



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

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Regular Meeting of Board of Directors Minutes

Saturday, November 19, 2022, Sunnyvale, California

1. Call to Order

The regular trimesterly meeting of the Board of Directors of SFSFC, Inc., met on Saturday, November 19, 2022, in the home of Cindy Scott, 969 Asilomar Terrace #6, Sunnyvale CA 94086-2438. The meeting was called to order at 11:00 AM Pacific Standard Time, President Kevin Roche presiding and Secretary Kevin Standlee recording. Members present (*by Zoom videoconference ‡director emeritus): Sean Bassett* (left 11:10 AM), Sandra Childress*, Bruce Farr*, David Gallaher*, Lisa Deutsch Harrigan*, Cheryl Morgan*, Kevin Roche*, Cindy Scott, Randy Smith*, Kevin Standlee*, Andy Trembley*, Lani Wong-Bassett*, Jennifer “Radar” Wylie*. Members absent: David W. Clark‡, Christine Doyle, Tom Whitmore‡. Guests: None. Due to COVID-19 pandemic concerns, all attendees except Ms. Scott attended the meeting by Zoom videoconference.

2. Previous Minutes

The minutes of the July 16, 2022 Regular Meeting were previously approved as distributed by unanimous consent via the Board e-mail list.

3. Officer Reports

3.1. President

3.1.1 Board Appointments

The President, acting pursuant to Resolution 2022-02 adopted at the July 15, 2022 meeting, appointed Sean Bassett to the Board of Directors seat whose term ends at the end of 2023 and Lani Wong-Bassett to the seat whose term ends at the end of 2024. Per SFSFC bylaws section 3.8, these appointments were ratified by unanimous consent.

3.1.2. Insurance

Bruce Farr reported that we have submitted the necessary information to the agent for D&O insurance. If the quote comes in within the previously authorized amount, we can just accept it and pay for it.

3.2. Treasurer

Treasurer Lisa Deutsch Harrigan reported. We currently have \$3983.19 in checking and \$3846.25 in the money market account. She plans to submit our required state and federal reports in the next two months.

“ConJosé,” “ConFrancisco,” and the SFSFC bridge-map logo are service marks of San Francisco Science Fiction Conventions, Inc., a California non-profit corporation recognized as tax-exempt under IRC §501(c)(3). “Worldcon,” “World Science Fiction Convention,” “WSFS,” “World Science Fiction Society,” “NASFiC,” “Hugo Award,” and the distinctive design of the Hugo Award rocket are registered service marks of the World Science Fiction Society, an unincorporated literary society. “Westcon” is a registered service mark of the Los Angeles Science Fantasy Society, Inc. “Costume-Con” is a registered service mark of Karen Schnaubelt.

3.3 Secretary

The corporate website is up to date, including the new director appointments. Board members expressed desire for us to include more corporate news on the site's main page, including the appointment of new directors and the results of officer elections.

4. Standing Committee Reports

4.1. 2018 Worldcon Operating Committee

2018 Worldcon Operating Committee Chair Kevin Roche reported. Financial reports are attached. (see Appendices A-B.) At 11:21 AM the meeting went into Committee of the Whole, David Gallaher presiding, to discuss the report of the 2018 Worldcon Operating Committee. At 11:28 AM, the Committee of the Whole rose and reported:

- We continue to prepare for the program book mailing, which is our final significant commitment.
- Our legal costs were sufficient that we will not be able to do membership reimbursements. The committee asked Kevin Standlee to report that during the Q&A sessions at SMOFCon 38 in Montreal.

4.2. Costume-Con 39 Committee (2023)

At 11:30 AM, the meeting went into Committee of the Whole, Cindy Scott presiding, to discuss Costume-Con 39. At 11:44 AM, the Committee of the Whole rose and reported the following:

- The CC39 committee submitted a summary financial report (see Appendix C) and a written report (see Appendix D).
- Currently the convention has 250 total memberships. Our attendance cap is 2000.
- The committee is holding regular staff meetings online.
- We have announced an additional guest (Beverly Flores Downen) and are negotiating with a potential high-profile Toastmaster.
- Hotel block is $\frac{3}{4}$ full. Shoulder nights are booked.
- A/V setup planning is under way.
- Party rooms are still available.
- We're working on grant requests from past Worldcons with surplus funds.
- We continue to recruit people for various staff positions.
- No bids have been announced for CostumeCon 43, the election for which we are administering.

