



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

Sunday, July 9, 2023, Sunnyvale, California

1. Call to Order

The regular trimesterly meeting of the Board of Directors of SFSFC, Inc., met on Sunday, July 9, 2023, in the home of Cindy Scott, 969 Asilomar Terrace #6, Sunnyvale CA 94086-2438. The meeting was called to order at 11:04 AM Pacific Daylight Time, President Kevin Roche presiding and Secretary Kevin Standlee recording. Members present (*by Zoom videoconference †*ex officio* non-voting director ‡director emeritus): Sandra Childress*, Christine Doyle*, Bruce Farr*, Lisa Deutsch Harrigan*, Cheryl Morgan*, Kevin Roche*, Cindy Scott, Randy Smith* (arrived 11:41 AM), Kevin Standlee*, Andy Trembley*, Lani Wong-Bassett* (arrived 12:21 PM). Members absent: Sean Bassett, David W. Clark‡, David Gallaher‡, Tom Whitmore‡, Jennifer “Radar” Wylie†*. Guests: Jacob Weisman, Rina Weisman, Audrey Williams. All attendees except Ms. Scott attended the meeting by Zoom videoconference.

2. Previous Minutes

The minutes of the March 18, 2023 Regular Meeting were previously approved as distributed by unanimous consent via the Board e-mail list.

3. Officer Reports

3.1. President

Ms. Wylie resigned her position as an elected, voting membership, but continues as an *ex officio* non-voting member.

3.2. Treasurer

Treasurer Lisa Deutsch Harrigan reported. We currently have \$3,908.19 in checking and \$3,346.77 in the CD. She is staying on top of our various state and federal filing, including filing extensions when necessary. She would like to change the CD to a money-market account. By unanimous consent, the Board authorized the Treasurer to move our CD to a money-market account at her discretion.

3.3 Secretary

The corporate website is up to date, including the new director appointments.

3.3.1 Websites

Assistant Secretary Cheryl Morgan summarized some issues dealing with one of our committee’s websites and some features that would do automatic backups of our websites. On a motion by Mr. Trembley, and without objection, the Board authorized the Assistant Secretary to spend up to \$8/month on sitewide backups.

“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.

The President talked about our Google Workspace for SFSFC and how we could integrate the corporate-level accounts. Mr. Trembley discussed how this would work and what the potential advantages and technical issues would be. No action is needed from the Board, and the interested members will deal with it in specialty meetings.

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 11:25 AM the meeting went into Committee of the Whole, Mr. Standlee presiding, to discuss the report of the 2018 Worldcon Operating Committee. At 11:34 AM, the Committee of the Whole rose and reported:

- We continue to prepare for the program book mailing, which is our final significant commitment.

4.2. Costume-Con 39 Committee (2023)

At 11:35AM, the meeting went into Committee of the Whole, Ms. Scott presiding, to discuss Costume-Con 39. At 11:56 AM, the Committee of the Whole rose and reported the following:

- The CC39 committee submitted a summary financial report and a written report. (See attachments.)
- Budgeting for the convention proved to be a significant challenge. Changes in the way that facilities are billing (requiring advance payment of all estimated expenses in advance), forced one of the co-chairs to personally loan a significant amount of money to the convention.
- The convention had a total of 522 members of all types.
- CC39 is currently showing a loss of nearly \$8,000, although we expect the net loss to be less than \$2,000.
- The committee recommends that future SFSFC standing committees not have the corporate Treasurer as the committee Treasurer.
- The committee thanks David Gallaher for contract negotiation and renegotiation, and Gerri Titch and their staff at the Doubletree Hotel for accommodating some of our atypical needs.

4.3. New Zealand 2020 Committee

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

4.4. Westercon 74 Organizing Committee (2022)

Westercon 74 (Tonopah) Organizing Committee Chair Kevin Standlee reported. The committee submitted a financial report (**See Appendix E.**). The only remaining action left for Westercon 74 is the remaining membership reimbursements for committee, staff, and program participants who did not receive complimentary membership. 12 reimbursements have not yet been cashed. Once those checks have been cashed, the committee will request that it be discharged.

