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## San Francisco Science Fiction Conventions, Inc.

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A California Non-Profit Corporation recognized under IRC §501(c)(3)

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

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

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## Regular Meeting of Board of Directors Minutes

Saturday, July 20, 2024, Sunnyvale, California

### 1. Call to Order

The regular trimesterly meeting of the Board of Directors of SFSFC, Inc., met on Saturday, July 20, 2024, in the home of Cindy Scott, 969 Asilomar Terrace #6, Sunnyvale CA 94086-2438. The meeting was called to order at 11:03 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): Sean Bassett\*, Sandra Childress\*, Christine Doyle\*, Bruce Farr\* (left 12:20 PM), Lisa Deutsch Harrigan\*, Cheryl Morgan\*, Kevin Roche\*, Cindy Scott, Randy Smith\*, Kevin Standlee\*, Andy Trembley\*, Lani Wong-Bassett\*. Members absent: David W. Clark‡, David Gallaher‡, Tom Whitmore‡. Guests: Rina Weisman, Jacob Weisman (Left 12:08 PM)

### 2. Previous Minutes

The minutes of the March 16, 2024 Regular Meeting were approved as distributed in advance of the meeting by unanimous consent.

### 3. Officer Reports

#### 3.1. President

No report.

#### 3.2. Treasurer

Treasurer Lisa Deutsch Harrigan reported. She sent an email to the Board email list:

Checking account - \$3,123.19

Money Market Account - \$100

Certificate of Deposit - \$3,847.22

We've had no expenses since the last meeting.

You may have noticed, we now have a Money Market Account. The CD next completes on July 22 and it will rollover into the Money Market Account, which currently has a higher interest rate.

Our Taxes are due in August. I will be filing an automatic extension very soon.

If you have accounts that I have to report on, please may I have a Balance Sheet and Income Statement for April 2023 to March 31, 2024? Before we get too behind again. Thank you.

### 3.3 Secretary

The corporate website is up to date.

#### 3.3.1 Websites

There has been no further contact from LASFS regarding the Westercon.org website.

We are working with the WFC committee about hosting the 2026 World Fantasy Convention website should we be awarded the bid.

## 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 11:13 AM the meeting went into Committee of the Whole, Mr. Trembley presiding, to discuss the 2018 Worldcon Operating Committee. At 11:20 AM, the Committee of the Whole rose and reported:

- All of our plans made at the last meeting were derailed by medical and scheduling issues, so everything has slipped until later this year.
- We continue to prepare for the program book mailing, which is our final significant commitment.
- We need to consider closing out the SFSFC storage unit, which has everything left over from all our past conventions, mostly Worldcon 76. This should be done after we get the mailing done.

### 4.2. New Zealand 2020 Committee

Randy Smith reported. There were no financial changes during the last reporting period. The bank accounts must be changed due to the acquisition of First Republic Bank by JPMorgan Chase. There are still a few residual responsibilities left, but they won't be confirmed until after the Glasgow 2024 Worldcon.

### 4.3 Pride Space Committee

At 11:27 AM, the meeting went into Committee of the Whole, Ms. Scott presiding, to discuss the Pride Space Committee (PSC). At 11:34 AM, the Committee of the Whole rose and reported.

- The PSC is working on setting up a bank account.
- The PSC intends to hold a "kickoff" event at the Glasgow 2024 Worldcon.

## 5. Special Committee Reports

### 5.1. WFC Exploratory Committee

At 11:35 AM, the meeting went into Committee of the Whole, Ms. Scott presiding, to discuss the 2026 World Fantasy Convention (WFC). At 12:01 PM the Committee of the whole and reported.

- There appear to be no other bids for the 2026 WFC.