4.3. New Zealand 2020 Committee

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

The meeting recessed at 11:47 AM and reconvened at 11:57 AM.

4.4. Westercon 74 Organizing Committee (2022)

Westercon 74 (Tonopah) Organizing Committee Chair Kevin Standlee reported and submitted a written report. (See Appendix H). Westercon 74 Treasurer Bruce Farr submitted a financial report. (See Appendix G.)

At 11:58 AM, the meeting went into Committee of the Whole, Cindy Scott presiding, to discuss the 2022 Westercon. At 12:13 PM, the Committee of the Whole rose and with no further report.

5. New Business

5.1 Director Elections for 3-year Terms Commencing January 1, 2023

David Gallaher declined nomination for re-election. There was some informal discussion of the structure of the Board. While the SFSFC Bylaws authorize a board size of between seven and fifteen members, the actual number of directors is set by resolution of the board.

Mr. Standlee introduced the following motion:

Resolution 2022-03: Directors

Moved, To decrease the number of directors from fourteen (14) to thirteen (13).

Resolution 2022-03 was adopted by unanimous consent.

By unanimous consent, Jennifer “Radar” Wylie, Randy Smith, and Sandra Childress were elected to three-year terms commencing January 1, 2023.

5.2 Director Emeritus

Mr. Standlee introduced the following resolution:

Resolution 2022-04: Director Emeritus

Resolved, That SFSFC conveys upon David Gallaher the title of Director Emeritus, as authorized by Section 3.14 of the SFSFC Bylaws.

Resolution 2022-04 was adopted by unanimous consent and takes effect upon the conclusion of Mr. Gallaher’s term as an elected director at the end of 2022. The Board gave a round of applause and thanks to Mr. Gallaher for his many years of service to the corporation.

6. Announcements/Future Meetings

6.1. 2023 Meetings

Default meeting dates for 2023 are scheduled as follows:

- Saturday, March 18, 2023
- Saturday, July 15, 2023
- Saturday, November 18, 2023

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

7. Adjournment

By unanimous consent, the meeting adjourned at 12:30 PM. A meeting of the directors-elect was held immediately following this meeting.

Kevin Standlee
Secretary

[Approved, December 7, 2022]

Appendix A: Worldcon 76 Balance Sheet, October 31, 2002

	<u>Oct 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
11000 · Corporate Bank Accounts	
11100 · Worldcon 76	11,866.25
11110 · Money Market	61,862.25
11200 · Paypal	<u>3,567.49</u>
Total 11000 · Corporate Bank Accounts	<u>77,295.99</u>
Total Checking/Savings	<u>77,295.99</u>
Total Current Assets	77,295.99
Other Assets	
18600 · Other Assets	
18620 · Items paid for Corporation	1,716.19
18690 · Messner Reeves Retainer	<u>470.50</u>
Total 18600 · Other Assets	<u>2,186.69</u>
Total Other Assets	<u>2,186.69</u>
TOTAL ASSETS	<u><u>79,482.68</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
21000 · Meriwest Credit Card	<u>1,792.80</u>
Total Credit Cards	1,792.80
Other Current Liabilities	
26500 · Post Convention Pubs Shipping	60,000.00
26400 · MI Fund	
26420 · MI Travel	<u>4,638.20</u>
Total 26400 · MI Fund	4,638.20
26300 · LGBTQ Fund	<u>1,125.00</u>
Total Other Current Liabilities	<u>65,763.20</u>
Total Current Liabilities	<u>67,556.00</u>
Total Liabilities	67,556.00
Equity	
30000 · Opening Balance Equity	-474.45
31500 · Temp. Restricted Net Assets	65,763.20
32000 · Unrestricted Net Assets	92,007.17
Net Income	<u>13,842.84</u>
Total Equity	<u>11,926.68</u>
TOTAL LIABILITIES & EQUITY	<u><u>79,482.68</u></u>

Appendix B: Worldcon 76 Balance Sheet, August 20, 2016-March 18, 2022 (Lifetime)