The meeting recessed at 12:01 and reconvened at 12:10.

5. Special Committee Reports

5.1. Pride Space Exploratory Committee

Mr. Trembley reported. He has the first members for a Steering Committee. Things are starting to move.

The Pride Space Exploratory Committee moved the adoption of Resolution 2023-01:

Resolution 2023-01: Pride Space

Resolved, That there is established a Pride Space Committee as a standing committee of SFSFC, per section 6.1 of the SFSFC Bylaws;

Resolved, That the Pride Space Committee is directed to partner with genre conventions to foster celebratory LGBTQ+ spaces at those conventions, including fundraising for such partnerships;

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; and

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

Resolution 2023-01 was adopted by unanimous committee.

The President appointed Andy Trembley as chair of the Pride Space Committee. This appointment was approved by unanimous consent.

The Pride Space Committee

Resolution 2023-02: Pride Space Banking

Resolved, That Andrew Trembley, Lisa Deutsch Harrigan, and the treasurer of the Pride Space Committee are authorized to open banking accounts on behalf of the corporation, and to execute any necessary resolutions to do so with financial institutions as required.

Resolution 2023-02 was adopted by unanimous consent.

6. New Business

6.1 Grant Request: Pemmi-Con/CanSMOF

Mr. Standlee brought up the request for a grant of CA\$800 (US\$610) to fund a portion of Pemmi-Con, the 2023 North American Science Fiction Convention, organized by CanSMOF, a Canadian non-profit corporation.

Motion 2023-03:

Moved, To grant CanSMOF, a Canadian non-profit corporation, US\$610 to fund portions of Pemmi-Con, the 2023 North American Science Fiction Convention.

Pemmi-Con will give SFSFC promotional consideration. Mr. Standlee showed the sign that they will post in the room where the funded function is held.

Motion 2023-03 was adopted by unanimous consent.

Individuals have agreed to donate money to SFSFC sufficient to cover the grant, if SFSFC will make the grant. There was discussion of the logistics of getting the money to Pemmi-Con, which starts on July 20.

After further discussion, and with Mr. Standlee abstaining because he is a director of CanSMOF, Motion 2023-01 was approved.

6.2 Strategic Development

At 12:32 PM the meeting went into Committee of the Whole, Cindy Scott presiding, to consider future strategic development of the corporation. At 12:55 PM, the committee rose and reported the following:

- Rina Weisman, Jacob Weisman, and Audrey Williams spoke to the Board about the possibility of holding a World Fantasy Convention at the Oakland Marriott Convention Center in 2026 or later.
- Ms. Weisman discussed the facilities and locality and the way she expects the convention to be organized.

By unanimous consent, the Board appointed a WFC Exploratory Committee, chaired by Rina Weisman, to investigate the prospects for holding a World Fantasy Convention in the San Francisco Bay Area; to authorize the Chair of the committee to appoint additional members as desired; and to direct the committee to report to the next regular meeting with any proposals.

7. Announcements/Future Meetings

7.1. 2023 Meetings

Remaining scheduled meeting dates for 2023 are scheduled as follows:

- Saturday, November 18, 2023

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

8. Adjournment

By unanimous consent, the meeting adjourned at 12:59 PM.

Kevin Standlee
Secretary

[Approved: November 18, 2023]

