

San Francisco Lesbian, Gay, Bisexual, Transgender Pride Celebration Committee, Inc.

Wednesday, January 6, 2021

AGENDA

For the Board Meeting, being held remotely

1. **Standing Items** (45 mins)
 - a. Welcome & Check In
 - i. Called to Order at:
 - ii. Welcome:
 - b. Attendance
 - i. In attendance:
 - ii. Apologies:
 - iii. Not Present:
 - iv. Quorum Attained:
 - c. Appointment of Meeting Roles
 - i. Timekeeper:
 - ii. Vibe Watcher:
 - iii. Stack Monitor:
 - d. Read Mission Statement & Financial Protocol
 - i. Mission Statement read by:
 - ii. Financial Protocol read by:
 - e. Approval of Agenda
 - i. Timestamp:
 - f. Approval of Minutes
 - i. Timestamp:
 - g. Announcements
 - h. Reports
 - i. President –
 - ii. Vice President –
 - iii. Treasurer –
 - iv. Secretary – verbal
 - v. Executive Director – written
 - vi. Committee Reports – verbal
2. **Old Business** (0 min)
 - a.
3. **New Business** (20 minutes)
 - a. Approval of FY2021 Budget (Anjali & Fred, 20 mins)
4. **Public Comment** (2 mins per person, 5 slots – 10 mins total)
5. **In Memoriam** (5 mins)
6. **Adjournment**
Time stamp:
Approximate Time: (80 minutes)

San Francisco Lesbian, Gay, Bisexual, Transgender Pride Celebration Committee, Inc.

Wednesday, January 6, 2021

Mission Statement:

The mission of the San Francisco Lesbian, Gay, Bisexual, Transgender Pride Celebration Committee is to educate the world, commemorate our heritage, celebrate our culture, and liberate our people.

Financial Protocol:

No expenditure can be incurred without going through the Executive Director in advance. This includes reimbursement of expenses outside of the set guidelines. If you expect to have an expenditure, prior approval must be sought from the Executive Director as soon as possible. Procedures exist and checks and balances are in place to ensure that all expenditures go through a proper approval process with the Board. All expenditures are accounted for during the annual budgeting and audit process.

Public Comment:

The public comment portion of the meeting is an opportunity for those with no say in the formulation of the agenda (i.e. those who are not members of the board) to speak during the meeting. Public comment is offered in a spirit of open communication and the organization being receptive to new ideas and constructive suggestions. The Chair of the meeting may adopt a flexible approach in allowing public comment but will not tolerate personal attacks and/or indecorous behavior.

Procedures for the formulation of the member meeting Agenda: (standing rule #9)

- A. Every meeting of the membership shall have a written agenda
- B. The agenda shall consist of:
 1. Standing Items
 2. Old Business
 3. New Business
- C. Standing Items shall be items which either the general membership and/or board resolves at a prior meeting be placed upon the agenda at subsequent meetings.
- D. Old Business shall be items of business from previous meetings which shall not have been concluded and shall be added to the agenda by the Board President.
- E. New Business items shall be items not being either standing items or old business which it shall be in the purview of the membership to discuss. New business items shall be added to the agenda by the Board President, the board or by any three general members.
- F. Items of new business may be added to the agenda if communicated to the Board President in writing fourteen days prior to the published date of the meeting. Communication may be in the form of a letter and where an addition is being proposed by three general members each must sign a letter requesting such addition.
- G. No item(s) shall be added to the Agenda at the meeting.

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Consensus Model for Decision Making:

Standing Rule #8, All Board Meetings shall use the following consensus model for decision making:

When it appears that the group is nearing consensus or when a voting member has asked that the group move to consensus, the facilitator shall ask:

1. Is there any further discussion?
2. Are there any objections? (Does anyone wish to stand aside?)
3. Do we have consensus?

