



---

## 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

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

---

# Regular Meeting of Board of Directors Minutes

Sunday, November 18, 2023, Sunnyvale, California

## 1. Call to Order

The regular trimesterly meeting of the Board of Directors of SFSFC, Inc., met on Sunday, November 18, 2023, in the home of Cindy Scott, 969 Asilomar Terrace #6, Sunnyvale CA 94086-2438. The meeting was called to order at 11:12 AM Pacific Standard 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\*, David Gallaher‡ (arrived 11:23), Lisa Deutsch Harrigan\*, Cheryl Morgan\*, Kevin Roche, Cindy Scott, Randy Smith\* (arrived 11:31), Kevin Standlee\*, Andy Trembley. Members absent: Sean Bassett, David W. Clark‡, Tom Whitmore‡, Lani Wong-Bassett\*, Jennifer “Radar” Wylie†\*. Guests: None.

## 2. Previous Minutes

The minutes of the July 9, 2023 Regular Meeting were approved as distributed in advance of the meeting by unanimous consent.

## 3. Officer Reports

### 3.1. President

The President had no report.

### 3.2. Treasurer

Treasurer Lisa Deutsch Harrigan reported. Bank of the West has changed names to BMO. We currently have \$3,298.19 in checking and \$3,847.03 in the CD. Our only general fund expense since the last meeting is the \$610 grant to Pemmi-Con. We have filed for an extension of our taxes, and the filing has been accepted, so they are now due February 15, 2024. As that happens during Gallifrey One, she expects to have them filed before then.

### 3.3 Secretary

The corporate website is up to date.

#### 3.3.1 Websites

Assistant Secretary Cheryl Morgan reports that the backup system we approved last meeting is running as scheduled. The President asked about how our WordPress sides are set up; Ms. Morgan confirmed that we’re running WordFence on all of our sites.

---

“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.

## 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 11:20 AM the meeting went into Committee of the Whole, Mr. Farr presiding, to discuss the 2018 Worldcon Operating Committee. At 11:24 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 11:25 AM, the meeting went into Committee of the Whole, Ms. Scott presiding, to discuss Costume-Con 39. At 11:28 AM, the Committee of the Whole rose and reported the following:

- There have been no significant changes since the previous meeting.
- The CC39 committee anticipates closing its books and requesting that it be discharged at the next regular meeting.

### 4.4. Westercon 74 Organizing Committee (2022)

Westercon 74 (Tonopah) Organizing Committee Chair Kevin Standlee reported. There have been no financial changes since last meeting. 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. Several reimbursements have not yet been cashed. Once those checks have been cashed, the committee will request that it be discharged. Mr. Standlee said he intends to contract those people who haven't yet cashed their reimbursements once Mr. Farr has identified them and to ask them whether they actually want the money.

### 4.3. New Zealand 2020 Committee

Randy Smith was not present initially but arrived at 11:31. There have been no changes since the last report.

### 4.5 Pride Space Committee

At 11:41, the meeting went into Committee of the Whole, Ms. Scott presiding, to discuss the Pride Space Committee. At 11:50, the Committee of the Whole rose and reported:

- Jax McElravy has been appointed as Financial Director (Treasurer).
- The PSC is recruiting a Brand Manager and Art Director.
- The PSC have had productive discussions with Glasgow 2024 Worldcon.

The meeting recessed at 11:52 AM and reconvened at 12:07 PM.

## 5. Special Committee Reports

### 5.1. WFC Exploratory Committee

Ms. Weisman was unwell and unable to attend the meeting.

At 12:08, the meeting went into Committee of the Whole, Ms. Scott presiding, to discuss the WFC Exploratory Committee. At 12:12, the Committee of the Whole rose and reported:

- The Exploratory Committee is still reviewing sites and is not currently ready to request a standing committee.

- The Exploratory Committee expects to have a firm proposal for a 2026 or 2027 World Fantasy Convention at one of the next two SFSFC meetings.

By unanimous consent, the WFC Exploratory Committee was extended to the next meeting.

## **6. New Business**

### **6.1 Director Elections for 3-year Terms Commencing January 1, 2024**

The Secretary noted that the current board consists of thirteen authorized seats, with one vacancy, but that the board is organized into groups of five, five, and three directors.

At 12:15, the meeting went into Committee of the Whole, Ms. Scott presiding, to discuss the composition of the Board. At 12:27 the Committee of the Whole rose and reported:

- The Committee of the Whole recommends extending Mr. Bassett's term through 2025 in order to balance the term lengths better.
- The COTW recommends retaining the current authorized number of directors.

Without objection, Mr. Bassett's term was extended through 2025.

The terms of Christine Doyle, Cheryl Morgan, Andrew Trembley, and Lisa Deutsch Harrigan expire at the end of 2023. All incumbent directors are willing to serve another term. There were no other nominations. By unanimous consent, the incumbent directors were elected to three-year terms commencing January 1, 2024.

## **7. Announcements/Future Meetings**

### **7.1. 2024 Meetings**

Default dates for meetings in 2024 are:

- Saturday, March 16, 2024
- Saturday, July 20, 2024
- Saturday, November 16, 2024

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

## **8. Adjournment**

By unanimous consent, the meeting adjourned at 12:34 PM. A meeting of directors and directors-elect was held shortly after this meeting for the purpose of electing officers for the coming year.