Appendix A: Worldcon 76 Balance Sheet, June 30, 2023

	<u>Jun 30,</u> <u>23</u>
ASSETS	
Current Assets	
Checking/Savings	
11000 · Corporate Bank Accounts	
11100 · Worldcon 76	8,276.12
11110 · Money Market	<u>61,903.31</u>
Total 11000 · Corporate Bank Accounts	<u>70,179.43</u>
Total Checking/Savings	<u>70,179.43</u>
Total Current Assets	70,179.43
Other Assets	
18600 · Other Assets	
18620 · Items paid for Corporation	1,756.19
18690 · Messner Reeves Retainer	<u>470.50</u>
Total 18600 · Other Assets	<u>2,226.69</u>
Total Other Assets	<u>2,226.69</u>
TOTAL ASSETS	<u><u>72,406.12</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
21000 · Meriwest Credit Card	<u>1,775.70</u>
Total Credit Cards	1,775.70
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>67,538.90</u>
Total Liabilities	67,538.90
Equity	
30000 · Opening Balance Equity	-474.45
31500 · Temp. Restricted Net Assets	65,763.20
32000 · Unrestricted Net Assets	73,732.58
Net Income	<u>-2,627.71</u>
Total Equity	<u>4,867.22</u>
TOTAL LIABILITIES & EQUITY	<u><u>72,406.12</u></u>

Appendix B: Worldcon 76 Income & Expenses Through June 30, 2023

	<u>Aug 20, '16 - Jun 30, 23</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	<u>165,298.25</u>
Total 4210000 · Adult Attending	945,151.92
4230000 · YA Attending	
4230100 · YA Attending	7,795.00
4230200 · YA Vote Upgrade	<u>160.00</u>
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	<u>53,280.00</u>
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	<u>21,885.00</u>
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	3,215.00
Total 4260500 · Advertising	21,684.92
4270000 · Donations and Grants	
4270700 · Charity Donations	
4270720 · TAFF/DUFF donations	1,901.50
4270710 · Alzheimer's Association	13,232.97
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	33,000.00
Total 4270200 · Passalong Funds	74,906.20
4270900 · Mexicanx donations	
4270910 · Mexicanx Membership donations	6,080.00
4270920 · Mexicanx Initiative Travel Fund	16,124.19
Total 4270900 · Mexicanx donations	22,204.19
4270930 · LGBTQ Initiative Donations	6,563.00
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	2,276.00
Total 428000 · Tours	6,165.50
4290000 · Interest Income	1,221.94
Total 4200000 · Convention Income	1,520,703.98
Total Income	1,520,703.98
Gross Profit	1,520,703.98
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	45,261.32
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	<u>13,093.50</u>

Total 6213000 · Member Services Expenses	107,602.18
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	<u>1,067.00</u>
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	<u>209,302.71</u>
6207000 · Promotions & Publicity	
6207040 · Domain Registration	1,746.33
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>29,324.20</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	271,575.62
6210000 · Facilities - Other	90,200.05
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	8,032.59
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	36.67
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	3,000.00
Total 6211000 · Hospitality Expenses	44,337.80
6204000 · Programming Expenes	
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>1,480,906.83</u>
Total Expense	<u>1,480,906.83</u>
Net Income	<u><u>39,797.15</u></u>

Appendix C: New Zealand Agent Committee Report, July 9, 2023

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

1. Forwarded copies of bank statements to the CoNZealand Finance Division.
2. Sent Passalong funds to Chengdu Worldcon 2023.
3. Paid other bills.
4. Monitored events surrounding the collapse of First Republic Bank and its subsequent purchase by J.P. Morgan Chase and kept the CoNZealand Finance Division informed as to developments.

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 D: New Zealand Agent Financial Report, July 9, 2023

Bank Balance – 3/18/23 \$ 68,723.56

Income

None

Expenses

Passalong Funds to Chengdu Worldcon 2023 \$ 12,500.00

Wire Transfer Fee 35.00

Total Expenses \$ 12,535.00

Bank Balance—7/9/23 \$ 56,188.56

Account Payable

Start-Up Expenses SFSFC \$ 120.00

Appendix E: Westercon 74 Financial Report, July 8, 2023

Westercon 2022 Budget

Version of 7-8-23

Prepared by Bruce Farr

Income	Number	Rate	(approx incl\$ in Square Actual	Committed	Estimated	Final Actual Results
Memberships						
Supporting (including votes, many upgraded later)	167	20	2,815.00			2,815.00
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	<u>1</u>	70	<u>70.00</u>			<u>70.00</u>
Total Memberships (net of conversions)	357		12,417.00	-	-	12,417.00
Dealers Room (no charge)	10	0		-	-	
Sponsorships			3,000.00			3,000.00
Grants from SWOC			2,000.00			2,000.00
Comp Hotel Rooms (none baked into agreements)	0	0		-	-	
Advertising (Program Book)			60.00		225.00	<u>285.00</u>
Total Revenue			17,477.00	-	225.00	17,702.00