	<u>Aug 20, '16 - Oct 31, 22</u>
Income	
4200000 · Convention Income	
4290010 · Rewards Points Cash	1,550.00
4290100 · Sponsorships	150.00
4290200 · Hotel Rebates	82,110.00
428600 · Extra Hugo Trophies	1,575.00
428500 · Mobie Rentals	10,897.50
4290400 · Garage Sale	1,325.47
4290300 · Sales to Members License Fees	5,197.08
4210000 · Adult Attending	
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
Total 4210000 · Adult Attending	945,151.92
4230000 · YA Attending	
4230100 · YA Attending	7,795.00
4230200 · YA Vote Upgrade	160.00
Total 4230000 · YA Attending	7,955.00
4240000 · Child Attending	4,965.00
4250000 · Supporting	
4250010 · Supporting memberships	73,820.00
4250100 · Site Selection Fees	53,280.00
Total 4250000 · Supporting	127,100.00
4260100 · Dealers' Room Deposits	
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
Total 4260100 · Dealers' Room Deposits	95,480.00
4260200 · Creator's Alley	2,057.35
4260201 · Art Show Sales	22,456.72
4260500 · Advertising	

4260550 · Souvenir Book Advertising	18,469.92
4260500 · Advertising - Other	<u>3,215.00</u>
Total 4260500 · Advertising	21,684.92
4270000 · Donations and Grants	
4270700 · Charity Donations	
4270720 · TAFF/DUFF donations	1,901.50
4270710 · Alzheimer's Association	<u>13,232.97</u>
Total 4270700 · Charity Donations	15,134.47
4270600 · SYFY sponsorship	3,000.00
4270500 · Google Sponsorship	45,000.00
4270100 · General Donations	5,703.52
4270101 · Reg Fee Payment	9,407.50
4270102 · Staff shirt payments	1,741.70
4270200 · Passalong Funds	
4270203 · Helsinki	13,511.20
4270201 · Sasquan	28,395.00
4270202 · MAC2	<u>33,000.00</u>
Total 4270200 · Passalong Funds	74,906.20
4270900 · Mexicanx donations	
4270910 · Mexicanx Membership donations	6,080.00
4270920 · Mexicanx Initiative Travel Fund	<u>16,124.19</u>
Total 4270900 · Mexicanx donations	22,204.19
4270930 · LGBTQ Initiative Donations	<u>6,563.00</u>
Total 4270000 · Donations and Grants	183,660.58
428000 · Tours	
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	<u>2,276.00</u>
Total 428000 · Tours	6,165.50
4290000 · Interest Income	<u>1,180.88</u>
Total 4200000 · Convention Income	<u>1,520,662.92</u>
Total Income	<u>1,520,662.92</u>
Gross Profit	1,520,662.92
Expense	
6200000 · Convention Expenses	
6205000 · Tech	
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	<u>170,000.00</u>
Total 6205000 · Tech	195,538.83
6203000 · Exhibits Expenses	
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	417.41
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	<u>-150.00</u>
Total 6203030 · Dealers room expense	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	<u>1,393.17</u>
Total 6203000 · Exhibits Expenses	24,180.72
6213000 · Member Services Expenses	
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	38,428.52
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
Total 6213000 · Member Services Expenses	100,769.38
6202000 · Events Expenses	
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	1,067.00
Total 6202000 · Events Expenses	9,601.80
6201000 · Chair's Office	
6201076 · Membership reimbursements	341.00
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	161,567.22
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	209,302.71
6207000 · Promotions & Publicity	
6207040 · Domain Registration	1,478.61
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	29,056.48
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	271,575.62
6210000 · Facilities - Other	<u>90,200.05</u>
Total 6210000 · Facilities	572,971.97
6212000 · Operations Expense	
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	<u>8,032.59</u>
Total 6212000 · Operations Expense	15,446.81
6209000 · WSFS Expenses	
6209013 · MPC Dues	3,906.00
6209035 · Hugo Trophy Shipping	780.94
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	<u>36.67</u>
Total 6209000 · WSFS Expenses	24,412.55
6211000 · Hospitality Expenses	
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	<u>3,000.00</u>
Total 6211000 · Hospitality Expenses	44,337.80
6204000 · Programming Expenses	
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
Total 6204010 · GoH Expenses	5,136.01
Total 6204000 · Programming Expenses	14,663.96
6208000 · Publications Expenses	
6208081 · Post Con Souvenir Book Shipping	4,113.20
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
Total 6208000 · Publications Expenses	69,018.52
6206000 · Finance Division	
6206076 · Chicon 8	5,000.00
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	835.92
6206016 · Bank Charges	3,095.22
6206021 · Fictitious Business Name Filing	149.00
6206019 · SFSFC PO Box	307.50
6206030 · Registration Supplies	4,206.48
6206015 · Event Insurance	1,238.54
6206000 · Finance Division - Other	<u>301.65</u>
Total 6206000 · Finance Division	<u>164,504.78</u>
Total 6200000 · Convention Expenses	<u>1,473,806.31</u>
Total Expense	<u>1,473,806.31</u>
Net Income	<u><u>46,856.61</u></u>