Kevin Standlee  
Secretary

*[Approved: December 8, 2023]*

## Appendix A: Worldcon 76 Balance Sheet, November 17, 2023

	<u>Nov 17, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>11000 · Corporate Bank Accounts</b>	
11100 · Worldcon 76	3,474.44
11110 · Money Market	<u>61,924.18</u>
<b>Total 11000 · Corporate Bank Accounts</b>	<u>65,398.62</u>
<b>Total Checking/Savings</b>	<u>65,398.62</u>
<b>Total Current Assets</b>	65,398.62
<b>Other Assets</b>	
<b>18600 · Other Assets</b>	
18620 · Items paid for Corporation	1,950.19
18690 · Messner Reeves Retainer	<u>470.50</u>
<b>Total 18600 · Other Assets</b>	<u>2,420.69</u>
<b>Total Other Assets</b>	<u>2,420.69</u>
<b>TOTAL ASSETS</b>	<u><u>67,819.31</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
21000 · Meriwest Credit Card	<u>1,863.70</u>
<b>Total Credit Cards</b>	1,863.70
<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>67,626.90</u>
<b>Total Liabilities</b>	67,626.90
<b>Equity</b>	
30000 · Opening Balance Equity	-474.45
31500 · Temp. Restricted Net Assets	65,763.20
32000 · Unrestricted Net Assets	73,732.58
<b>Net Income</b>	<u>-7,302.52</u>
<b>Total Equity</b>	<u>192.41</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>67,819.31</u></u>

## Appendix B: Worldcon 76 Income & Expenses Through November 17, 2023

	<u>Aug 20, '16 - Nov 17,</u> <u>23</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	1,575.00
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	<u>165,298.25</u>
<b>Total 4210000 - Adult Attending</b>	945,151.92
<b>4230000 - YA Attending</b>	
4230100 - YA Attending	7,795.00
4230200 - YA Vote Upgrade	<u>160.00</u>
<b>Total 4230000 - YA Attending</b>	7,955.00
<b>4240000 - Child Attending</b>	4,965.00
<b>4250000 - Supporting</b>	
4250010 - Supporting memberships	73,820.00
4250100 - Site Selection Fees	<u>53,280.00</u>
<b>Total 4250000 - Supporting</b>	127,100.00
<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	<u>21,885.00</u>
<b>Total 4260100 - Dealers' Room Deposits</b>	95,480.00
<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	18,469.92
4260500 · Advertising - Other	<u>3,215.00</u>
<b>Total 4260500 · Advertising</b>	<b>21,684.92</b>
<b>4270000 · Donations and Grants</b>	
4270700 · Charity Donations	
4270720 · TAFF/DUFF donations	1,901.50
4270710 · Alzheimer's Association	<u>13,232.97</u>
<b>Total 4270700 · Charity Donations</b>	<b>15,134.47</b>
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>
<b>Total 4270200 · Passalong Funds</b>	<b>74,906.20</b>
4270900 · Mexicanx donations	
4270910 · Mexicanx Membership donations	6,080.00
4270920 · Mexicanx Initiative Travel Fund	<u>16,124.19</u>
<b>Total 4270900 · Mexicanx donations</b>	<b>22,204.19</b>
4270930 · LGBTQ Initiative Donations	<u>6,563.00</u>
<b>Total 4270000 · Donations and Grants</b>	<b>183,660.58</b>
<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	<u>2,276.00</u>
<b>Total 428000 · Tours</b>	<b>6,165.50</b>
4290000 · Interest Income	<u>1,242.81</u>
<b>Total 4200000 · Convention Income</b>	<b><u>1,520,724.85</u></b>
<b>Total Income</b>	<b><u>1,520,724.85</u></b>
<b>Gross Profit</b>	<b>1,520,724.85</b>
<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	<u>170,000.00</u>
<b>Total 6205000 · Tech</b>	<b>195,538.83</b>
<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	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>
<b>Total 6203030 · Dealers room expense</b>	<b>139.13</b>
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>
<b>Total 6203000 · Exhibits Expenses</b>	<b>24,180.72</b>
<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 · Obmudman expenses	79.34
6213016 · Business Cards	39.87
6213062 · Staff Shirt Expense	9,378.94
6213091 · Storage	49,881.82
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>	<b>112,222.68</b>
<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
<b>Total 6202026 · License Fees</b>	<b>1,067.00</b>
<b>Total 6202000 · Events Expenses</b>	<b>9,601.80</b>
<b>6201000 · Chair's Office</b>	
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
<b>Total 6201000 · Chair's Office</b>	<b>209,302.71</b>
<b>6207000 · Promotions &amp; Publicity</b>	
6207040 · Domain Registration	1,821.51
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
<b>Total 6207000 · Promotions &amp; Publicity</b>	<b>29,399.38</b>
<b>6210000 · Facilities</b>	
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>
<b>Total 6210000 · Facilities</b>	<b>572,971.97</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	<u>8,032.59</u>
<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	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>
<b>Total 6209000 · WSFS Expenses</b>	<b>24,412.55</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	<u>3,000.00</u>
<b>Total 6211000 · Hospitality Expenses</b>	<b>44,337.80</b>
<b>6204000 · Programming Expenses</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>
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
<b>Total 6208000 · Publications Expenses</b>	<b>69,018.52</b>
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>1,485,602.51</u>
Total Expense	<u>1,485,602.51</u>
Net Income	<u><u>35,122.34</u></u>