A voting member may only block consensus if s/he has an alternative suggestion. If the alternative also does not produce consensus, another motion must be presented, or the issue must be dropped/tabled. If an individual cannot support the consensus statement but does not wish to block consensus s/he may stand aside. The objections shall be noted in the minutes. Friendly amendments can be offered (if appropriate), though the person who initiated the motion is not obligated to accept them.

If a tabled issue is still at an impasse at the following meeting, a voting member must make a motion on which the group will vote. The motion requires a simple majority to pass (unless otherwise noted in the bylaws). If an issue is at an impasse and is time sensitive (i.e., it cannot be tabled to a future meeting), a voting member must make a motion on which the group will vote. The motion requires a simple majority to pass (unless otherwise noted in the bylaws).

The consensus model shall use the following ground rules:

1. Participants should not speak out of turn. The facilitator will recognize hands in the order in which they were raised. Those who have not spoken on an issue will be given the option to do so before anyone speaks a second time.
2. Comments should be brief, respectful, and relevant to the topic being discussed. Participants should avoid repetition and focus on closure.
3. The facilitator shall put time limits on the discussion and choose a timekeeper. The time for discussion can be extended by group consensus.
4. Participants should accept decisions with which they can live to avoid debating minutia.
5. When appropriate, the facilitator may call a break in the meeting to allow the person blocking consensus and the person initiating the motion to try to work out an alternative together.
6. Everyone is equal.
7. Derogatory personal comments are inappropriate.
8. In groups of 20 or more, the decision-making process uses a modified form of consensus. An individual who blocks consensus must still offer an alternative. One alternative may be a suggestion to use Robert's Rules of Order to resolve the issue under consideration. If the group (less the block) rejects the alternative, the group may then resolve to override the block for a "modified consensus minus one." If two individuals block consensus, the standard form of consensus shall be used.

It is a good idea for someone to read these rules aloud at the beginning of a meeting, especially when new people are present. All Board members should receive training in these rules at the Board retreat.

BOARD OF DIRECTORS MEETING

Wednesday, December 2, 2020
Produced Remotely

MINUTES

1. Standing Items

- a. Welcome & Check In
 - i. Called to Order at: 7:04 PM
 - ii. Welcome: Carolyn Wysinger
 - iii. Land Acknowledgements: Deferred to end of meeting

- b. Attendance
 - i. In attendance: Carolyn Wysinger (President), Suzanne Ford (Vice President), Anjali Rimi (Treasurer), Nguyen Pham (Secretary), Bivett Brackett, Tuquan Harrison, Elizabeth Lanyon, Diana Oliva, Manuel Perez, Joshua Smith
 - ii. Apologies: Kerby Lynch
 - iii. Not Present:
 - iv. Quorum Attained: Yes

- c. Appointment of Meeting Roles
 - i. Timekeeper: Joshua Smith
 - ii. Vibe Watcher: Peter-Astrid Kane (Staff)
 - iii. Stack Monitor: Chris Grafton (Staff)

- d. Read Mission Statement & Financial Protocol
 - i. Mission Statement read by: Elizabeth Lanyon
 - ii. Financial Protocol read by: Anjali Rimi

- e. Approval of Agenda
 - i. Timestamp: 7:12pm
 1. Joshua Smith moves to approve agenda, Bivett Brackett seconds. Motion carries unanimously.

- f. Approval of Minutes
 - i. Timestamp: 7:14 PM
 1. Joshua Smith moves to approve November 2020 minutes, Anjali Rimi seconds. Motion carries unanimously.