Appendix C: Costume-Con 29 Summary Financial Report, November 19, 2022

Still playing catchup but we have money

Checking Account \$6,446.58 - Memberships are trickling in.

We were able to pay our next deposit to the Doubletree.

And we still have \$1,473.72 of Westercon 74 money in our account after a transfer of \$5,000

-Lisa Harrigan

Appendix D: Costume-Con 29 Report, November 19, 2022

Membership:

272 in database - 15 without complete data - 5 refunds - 2 test entries = 250 registered (including staff)

June: 8

July: 35 <- this was the big social media push for the hotel payment

August: 9

September: 13

October: 16

November: 3

PRICE INCREASE set for Nov 30/Dec 1st – will want to advertise "holiday gifts" memberships

Website:

We have Google forms posted for staff/volunteer positions, dealers, program ideas. We adjusted the graphics to be smaller.

Dealers:

Still have some space in the dealers room – Tentative plan to ask Sue Torrens if she can coordinate on-site, or at least serve as the liaison for us.

Have gotten info back to a couple of folks – one was mostly a question about space, the other was if they were a good fit (probably not).

Misc:

We still have the Streamyard account – so if anyone wants to use it, let us know

--Christine Doyle

Appendix E: Report of the New Zealand Agent Committee, November 19, 2022

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

1. Forwarded copies of bank statements to the CoNZealand Finance Division.
2. Sent additional Pass-along funds to Chicon 8.

Next Steps

1. Make monthly financial reports to the CoNZealand operating committee.
2. Continue paying what bills remain that need to be paid in \$US.

Respectfully Submitted,

Randy Smith

Chair, CoNZealand Agent Committee

Appendix F: CoNZealand Agent Committee Financial Report, July 16, 2022

Bank Balance – 7/16/22 \$ 25,215.02

Income

Wire transfer from account in New Zealand \$ 92,641.54

Expenses

Shipping \$ 54.20

Pass-along Funds to Chicon 8 37,500.00

Bank Balance—7/16/22 \$ 80,302.36

Accounts Payable

Initial Start-up Funds SFSFC \$ 120.00

Appendix G: Westercon 74 Financial Report, November 18, 2022

Income	Number	Rate	(approx incl \$ in Square) Actual	Committed	Estimated	Budget Total
Memberships						
Supporting (including votes, many upgraded later)	167	20	2,590.00			2,590.00
Upgrades from voting to Attending		10	860.00			860.00
	2	30	60.00			60.00
	72	40	2,880.00			2,880.00
	28	50	1,400.00			1,400.00
	39	60	2,340.00			2,340.00
Memberships to 6-30-22	48	70	1,992.00			1,992.00
Memberships at the Door	1	70	70.00			70.00
Total Memberships (net of conversions)	357		12,192.00	-	-	12,192.00
Dealers Room (no charge)	10	0			-	-
Sponsorships			3,000.00			3,000.00
Grant from SWOC			500.00			500.00
Comp Hotel Rooms (none baked into agreements)	0	0			-	-
Advertising (Program Book)			285.00		225.00	510.00
Total Revenue			15,977.00	-	225.00	16,202.00
Expenditures						
Function Space Rental			2,325.00			2,325.00
GOH Meals/Per Diem/Driving Cost	2	550	1,100.00			1,100.00
GOH Hotel Rooms (Donato, Murphy)	11	173.31	1,314.55			1,314.55
Ribbons			64.80			64.80