Income	Number	Rate	(approx incl\$ in Square) Actual	Committed	Estimated	Final Actual Results
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			40.63			40.63
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			130.65			130.65
Flyers			-	-		-
Publicity/Ads			-			-
PR Printing						-
PR Mailing (most electronic)			61.39			61.39
Access						-
Membership Reimbursements			1,940.00			1,940.00
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	16,982.20	- -	16,982.20
 Westercon Net Revenue	 494.80	 - 225.00	 719.80
D&O Insurance paid by Westercon	1,275.00		
D&O Insurance and Westercon Results	(780.20)		
 Beginning Balance in account (SMOFCon)	 3,946.48		
 Transferred from SFSFC from Square 6-29-22	 5000		
 Approx funds coming from SFSFC from Square	 -1000	 Estimated amount for whenever a reconciliation can be done by SFSFC	
Money receivable from Orlando	-225	Sent another reminder 11-18-22, 7-8-23 to Adam Beaton, Orlando Bid Chair	

Costume-Con 39 Report
July 2023 SFSFC Board

Attachments:

Final Hotel Bill ("Costume Con Prelim.pdf")
Budget spreadsheet
Membership grid

Costume-Con 39 was successfully held from April 21-April 24, 2023, at the Doubletree Hotel in San Jose.

A total of 522 memberships of varying types were sold, for a total gross membership revenue of \$40,360. See the grid for the distribution. There were 5 refunds given in 2020 due to the pandemic. In addition, we had a total of 30 vendors, for a gross total of \$3585. Of these, a total of \$44,395 were collected through the SFSFC Stripe account, and the total fees were \$3306.45.

The budget was difficult to comprehend, in part because the A/V budget was included in the hotel contract, and other items were also double-counted initially. Major issues included understanding that the entire hotel bill had to be paid in advance* (not just the deposits, which were the focus of the September 2022 membership push), including the nearly \$12K tech budget. This meant that we had to pay nearly \$26,000 in the 2 weeks before the event started. This was done with a check from the event account and a loan from the Co-Chair. Fortunately, we did not use all of the sleep rooms allocated for staff in the contract, which ended up taking about \$4500 off the final bill, which was refunded.

There were no pass-along funds from CC38, since their event was cancelled during the pandemic lockdown. Other sources of donations/sponsorship were not considered until too late. Given the budget shortfall, a decision was made to only provide an electronic copy of the Program Book. The only "publication" expense was a Streamyard subscription, used for the virtual event weekend in 2021, which was donated, and is listed both as an expense and an income item.

We had one vendor who left early, upset about the mask policy, and who filed a dispute with Stripe and her bank. We submitted supporting documents, including the no refunds policy, the code of conduct, and an e-mail thread where we offered to refund 50% (since she had been vending on Friday/Saturday). As of 7/7, we still have 16 days before we hear back (it's listed as "in review").

Total income: \$42,973.37

Total expense: \$50,952.97

So the event is \$7979,60 in the red, and if we have any funds left, they should go to offset the Co-Chair's loan.

*this is now the "new normal" requirement of hotels, post-pandemic.