- g. Announcements
 - i. Tuquan Harrison: SF Human Rights Commission will be holding a stakeholder advisory committee meeting for the LGBTQ community on Tuesday 12/8 @ 5pm; register at <https://zoom.us/meeting/register/tJ0lf-2tpjksHtTVKqkTcTNlbS8tpydIQShj>; Transgender District holding T.S. Madison/Lion Babe gala event on 12/11 @ 5:30pm; info at <https://www.facebook.com/events/391681435198506/>
 - ii. Anjali Rimi: First-ever study for API TGNB folx; APIENC event <https://apienc.org/uptous/>; Office of Transgender Initiatives is going to have updates and recaps etc. <https://transcitysf.medium.com/>
 - iii. Bivett Brackett: Echo Kitchen, SF's first Nigerian restaurant, burned down a few months ago in SoMA, now pivoting to support SF New Deal program to help feed vulnerable community members with final Sunday Supper outdoor dining & take-out/delivery at Mercado Restaurant on Sunday 12/6 4-9pm, <https://ominira.eventbrite.com>

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h. Reports

1. President – Great mini-retreat on Sunday 11/22; start planning and looking at what Pride will look like in 2021.
2. Vice President – Thank you to the BoD for coming to the mini-retreat.
3. Treasurer – Excited to see new/diverse revenue streams, ended November better than October.
4. Secretary – Thank you to staff and BoD on implementation of new software and organization of files etc.
5. Executive Director –
 - a. Mostly seeing losses these last few months.
 - b. Shannon oversees committee calendars etc.
 - c. Getting all the files in one place (revisit Secretary report of compiling and organizing).
 - d. Reaching out to community partners etc., hope is to finalize plans by late January 2021.
 - e. Hoping to meet with “traditional” production team managers by the end of December.
 - f. Shoutout to Elizabeth and Peter for work on Giving Tuesday, laying groundwork for fundraising efforts.
 - g. Theme for 2021: All In This Together
 - h. Lisa Williams will be working to launch the Community Advisory Board.
 - i. Interviewing for new position (Director of Partnerships and Giving), hired a new staff member.
 - j. Question from Anjali: What has been your biggest achievement in 2020?
Fred: Pulling off the first-ever Online Celebration.

* At 7:43pm, Diana Oliva moves to add 15 minutes, Anjali Rimi seconds. Motion carries unanimously.

6. Committee Reports –

- a. Community Affairs (CAC), Joshua Smith: Education in role the committee will play with agenda etc. Solid conversation about outreach. Identify target communities and get information. Membership is the priority. Discussed role of members in the committee. CAC will be meeting on the last Tuesday of each month.
- b. Development, Elizabeth Lanyon: First meeting took place on Dec 2nd. Themes: Storytelling/messaging, golf fundraiser, diversifying revenue, what projects/partnerships the organization is supporting and how the Board can support. Will be looking to new Director of Partnerships and Giving for vision and strategy. Development Committee will meet last Thursday of every month.
- c. Policies and Procedures, Manuel Perez: “Hello folks. Joshua and I are members of the Policies & Procedures Committee. We look forward to getting to work. We are currently in touch with staff to review all prior progress and set up our first meeting in advance of our January 2021 Board meeting. More to come soon!”

2. Old Business

- a. Transparency Proposal from the Sept 2020 Annual General Meeting
 - i. Still gathering information to create a policy that the organization can use and implement.
 - ii. Joshua Smith: When it comes to Policies and Procedures, looking at the roles that members can play in that.
 - iii. Anjali Rimi: Do we have a timeline? And how is it being communicated?
Carolyn: When we bring it to Policies and Procedures, we can also create a timeline. Policies and Procedures will not meet by next Member Meeting but will be working on this.

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3. New Business

- a. Results and Initiatives, Board; re mini retreat on Nov 22nd
 - i. Anjali Rimi: Had mostly lofty timelines/deadlines/goals, wanted to talk about them more.
 - ii. Most of the goals were in relation to the event, will be discussed in closed session.
- b. Land Acknowledgement Background
 - i. Acknowledgement that the land the City is on is Ohlone and Ramaytush peoples. Included more background of both the Ohlone and Ramaytush. (Full Document to be shared.)
 - ii. Manuel Perez: Further anchor relationship to BAAITS.

* At 8:13pm, Anjali Rimi moves to add 5 minutes, Joshua Smith seconds. Motion carries unanimously.