Hospitality Food and Beverage	357	10	3,252.61		3,252.61
Pre-Con Meeting Costs			50.00	-	50.00
Memberships Badges			213.04	-	213.04
Office Supplies					-
Truck Rental (maybe rent trailer for bringing stuff to convention)			452.50		452.50
Hotel Rooms	6	135		-	-
Program Book, office supplies			4,005.03		4,005.03
Mailing out program books to non-attending members				230.65	230.65
Flyers			-	-	-
Publicity/Ads			-		-
PR Printing					-
PR Mailing (most electronic)			61.39		61.39
Access					-
Grant back to W75 continuation from Utah Westercon \$1000 grant			500.00		500.00
Insurance (including alcohol service liability)			132.00	-	132.00
Monies due back to Westercon 75 deposited into our account			300.00		300.00
Banking including credit card processing (incl est actual in SFSFC Square)			1,100.00		1,100.00
Total Expenditures			14,870.92	- 230.65	15,101.57
Net Revenue			1,106.08	- (5.65)	1,100.43
Beginning Balance in account (SMOFCon)			3,946.48		

Appendix H: Westercon 74 Chair & Hospitality Report, November 18, 2022

I think that all of Westercon 74's obligations have been paid. We mailed program books and membership badges to all members (including supporting members) who did not attend, aside from a handful of members who did not provide postal addresses.

We would like to refund the memberships of those members who worked on committee or staff or who were program participants who did not receive complimentary memberships in advance. However, to do so we need an additional \$2000 above what we took in pre-convention revenue. We have received a \$500 grant from SWOC. We submitted a grant request to CoNZealand some weeks ago but have not yet heard from them. We plan to make a similar request to other Worldcons that reported available surplus funds at Chicon 8.

If we can in the next few months get enough grants to do so, we hope to do refunds. If not, we will try to refund what we can. After that, there will be residual funds in the Westercon 74 account that we will release to the SFSFC general fund when we recommend our committee be discharged, which I hope to be at our next regular meeting.

Finally, Lisa Hayes, who ran Hospitality and who I recognized at the convention's Closing Ceremony as Vice Chair, has some thoughts about Hospitality.

– Kevin Standlee

Notes and Thoughts About Hospitality as Operated from the Tonopah Convention Center (TCC) During Westercon 74

While it has been said in other places, I want to note that it was in January of 2008 that I first saw the Tonopah Convention Center. This facility's layout made it obvious to me from the start that a hospitality-centric convention was the way to go. While the road to Tonopah was a long one and I had many years to see many different Hospitality rooms in operation at many conventions, it was the "Fan Village" type of setup that I always felt was the best model and became the real focus of Westercon 74.

While the specter of COVID was upon us shortly after we were awarded the bid, there were other factors that drove many decisions about how Hospitality would be run. There was a great deal of discussion about whether there would be any eating at all in the convention facilities. Some people suggested that we move all eating outdoors. In the end, we came to the decision – recognizing it as a compromise with attendant risks – to have an eating/drinking policy where we asked everyone to stay masked unless actively eating or drinking. For the most part our members followed this very well.

How to avoid "con crud," even before COVID became a concern, was always on my mind. This was the main factor that drove our decision to have only pre-packaged food items. Some leniency was allowed on some of the parties that were held, though we made every effort to impress upon them the need for hygiene. For the most part this advice was followed, though some items had to be thrown out as they had been left out for too long or were of a communal type serving.

The Tonopah Convention Center had so many advantages it is hard to state them all. Here are some high points:

- There was a great deal of refrigerator space, which allowed us to have items like milk, fruit juice, and other cold items.

- There were 2 top load type freezers which we used to store individual serve ice cream. These small servings of ice cream were vanilla, vanilla & chocolate, vanilla & strawberry, as well as very popular Klondike bars. Hospitality staff took a tray of these around the hall every hour or two. I found serving the ice cream a great deal of fun as it put smiles on so many faces. Some of the post-con reports commented favorably about “Hey, it’s the Ice Cream Lady!” (We had about twenty servings of ice cream left over, which we donated to the Convention Center to serve the kids at a movie they were showing the following week.)