- The WFC 2026 committee is doing initial planning on the assumption that the World Fantasy Convention Board of Directors will award us the bid by the end of August 2024.
- The Committee of the Whole recommends the adoption of resolution 2024-01 to create a 2026 World Fantasy Convention Standing Committee:

**Resolution 2024-01: 2026 World Fantasy Convention Committee**

*Resolved*, That there is established a 2026 World Fantasy Convention (2026 WFC) Committee as a standing committee of SFSFC, per section 6.1 of the SFSFC Bylaws;

*Resolved*, That the Committee is directed to bid for and operate the 2026 World Fantasy Convention on the corporation's behalf should the committee be selected to do so by the board of the World Fantasy Convention;

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

*Resolved*, That the Committee is instructed to present a report of its finances and summary of its activities to every regular SFSFC Board meeting and also at such times as it may be directed by the Treasurer or President of the Corporation or by Board resolution, and that a failure to do so shall be considered a default of its responsibilities;

*Resolved*, That should the 2026 WFC Committee's bid not be selected by the board of the World Fantasy Convention, the committee shall be discharged at the conclusion of the SFSFC Board meeting following the decision made by the Board of the World Fantasy Convention; and

*Resolved*, That upon the discharge of the WFC 2026 Committee, any remaining funds of the Committee shall be returned to the SFSFC General Fund.

- The Committee of the Whole recommends the adoption of resolution 2024-02 to authorize the 2026 WFC to open bank accounts:

**Resolution 2024-02: 2026 World Fantasy Convention Banking**

*Resolved*, That the 2026 World Fantasy Convention Committee established by Resolution 2024-01 is authorized to execute standard banking resolutions with banking institutions in the name of SFSFC; and

*Resolved*, That the 2026 WFC Convention Committee shall include the Treasurer of SFSFC and any other Assistant Treasurers designated by the Treasurer of SFSFC as signees of such accounts created by this resolution.

- The Committee of the Whole recommends that the Corporation be authorized to spend up to \$500 on start-up costs for the 2026 WFC:

**Resolution 2024-03: 2026 World Fantasy Convention Committee Startup Costs**

*Resolved*, That the corporation is authorized to spend up to \$500 to fund start-up costs of the 2026 World Fantasy Convention Committee established by Resolution 2024-01.

Resolution 2024-01 was approved by unanimous consent.

The President appointed Rina Weisman and Audrey Williams as Co-Chairs of the 2026 WFC Committee. This appointment was ratified by unanimous consent.

Resolution 2024-02 was approved by unanimous consent.

Resolution 2024-03 was approved by unanimous consent.

The meeting recessed at 12:07 PM and reconvened at 12:12 PM.

## 5.2 Cosplay With Pride Committee

Ms. Wong-Bassett reported. At 12:13 PM , the meeting went into Committee of the Whole, Ms. Scott presiding, to discuss the Cosplay With Pride Committee. At 12:33 PM the Committee of the whole rose and reported:

- The CWP Committee presented a draft mission statement to the Corporation.
- The Committee of the Whole discussed the potential future activity of CWP should it be recognized as part of the Corporation.

The Cosplay With Pride Committee was continued to the next regular meeting by unanimous consent.

## 6. New Business

There was no new business.

## 7. Announcements/Future Meetings

### 7.1. 2024 Meetings

Dates for remaining meetings in 2024 are:

- 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.

Kevin Standlee  
Secretary

*[Approved: August 24, 2024]*

## Appendix A: Worldcon 76 Balance Sheet, June 30, 2024

	<u>Jun 30,</u> <u>24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>11000 · Corporate Bank Accounts</b>	
11100 · Worldcon 76	6,442.31
11110 · Money Market	<u>51,961.60</u>
<b>Total 11000 · Corporate Bank Accounts</b>	<u>58,403.91</u>
<b>Total Checking/Savings</b>	<u>58,403.91</u>
<b>Total Current Assets</b>	58,403.91
<b>Other Assets</b>	
<b>18600 · Other Assets</b>	
18620 · Items paid for Corporation	<u>2,560.12</u>
<b>Total 18600 · Other Assets</b>	<u>2,560.12</u>
<b>Total Other Assets</b>	<u>2,560.12</u>
<b>TOTAL ASSETS</b>	<b><u><u>60,964.03</u></u></b>
<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	62,334.11
<b>Net Income</b>	<u>-2,759.33</u>
<b>Total Equity</b>	<u>-6,662.87</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>60,964.03</u></u></b>