- iii. Joshua Smith: Make sure to do meaningful and actionable work with indigenous communities.
- iv. Carolyn Wysinger: Make sure recruitment targets communities, specifically indigenous communities, that are not represented.

4. Public Comment

- a. No comments were expressed by non-Board meeting attendees.

5. In Memoriam

Kerby Lynch's Grandmother, Dorothy Williams-Patterson
Andy Tice
Mrs. Lee, Mother of Dr. Lee, Elizabeth Lanyon's friend
Anjali's cousin and uncle who passed from COVID complications
Skylar Heath
Chae'Meshia Simms
Asia Jynaé Foster

6. Adjournment

Time stamp: 8:20 PM

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

Balance Sheet

As of December 31, 2020

	<u>Dec 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
0101 - Wells Fargo Bank Checking	
0101 - Wells Fargo Bank Checking - Unrestricted Funds	381,598.72
0101A - Restricted Funds	
0101AGR - Howard Grayson LGBT	853.01
0101ALA - Latin Stage	520.35
0101API - Pink Triangle	14,507.74
0101ASI - Sistahs Steppin	818.31
0101ASO - Soul of Pride	9,482.31
Total 0101A - Restricted Funds	<u>26,181.72</u>
Total 0101 - Wells Fargo Bank Checking	407,780.44
0102 - WellsFargo MarketRate (Reserve)	600,378.91
0104 - WellsFargo Bank Savings	26,542.81
0113 - Petty Cash Account	55.23
Total Checking/Savings	<u>1,034,757.39</u>
Accounts Receivable	
0115 - Accounts Receivable (General)	194,500.00
0117 - Sponsorship Receivable	99,616.00
Total Accounts Receivable	<u>294,116.00</u>
Total Current Assets	1,328,873.39
Fixed Assets	
0140 - FURNITURE & EQUIPMENT	
0140a - Furniture & Equipment	-40,797.49
0141 - Accumulated Depreciation	40,797.49
Total 0140 - FURNITURE & EQUIPMENT	<u>0.00</u>
Total Fixed Assets	0.00
Other Assets	
0189 - TRADEMARKS	
0189A - Trademarks	60,610.96
0189B - Accumulated Amortization	-57,510.96
Total 0189 - TRADEMARKS	<u>3,100.00</u>
0195 - Other Deposits	27,330.00
Total Other Assets	<u>30,430.00</u>
TOTAL ASSETS	<u><u>1,359,303.39</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

Balance Sheet

As of December 31, 2020

	<u>Dec 31, 20</u>
0213 - Deferred revenue	17,690.00
0219 - Sponsorship Temp Restricted	150,000.00
0250L - Payroll Taxes Due Payable	-13,347.92
0255L - Vacation Time Account Payable	14,943.82
Total Other Current Liabilities	<u>169,285.90</u>
Total Current Liabilities	<u>169,285.90</u>
Total Liabilities	169,285.90
Equity	
3000 - Opening Bal Equity	188,770.00
3100 - Temp Restricted Net Assets (TRN	344,875.00
3800.1 - NetAssetsReleased, UnRestrict	425,490.00
3800.4 - NetAssetsReleased, TempRestrict	-425,490.00
3900 - Retained Earnings	832,963.73
Net Income	-176,591.24
Total Equity	<u>1,190,017.49</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,359,303.39</u></u>

11:52 AM

01/04/21

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.
Statement of Cash Flows
December 2020

	<u>Dec 20</u>
OPERATING ACTIVITIES	
Net Income	-34,573.50
Adjustments to reconcile Net Income to net cash provided by operations:	
0115 · Accounts Receivable (General)	55,000.00
0250L · Payroll Taxes Due Payable	-9,597.92
Net cash provided by Operating Activities	<u>10,828.58</u>
Net cash increase for period	10,828.58
Cash at beginning of period	<u>1,023,928.81</u>
Cash at end of period	<u><u>1,034,757.39</u></u>