Food

- We made a point of purchasing variety packs of chips, which gave what we think was a fancier feel than just a single kind of chip would have done.
- Among other snacks were popcorn and other salty snacks.
- There were a range of cookies and other sweet treats, as well as chocolate candies. These were again all in individual packages.
- On a healthier side, we served fruit: bananas and oranges. These kinds of fruit have their own built in individual wrappers. The bananas proved to be very popular.
- Other items in the fruit category were cups of applesauce and fruit cups; these were also well liked.
- There were containers of cup-noodle soups. These turned out to be very inexpensive and gave people a quick sort of meal when time or getting away was limited.
- As hot water was provided by the TCC for tea and cocoa, it was no problem to provide hot water for instant soup as well as quick-serve oatmeal.
- Regular and decaf Coffee was served, included in our rental of the convention center kitchen. The TCC had ample equipment and supplies.
- Another item that might be new to Hospitality were "Snack Packs". These consisted of a small can of either chicken salad or tuna salad. The packs include a small package of crackers, as well as a small spreading spoon. While these tended to be on the more expensive side, they also were most popular.
- Also adding to the protein side of the ledger were individual packages of jerky. We would have liked to have more of these, but they are relatively expensive.

Drinks

- Tonopah being a somewhat higher than average altitude (higher than Denver or Albuquerque), a great demand was placed on drinking water.
- Besides bottles of Crystal Geyser brand water, there were a number of other non-carbonated drinks such as fruit juice and milk in single serving containers. (The TCC’s refrigerators provided ample space for storing these.) We served apple juice, lemonade, orange juice (2 brands) and V-8 juice.
- Added to the non-carbonated drinks was bottled tea. I think we should have had a lot more of this.

- Another no-sugar drink that proved popular was flavored sparkling water. I'm glad that one of our committee members specifically asked for Bubbly brand sparkling water. Kevin and I have become addicted to it ourselves after the convention.
- Looking at the demand on typical soda drinks, we found there was a great deal more interest for sugar-free drinks. I do not have an exact breakdown on types, but I estimate we had a 3 to 2 ratio of sugar to non-sugar soft drinks. I found this to be way off. A better guess now would be 2 to 3 or even 1 to 4 of sugar to non-sugar soft drinks.

A unique feature of the TCC is that it includes two full-sized bars. While the rear bar was home to Operations (there being no other office space available), these bars had sinks, refrigeration (we used both of the freezers for the ice cream), rear counter space, and vast amounts of storage. (The storage proved useful for Operations, so we did not have to resort to shuttling things out to the rental trailer, and instead limited the trailer for storing boxes and other packaging during the convention. This is still cheaper than it would have been to do a pair of one-way rentals.

Kevin Roche and Andy Trembley ran the bar, serving specially mixed drinks and beer from the Tonopah Brewing Company that was canned for us just the day before the convention. Kevin, Andy, and the other behind-the-bar volunteers made this an extra-special convention. As far as the TCC was concerned, we were like a family reunion or similar private function, and because we did not charge for the alcohol, they did not require a liquor license. I'm grateful to our members for behaving themselves here and not over-indulging.

I also want to point out that a good presentation is far more helpful than many might think. For Westercon 74 we used both stylish baskets as well as simple plastic trays. Keeping these full makes them look better.

One other thing I would like to mention was the Slide Show. The Tonopah Convention Center was well equipped with very good AV equipment. The town often uses it to show movies for different groups.

I have always believed that one of the biggest functions of Hospitality was to get people to talk to friends they have not yet met. As a conversation starter I thought of showing a slideshow (no sound) on the big screen in the Main Hall to give people who had no one with whom to talk something to do, or better to have them say to whoever was about "Hey, look at that." My choice of pictures was formed around this idea. There were over 1100 pictures. From real space pictures from NASA to far out fantasy, from thought provoking to out and out silly, from fan pictures of conventions many, many years in the past to ones of the Tonopah Convention Center itself, there was something for everyone. I would think it might be hard to find another venue with this capability and I will admit it took me more than two years to assemble this collection, but it is something to give some thought to for future events.

This was my first and probably my only time to be in charge of Hospitality. I really did enjoy it, even though the workload was far higher than I had any idea it would be. One real lesson I learned is that it is almost impossible to have too much help during the convention. My thanks to so many who chipped in, especially when we lost a couple of key people pre-convention due to illness.

If someone else is in this fix, while I am unlikely to be much help at a convention (I have done my bit, LOL), I would be more than happy to talk with anyone working on a convention hospitality and let them pick my brain for whatever it is worth.

– Lisa Hayes, Head of Hospitality and Vice Chair

