

# SAN FRANCISCO PRIDE<sup>®</sup>

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

## BOARD OF DIRECTORS MEETING

February 3, 2021  
Being Produced Remotely

## A G E N D A

### ITEMS

#### **1. Standing Items** (50 mins)

##### **I. Welcome & Check In**

- A. Called to Order at:
- B. Welcome:
- C. Land Acknowledgement read by:

##### **II. Attendance:**

- A. Present:
- B. Apologies:
- C. Not Present:
- D. Quorum Attained:

##### **III. Appointment of Timekeeper, Vibe Watcher, and Stack Monitor**

- A. Timekeeper:
- B. Vibe Watcher:
- C. Stack Monitor:

##### **IV. Read Mission Statement & Financial Protocol**

- A. Mission Statement read by:
- B. Financial Protocol read by:

##### **V. Approval of Agenda**

- A. Timestamp:

##### **VI. Approval of Minutes**

- A. Timestamp:

##### **VII. Announcements**

##### **VIII. Reports**

- A. President -
- B. Vice President -
- C. Treasurer -
- D. Secretary -
- E. Executive Director –
- F. Board Committee Reports:
  - Policies & Procedures
  - Community Affairs
  - Audit
  - Development

#### **2. Old Business** (0 min)

- A. None

# **SAN FRANCISCO PRIDE**<sup>®</sup>

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

**3. New Business** (10 minutes)

A. Event Planning Update

**4. Public Comment** (2 mins per person – 10 mins total)

**5. In Memoriam** (5 mins)

**6. Adjournment**

**Time stamp:**

Approximate Time: (80 minutes)

**Closed session may occur after adjournment**

# SAN FRANCISCO PRIDE<sup>®</sup>

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

**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.

**Land Acknowledgement Statement (as of January 28, 2021):**

We at San Francisco Pride acknowledge that we are meeting on the unceded ancestral homeland of the Ramaytush Ohlone peoples, the original inhabitants of the San Francisco peninsula.

**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

**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

**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:
  - a. Standing Items
  - b. Old Business
  - c. 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.

## **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.

# SAN FRANCISCO PRIDE®

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

## BOARD OF DIRECTORS MEETING

Wednesday, December 2, 2020

Produced Remotely

## MINUTES

### 1. Standing Items

- a. Welcome & Check In
  1. Called to Order at: 7:04 PM
  2. Welcome: Carolyn Wysinger
  3. Land Acknowledgement: Carolyn Wysinger acknowledges Ohlone and Ramaytush land.
- b. Attendance
  1. In attendance: Carolyn Wysinger (President), Anjali Rimi (Treasurer), Nguyen Pham (Secretary), Bivett Brackett, Tuquan Harrison, Elizabeth Lanyon, Kerby Lynch, Manuel Perez, Joshua Smith
  2. Apologies: Diana Oliva
  3. Not Present: Suzanne Ford (Vice President)
  4. Quorum Attained: Yes @ 7:09 PM
- c. Appointment of Meeting Roles
  1. Timekeeper: Joshua Smith
  2. Vibe Watcher: Peter-Astrid Kane (Staff)
  3. Stack Monitor: Chris Grafton (Staff)
- d. Read Mission Statement & Financial Protocol
  1. Mission Statement read by: Anjali Rimi
  2. Financial Protocol read by: Elizabeth Lanyon
- e. Approval of Agenda
  1. Timestamp: 7:14 PM
    - a. Joshua Smith moves to approve agenda with amendment to extend Standing Items to 60 minutes, Nguyen Pham seconds. Motion carries unanimously.
- f. Approval of Minutes
  1. Timestamp: 7:15 PM
    - a. Elizabeth Lanyon moves to approve December 2020 minutes, Manuel Perez seconds. Motion carries unanimously.
- g. Announcements
  1. Anjali Rimi: Virtual BAAITS main pow-wow happening Tues 2/2 through Fri [www.baaits.org/powwow](http://www.baaits.org/powwow)
    - a. Empower 2021, full day virtual conference cohosted by Microsoft, 1/27 helping nonprofits & charities to come up w/ ways to scale & be empowered in their mission (\$199) <https://www.proserveit.com/virtual-conference-for-nonprofits-and-charities-empower-2021>
  2. Tuquan Harrison: SF HRC is in process of releasing funds, RFQ, seeking proposals for programming centering Black TGNC, looking for orgs to apply by this Friday as well as people to participate on review panel; OEWD releasing funding opportunity for TLGBQ <https://sf-hrc.org/grant-opportunities><https://oewd.org/bid-opportunities/RFP-215>
  3. Elizabeth Lanyon: NCLR hosting policy panel on 1/19 @ 9am.

