Fees	\$ 41.95
Meeting Rental	\$ 50.00
PR #1 Supplies, Postage	\$ 61.39
Total Expenses	\$ 153.34

NET RESULT (profit)	\$ 3,826.66
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Appendix C: Westercon 74 Budget, June 30, 2021

Income	Number	Rate	(approx incl \$ in Square)			Budget Total
			Actual	Committed	Estimated	
Memberships						
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	52	40	2,080.00			2,080.00
Voting conversions to Attending	71	10	710.00			710.00
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 9-30-21	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
Total Memberships (net of conversions)	433		4,090.00	-	15,950.00	20,040.00
Dealers Room (no charge)	10	0			-	-
Sponsorships			3,000.00		500.00	3,500.00
Comp Hotel Rooms	12	135			1,620.00	1,620.00
Advertising (Program Book)					250.00	250.00
Total Revenue			7,090.00	-	18,320.00	25,410.00
Expenditures						
Function Space Rental				3,000.00		3,000.00
GOH Expenses (2 GOH's)					3,000.00	3,000.00
Hospitality Food	433	10			4,330.00	4,330.00
Hospitality Beverage	433	10				

			4,330.00	4,330.00
Pre-Con Meeting Costs		50.00	-	50.00
Memberships Badges	433	1.5	649.50	649.50
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
Total Expenditures		153.34	3,000.00	16,616.16
Net Revenue		6,936.66	(3,000.00)	1,703.84
			5,640.50	

Appendix D: Costume-Con 39 Statement of Financial Activity, July 17, 2021

All Dates

	<u>Total</u>
Revenue	
5000 Membership	1,575.00
5010 Voting	490.00
5015 Pre-con Upgrade	1,320.00
5020 Pre-Con Adult	3,100.00
5030 Pre-con Youth	45.00
5050 Staff	480.00
5060 Supporting	160.00
Total 5000 Membership	\$ 7,170.00
Total Revenue	\$ 7,170.00
Gross Profit	\$ 7,170.00
Expenditures	
6500 Operations	
6501 Filing Fees	108.50
65090 Bank Charges & Fees	
65091 Square Fees	44.04
65092 Stripe Fee	297.00
Total 65090 Bank Charges & Fees	\$ 341.04
6590 Treasurer	135.55
Total 6500 Operations	\$ 585.09
7010 Advertising & Marketing	
7013 Parties - Outreach	200.00
Total 7010 Advertising & Marketing	\$ 200.00
Total Expenditures	\$ 785.09
Net Operating Revenue	\$ 6,384.91
Net Revenue	\$ 6,384.91

Appendix E: Costume-Con 39 Balance Sheet, July 17, 2021

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
1001 Checking	2,085.94
1020 Stripe	0.00
1030 Square - SFSFC Checking	0.00
Total Bank Accounts	\$ 2,085.94
Other Current Assets	
1090 Square in SFSFC Checking	451.16
1095 Corp Expenses Pd thru CC39	160.00
1400 Doubletree Hotel Deposit	5,500.00
1950 Westercon 74 Holding	0.00
1990 Undeposited Funds	270.00
Total Other Current Assets	\$ 6,381.16
Total Current Assets	\$ 8,467.10
TOTAL ASSETS	\$ 8,467.10
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable (A/P)	135.55
Total Accounts Payable	\$ 135.55
Other Current Liabilities	
2100 Westercon 74 Funds in Checking	1,946.64
Total Other Current Liabilities	\$ 1,946.64
Total Current Liabilities	\$ 2,082.19
Total Liabilities	\$ 2,082.19
Equity	
Retained Earnings	6,226.71
Net Revenue	158.20
Total Equity	\$ 6,384.91
TOTAL LIABILITIES AND EQUITY	\$ 8,467.10