11:54 AM

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

Profit & Loss

01/04/21

October through December 2020

Accrual Basis

	Oct 20	Nov 20	Dec 20	TOTAL
Ordinary Income/Expense				
Income				
0402 · Membership Income	570.00	285.00	75.00	930.00
0414 · Donations (Individual) Income	80.00	2,173.22	255.00	2,508.22
0421 · Interest Income	5.30	5.12	0.00	10.42
0430 · Grants For the Arts				
0430A · Pride - Grants for the Arts	0.00	0.00	50,000.00	50,000.00
Total 0430 · Grants For the Arts	0.00	0.00	50,000.00	50,000.00
0490 · Fundraising - General	0.00	31,467.54	619.25	32,086.79
4900 · Fiscal Sponsee Income				
4900.49 · Fundraising	0.00	0.00	5,000.00	5,000.00
Total 4900 · Fiscal Sponsee Income	0.00	0.00	5,000.00	5,000.00
Total Income	655.30	33,930.88	55,949.25	90,535.43
Gross Profit	655.30	33,930.88	55,949.25	90,535.43
Expense				
0600 · Advertising (Administrative)	462.00	4.52	0.00	466.52
0602 · Bank Fees	106.09	106.09	171.09	383.27
0603 · Utilities and Maintenance				
0603C · Cleaning & General Maintenance	1,931.82	671.82	671.82	3,275.46
0603U · Utilities	371.80	0.00	0.00	371.80
Total 0603 · Utilities and Maintenance	2,303.62	671.82	671.82	3,647.26
0604 · Messenger Expense	0.00	24.00	0.00	24.00
0605 · Membership Dues Expense	120.00	0.00	0.00	120.00
0606 · Insurance Expense	6,322.66	374.89	-274.29	6,423.26
0607 · Postage Expense	24.84	0.00	0.00	24.84
0608 · Copying/Printing Expense	0.00	92.35	0.00	92.35
0609 · Office Supplies Expense	0.00	312.08	1,127.37	1,439.45
0610 · Accounting/Auditing Expense	2,000.00	2,000.00	2,000.00	6,000.00
0612 · Other Supplies	265.00	0.00	0.00	265.00
0613 · Employee Benefits Expense				
0613M · Medical/Dental Benefits	6,888.46	3,273.64	3,273.64	13,435.74
Total 0613 · Employee Benefits Expense	6,888.46	3,273.64	3,273.64	13,435.74
0614 · Equipment Rental Expense	215.02	215.02	215.02	645.06
0615 · Rent (Office) Expense	8,957.57	8,957.57	8,957.57	26,872.71
0616 · Rent (Non-Office Space) Exp.	2,009.94	2,009.94	1,657.00	5,676.88
0618 · Equipment Repair & Maintenance	112.36	337.08	0.00	449.44
0619 · Contracted Services	20,000.00	14,900.00	22,400.00	57,300.00
0620 · Contractors	0.00	7,460.00	5,596.00	13,056.00
0622 · Payroll Taxes	3,431.09	2,146.78	2,631.28	8,209.15
0625 · Telephone Expense	452.83	454.12	453.12	1,360.07
0626 · Payroll Expense				
0626A · Payroll expense	44,850.90	28,062.50	34,395.83	107,309.23
Total 0626 · Payroll Expense	44,850.90	28,062.50	34,395.83	107,309.23
0628 · Community Partners Grants				
0628B · Grants from Board	750.00	0.00	0.00	750.00
Total 0628 · Community Partners Grants	750.00	0.00	0.00	750.00
0631 · Media/PR Expense	0.00	500.00	350.00	850.00
0632 · Volunteer/Staff Recognition Exp	444.30	0.00	0.00	444.30
0655 · Data Management Expense	1,659.77	1,684.07	1,897.30	5,241.14
0656 · HR Expense	0.00	6.00	0.00	6.00
0660 · Fundraising Expense	350.00	0.00	0.00	350.00
6700 · Reallocation Expenses	0.00	0.00	5,000.00	5,000.00
6800 · Fiscal Sponsee Expenses				
6800.19 · Contracted Services	500.00	500.00	0.00	1,000.00
6800.24 · Entertainer/Speaker Expense	285.00	0.00	0.00	285.00
Total 6800 · Fiscal Sponsee Expenses	785.00	500.00	0.00	1,285.00
Total Expense	102,511.45	74,092.47	90,522.75	267,126.67
Net Ordinary Income	-101,856.15	-40,161.59	-34,573.50	-176,591.24
Net Income	-101,856.15	-40,161.59	-34,573.50	-176,591.24