Jennifer "Radar" Wylie
Christine Doyle
Co-Chairs

CC39 Membership Summary

Type	Start Date	End Date	#	Total \$
CC36 PreReg	5/11/2018	5/14/2018	67	\$2,680.00
Early Bird PreReg	5/21/2018	7/31/2019	15	\$870.00
PreReg 1	8/1/2019	3/1/2020	19	\$1,425.00
PreReg 2	3/2/2020	9/30/2020	9	\$730.00
PreReg 3	10/1/2020	12/24/2022	159	\$15,165.00
PreReg 4	12/25/2022	4/15/2022	94	\$9,770.00
OnSite	4/17/2023	4/24/2023	18	\$2,030.00
One-Day PreReg	3/1/2023	4/15/2023	55	\$3,040.00
One-Day OnSite	4/17/2023	4/24/2023	51	\$3,250.00
Staff	5/21/2018	4/24/2023	35	\$1,400.00
Total			522	\$40,360.00

Summary

		Budget	Revised Budget	Actual	Over/Under Original	Over/Under original	Notes
INCOME							
	Corporate	\$0.00	\$1,728.37	\$1,728.37	-\$1,728.37	-\$1,728.37	
	Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Hospitality	\$1,200.00	\$600.00	\$600.00	\$600.00	\$600.00	
	Membership	\$35,000.00	\$40,360.00	\$40,360.00	-\$5,360.00	-\$5,360.00	
	Publications	\$0.00	\$285.00	\$285.00	-\$285.00	-\$285.00	
	Vendors	\$3,000.00	\$3,585.00	\$3,585.00	-\$585.00	-\$585.00	
TOTAL INCOME		\$36,200.00	\$42,973.37	\$42,973.37			
EXPENSES							
	Advertising	\$0.00	\$624.13	\$624.13	-\$624.13	-\$624.13	
	Corporate	\$0.00	\$1,672.73	\$2,007.73	-\$1,672.73	-\$2,007.73	
	Entertainment	\$7,300.00	\$5,222.00	\$5,222.00	\$2,078.00	\$2,078.00	
	Exhibits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Hospitality	\$700.00	\$0.00	\$352.24	\$700.00	\$347.76	
	Hotel	\$34,640.95	\$46,043.58	\$41,529.74	-\$11,402.63	-\$6,888.79	
	Insurance	\$0.00	\$249.00	\$249.00	-\$249.00	-\$249.00	
	Masquerade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Operations	\$575.00	\$488.13	\$488.13	\$86.87	\$86.87	
	Publications	\$0.00	\$480.00	\$480.00	-\$480.00	-\$480.00	
	Tech	\$11,000.00	\$12,252.50	\$0.00	-\$1,252.50		*paid as part of the hotel bill
	Vendors	\$100.00	\$0.00	\$0.00	\$100.00	\$100.00	
TOTAL EXPENSES		\$54,315.95	\$54,779.57	\$50,952.97			
NET		-\$18,115.95	-\$11,806.20	-\$7,979.60			

Income

	Category	Detail	Budget	Revised Budget	Actual	Notes
▼ Corporate						
	Corporate	Corporate Income Total	\$0.00	\$1,728.37	\$1,728.37	
	Corporate	Donations - In Kind		\$991.57	\$991.57	Radar paid for ribbons for advertising usage; Chris paid for Streamyard and Moo cards
	Corporate	Donations - Cash		\$165.00	\$165.00	Margaret Mannatt's dealers fee
	Corporate	Other Reimbursements/ Shared Expenses		\$571.80	\$571.80	split the cost of ribbons with CC42 (\$244); ICG for coffee service (\$298+tax/tip)
	Corporate	Interest				
▼ Donations						
	Donations	Donations Total	\$0.00	\$0.00	\$0.00	
	Donations	Donations from other cons	\$0.00			
	Donations	Branded item sales	\$0.00			
	Donations	Advertising sales	\$0.00			
▼ Membership						
	Membership	Membership Total	\$35,000.00	\$40,360.00	\$40,360.00	increased from original \$30K
▼ Vendors						
	Vendors	Vendor Income	\$3,000.00	\$3,585.00	\$3,585.00	
	Vendors	Dealer booths & tables	\$3,000.00	\$2,870.00	-\$250.00	
	Vendors	Add'l dealer members		\$715.00	\$250.00	
▼ Hospitality						
	Hospitality	Hospitality	\$1,200.00	\$600.00	\$600.00	suite sponsorships: NJ/NY; GBACG; Gust; CC42
▼ Publications						
	Publications	Publications	\$0.00	\$285.00	\$285.00	ads: Glasgow in 2024 (full); NJ-NY Costumers (half)