## Appendix B: Worldcon 76 Income & Expenses Through June 30, 2024

	<u>Aug 20, '16 - Jun 30, 24</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>	<b>945,151.92</b>
<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>	<b>7,955.00</b>
<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>	<b>127,100.00</b>
<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>	<b>95,480.00</b>
4260200 · Creator's Alley	2,057.35
4260201 · Art Show Sales	22,456.72
<b>4260500 · Advertising</b>	
4260550 · Souvenir Book Advertising	18,469.92

4260500 · Advertising - Other	3,215.00
<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	13,232.97
<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	33,000.00
<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	16,124.19
<b>Total 4270900 · Mexicanx donations</b>	<b>22,204.19</b>
4270930 · LGBTQ Initiative Donations	6,563.00
<b>Total 4270000 · Donations and Grants</b>	<b>183,660.58</b>
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
<b>Total 428000 · Tours</b>	<b>6,165.50</b>
4290000 · Interest Income	1,280.23
<b>Total 4200000 · Convention Income</b>	<b>1,520,762.27</b>
<b>Total Income</b>	<b>1,520,762.27</b>
<b>Gross Profit</b>	<b>1,520,762.27</b>
<b>Expense</b>	
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>
<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 · Obmusdman expenses	79.34
6213016 · Business Cards	39.87
6213062 · Staff Shirt Expense	9,378.94
6213091 · Storage	56,350.52
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	<u>13,093.50</u>

<b>Total 6213000 · Member Services Expenses</b>	118,691.38
<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>	<u>1,067.00</u>
<b>Total 6202000 · Events Expenses</b>	9,601.80
<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	162,037.72
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>	<u>209,773.21</u>
<b>6207000 · Promotions &amp; Publicity</b>	
6207040 · Domain Registration	1,775.01
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>	<u>29,352.88</u>
<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 Expenes</b>	
6204051 · Children's Activities	993.45
6204022 · Hayes Per Diem	750.00
6204019 · Pettinger Per Diem	750.00

6204017 · Quinn Per Diem	750.00
6204015 · Picacio Per Diem	750.00
6204012 · Spider Per Diem	750.00
6204023 · GoH Gifts	437.83
6204080 · Robot Obstacle Course	600.00
6204030 · Program Ops	250.99
6204018 · Pettinger Travel	2,201.82
6204025 · NASA Guest Travel	640.52
6204061 · Program database	653.34
6204010 · GoH Expenses	
6204013 · Picacio Shipping	2,223.01
6204014 · Picacio Airfare	362.60
6204021 · Hayes Airfare	150.40
6204011 · Robinson Travel	2,400.00
	<hr/>
<b>Total 6204010 · GoH Expenses</b>	<b>5,136.01</b>
<b>Total 6204000 · Programming Expenses</b>	<b>14,663.96</b>
<b>6208000 · Publications Expenses</b>	
6208081 · Post Con Souvenir Book Shipping	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
	<hr/>
<b>Total 6208000 · Publications Expenses</b>	<b>69,018.52</b>
<b>6206000 · Finance Division</b>	
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>1,492,495.21</u>
Total Expense	<u>1,492,495.21</u>
Net Income	<u><u>28,267.06</u></u>

## **Appendix C: Report of the New Zealand Agent Committee, July 20, 2024**

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

1. Forwarded copies of bank statements to the CoNZealand Finance Division.
2. Begun the process of building a profile with JP Morgan Chase as all First Republic accounts are now being transferred to Chase.

### 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 Committee Financial Report, July 20, 2024**

Bank Balance – 3/16/24 \$ 54,098.56

No Transactions

Bank Balance—7/20/24 \$ 54,098.56

Account Payable

Start-Up Expenses SFSFC \$ 120.00