SAN FRANCISCO PRIDE
Report to the Board of Directors
Executive Director – Fred Lopez – January 6, 2021

CASH BALANCES *As of January 4, 2020*

Operating Account Balance	\$396,195.60
Reserve Account	\$600,384.01
Restricted Funds (Fiscal Agent Accounts)	\$26,543.01

AGENCY UPDATES

- Staff continue to work remotely due to the closure of offices. The agency was closed from Dec 25 – Jan 3, and the team enjoyed some rest before the activity of the year. Everyone’s patience and flexibility while we continue to find solutions to remote working are greatly appreciated.
- The team have been working hard to plan for Pride 2021. As you can imagine, the changing landscape regarding safety has made this challenging. The increase in infections and hospitalizations, as well as the restrictions on gatherings and uncertainty about the vaccine rollout, show no sign of abating in the early calendar year. We are taking all of these data points into account, and utilizing the sizable expertise we have on hand in creating and managing large-scale events. As of this writing, we are anticipating a largely hybrid-model Pride celebration in June 2021. January is shaping up to be a very busy month, wherein we work to place all of the moving pieces together. It should go without saying that while the visibility and connection of our communities is paramount, elevating ways to generate revenue is also incredibly important for the survival of the organization. I am grateful to the board for their attention and feedback during the “mini-retreat” in December, during which these opportunities were discussed. We are maintaining a timeline in which we can share with our communities our plans for 2021 in mid-February.
- Board committees have been very active, and it is encouraging to see the dedicated work that is being done. A reminder that committee meetings are placed in the overall board calendar, which Shannon is working to coordinate. Questions about the central drive of board documents, which features folders for each committee, can be asked of Chris or myself.
- The staff project, led by Chris, of transferring board email and files to Outlook and OneDrive has been completed. Thanks go to Nguyen for assisting in driving this project forward.
- Our Community Relations Manager has worked to develop a modified plan for nominating, naming, and honoring Community Grand Marshals in 2021. We are refining that plan and hope to roll it out in the coming weeks.
- The Dir of Partnerships & Giving is planning a New Year Appeal that will go out to our existing donor database as well as our entire membership. Since SF Pride is actively revamping our individual giving (fundraising) program, this will be the first of many appeals of 2021. Your support as board members is vital to the success of this and every appeal. Sharing with your networks, finding new donors, and making donations yourself are all key. More tools for fundraising are planned for discussion at the annual board retreat, and board members are encouraged to let Carolyn know if specific questions around fundraising exist.
- SF Pride is beginning substantial talks with prospective corporate partners for 2021. As mentioned above, as our event will look different from what most have become accustomed to, and different even from 2020, these discussions are important in determining a new pathway forward for meaningful, reciprocal relationships with

SAN FRANCISCO PRIDE
Report to the Board of Directors
Executive Director – Fred Lopez – January 6, 2021

corporate partners. The feedback that has been generated about corporate partnerships from Pride members and individuals in the community is being taken into account.

- SF Pride will be working to incorporate community partner organizations into the planning of Pride events, and will have more to share about that in the coming months. In addition, the team are working to develop a number of co-branded, collaborative projects and events with community partner organizations.

MEMBERSHIP (as of 1/5/2020):

- 169 current members. 19 expired, 10 renewed, 1 new.