Table 1

	Category	Detail	Budget	Revised	Actual	Over/ Under	Notes
▼ Corporate							
	Corporate	Corporate Expenses Total	\$0.00	\$1,672.73	\$2,007.73		
	Corporate	Treasurer expenses					
	Corporate	Bank fees (includes bad debt)			\$335.00		disputes via Stripe: duplicate membership payment; problematic vendor
	Corporate	CC/PayPal/Stripe Fees		\$1,672.73	\$1,672.73		
▼ Advertising							
	Advertising	Advertising Total	\$0.00	\$624.13	\$624.13		
	Advertising	Flyers					
	Advertising	Ads in other pubs					
	Advertising	Parties		\$106.96	\$106.96		CC40 Hospitality supplies
	Advertising	Ribbons & buttons & cards		\$511.57	\$511.57		Radar & Chris donating
	Advertising	Misc		\$5.60	\$5.60		Table runner
▼ Entertainment							
	Entertainment	Entertainment Total	\$7,300.00	\$5,222.00	\$5,222.00		
	Entertainment	Evil Ted appearance	\$2,000.00	\$2,000.00	\$2,000.00		
	Entertainment	Evil Ted Hotel	\$750.00				\$161.77/night, for 5 nights = \$808.86 with tax/ etc - paid via Hotel
	Entertainment	Evil Ted per diem	\$375.00	\$300.00	\$300.00		\$75/day, for 5 days <-- opted to leave a day
	Entertainment	Evil Ted travel (Los Angeles)	\$375.00	\$22.00	\$22.00		Southwest tickets purchased by Dorothy O'Hare using points
	Entertainment	Beverly Downen appearance	\$2,000.00	\$2,000.00	\$2,000.00		
	Entertainment	Beverly Downen Hotel	\$750.00				\$161.77/night, for 5 nights = \$808.86 with tax/ etc - paid via Hotel
	Entertainment	Beverly Downen per diem	\$375.00	\$300.00	\$300.00		\$75/day, for 5 days <-- only 4 days
	Entertainment	Beverly Downen travel	\$375.00	\$600.00	\$600.00		negotiated flat rate for her driving, \$300 each
	Entertainment	Adam Savage car service	\$300.00	\$0.00	\$0.00		not used

	Category	Detail	Budget	Revised	Actual	Over/ Under	Notes
▼ Exhibits							
	Exhibits	Exhibits Total	\$0.00	\$0.00	\$0.00		
	Exhibits	Costume Displays					?foam core? ?signage?
	Exhibits	Exhibits, other					
▼ Hospitality							
	Hospitality	Hospitality Total	\$700.00	\$0.00	\$352.24		
	Hospitality	Con Suite	\$700.00		\$352.24		does not include coffee service, which is under
	Hospitality	Friday Night Social					in hotel F&B
	Hospitality	Masquerade food					in hotel F&B
	Hospitality	Staff food					



COSTUME CON 39
ATTN: DAVE GALLAHER
PO BOX 61363
SUNNYVALE, CA 94088

ORIGINAL DATE: 4/30/2023

INVOICE NUMBER:
CUSTOMER ID: CDTC39

SERVICES RENDERED IN CONNECTION WITH YOUR MEETING HELD AT THE DOUBLETREE HOTEL-SAN JOSE.

GUEST ROOM CHARGES	3,756.93
FOOD AND BEVERAGE CHARGES	26,197.33
MISCELLANEOUS	11,575.48
SUBTOTAL	41,529.74
PAYMENTS, DEPOSITS & ADJUSTMENTS	-46,043.58

TOTAL: -4,513.84

IT HAS BEEN OUR PLEASURE SERVING YOU. WE LOOK FORWARD TO YOUR NEXT VISIT TO DOUBLETREE HOTEL-SAN JOSE.

"PLEASE REMIT TO": 2050 GATEWAY PLACE SAN JOSE CA 95110 TEL 408-453-4000

ORIGINAL

DOUBLETREE HOTEL-SAN JOSE
STATEMENT OF GUEST FOLIO CHARGES
COSTUME CON 39

GUEST NAME	ROOM NUMBER	DEPARTURE DATE	ROOM & TAX	FOOD AND BEVERAGE CHARGES	TELEPHONE	MISCELLANEOUS (PARKING)	SHOPS	OTHER	PAYMENTS DEPOSITS	TOTAL
ALMODOVAR, LEE	327	4/24/2023	631.08	0.00	0.00	68.00	0.00	0.00	0.00	699.08
DOWNEN, BEVERLY	220	4/24/2023	0.00	0.00	0.00	68.00	0.00	0.00	0.00	68.00
DOYLE, CHRISTINE	967	4/25/2023	0.00	0.00	0.00	85.00	0.00	0.00	0.00	85.00
FOX, SCOUT	966	4/25/2023	0.00	51.51	0.00	85.00	6.02	0.00	0.00	142.53
FRANCHI, REGINA	331	4/24/2023	631.08	0.00	0.00	68.00	0.00	0.00	0.00	699.08
HEINTZ, AMY	329	4/24/2023	631.08	0.00	0.00	0.00	0.00	0.00	0.00	631.08
PARK, SAM	330	4/24/2023	631.08	0.00	0.00	0.00	0.00	0.00	0.00	631.08
ROCHE, KEVIN	954	4/25/2023	0.00	0.00	0.00	85.00	0.00	0.00	0.00	85.00
SMITH, TED	453	4/24/2023	631.08	0.00	0.00	0.00	0.00	0.00	0.00	631.08
WYLIE, JENNIFER	960	4/25/2023	0.00	0.00	0.00	85.00	0.00	0.00	0.00	85.00
TOTAL			3,155.40	51.51	0.00	544.00	6.02	0.00	0.00	3,756.93

HILTON

DOUBLETREE HOTEL-SAN JOSE
STATEMENT OF FOOD & BEVERAGE CHARGES
COSTUME CON 39

DATE	REFERENCE	LOCATION	COVERS	FOOD		BEVERAGE	OTHER		TOTAL
				MEAL	AMOUNT		DESCRIPTION	AMOUNT	
4/21/2023	10165996	*BANQUET GROUP							407.42
4/21/2023	10166150	*BANQUET GROUP							15,066.41
4/21/2023	10166171	*BANQUET GROUP							286.00
4/22/2023	10167068	*BANQUET GROUP							437.50
4/22/2023	10167069	*BANQUET GROUP							10,000.00
TOTAL									26,197.33

HILTON

DOUBLETREE HOTEL-SAN JOSE
STATEMENT OF MISCELLANEOUS CHARGES
COSTUME CON 39

DATE	REFERENCE	DESCRIPTION	AMOUNT
4/25/2023	10169637	AV - GP #3011-8562 (DRO#21690/21691/21692)	11,575.48
TOTAL			11,575.48

HILTON

DOUBLETREE HOTEL-SAN JOSE
 STATEMENT OF DEPOSITS, PAYMENTS & ADJUSTMENTS
 COSTUME CON 39

DATE	REFERENCE	DESCRIPTION	AMOUNT
8/10/2022	9936750	COSTUME CON 39 ADVANCE DEPOSIT	-5,500.00
9/19/2022	9973193	CHECK - ADVANCE DEPOSIT	-7,500.00
2/7/2023	10100696	CHECK - ADVANCE DEPOSIT	-7,500.00
4/12/2023	10156955	CHECK - ADVANCE DEPOSIT	-13,000.00
4/14/2023	10159082	CREDIT CARD - ADVANCE DEPOSIT	-5,000.00
4/14/2023	10159083	CREDIT CARD - ADVANCE DEPOSIT	-5,000.00
4/14/2023	10159084	CREDIT CARD - ADVANCE DEPOSIT	-2,543.58
TOTAL			(46,043.58)

HILTON