# SAN FRANCISCO PRIDE®

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

## h. Reports

1. President – Reflections on the organization and history and what it means to be an elder/supporter, divesting from the past and personal issues/power. Making sure that the integrity of the organization is protected.
2. Vice President – N/A
3. Treasurer – December numbers (in Board packet).
4. Secretary – Echo Carolyn's statements, bringing more new energy into organization and expressing solidarity as a united front. Golf fundraiser is flourishing, tentatively scheduling it for September 2021.
5. Executive Director – written
  - a. Introducing Rachel Jacob Barnett (RJB): Starting her 4<sup>th</sup> week at the organization, encouraged by the support from the Board for the new direction, especially in terms of diversifying revenue stream. Excited about new fundraising events and opportunities.
  - b. Pride 365: Questions and Comments
    - i. Tuquan: Can we offer feedback and offer partnerships etc.?
      1. Sure, we are currently focusing on the first part of 2021. Connecting Shannon and Tuquan.
    - ii. Anjali: Is the 169 members one of the lowest we've had?
      1. It's on the lower side yes, usually however around 170-215.
    - iii. Anjali: Difficulty getting MS Teams and MS Word to show up.
      1. Chat offline about troubleshooting.
  - c. RJB: All asks for fundraising etc. will also be asking people to join as members.
6. Committee Reports – verbal
  - a. CAC (Bivett Brackett): Rough draft for what to send out to members; in the next meeting, they will discuss the rollout of the document for members. Requesting Fred Lopez, Chris Grafton, and Elizabeth Lanyon for guidance for different aspects of the rollout and diversifying pride etc. Talking with organizations to partner with for Black History Month, perhaps a virtual ballroom event.
  - b. Development Committee (Elizabeth Lanyon): Creating equity in all spaces. Working on messaging, branding, storytelling. Priority will be diversifying revenue.  
\* At 7:58pm, Bivett moves to add 5 minutes, Anjali seconds. Motion carries unanimously.
  - c. Policies & Procedures (Manuel Perez): Met in December and on Jan 5<sup>th</sup>. Goal is to do a deep clean on the standing orders of the organization, bylaws, etc. As a board, starting in March, we will either have consensus or action items on parts of the policy. P&P will work with CAC to get member feedback on the governing documents.
    - i. Bivett: Is it possible to get the script for asking for feedback?
    - ii. The documents will be sent and coordination between P&P and CAC.

## 2. Old Business

- a. None

## 3. New Business

- a. Approval of FY2021 Budget (Anjali Rimi & Fred Lopez)
  - i. Overview of budget (PowerPoint presentation by Fred).
  - ii. Everything is very up in the air because of COVID.
  - iii. Proposed Revenue: \$1,728,000, Proposed Admin Expenses: \$887,000.00, Total Production Budget: \$841,000.00.
  - iv. We could see revenue increases depending on events and fundraising.
  - v. Total Revenue: \$1,728,000; Total Proposed Budget: \$1,728,000.
  - vi. Joshua Smith: What are the cash flow projections looking like?
  - vii. Elizabeth Lanyon: Suggest having strong deadlines for these, more stringently looking and reporting these numbers. Have a plan/timeline for when and how we are pivoting.
  - viii. Anjali Rimi: Agree with more consistent updates, perhaps a biweekly email.

\* At 8:25pm Anjali moves to add 5 minutes, Josh seconds. Motion carries unanimously.

\* At 8:26pm, Bivett Brackett moves to approve provisional budget till April 2021 at which time we will reassess with final budget, Manuel Perez seconds. Motion carries unanimously.

# SAN FRANCISCO PRIDE®

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

4. **Public Comment**

No comments were expressed by non-Board meeting attendees.

5. **In Memoriam**

Lyons Leo  
Addison Parks  
Marissa S.  
Eric Jerome Dickey  
Lenn Keller  
Ashli Babbitt

6. **Adjournment**

Time stamp: 8:31pm

DRAFT

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

Balance Sheet

As of January 31, 2021

	<u>Jan 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
0101 - Wells Fargo Bank Checking	
0101 - Wells Fargo Bank Checking - Unrestricted Funds	319,529.87
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	26,181.72
Total 0101 - Wells Fargo Bank Checking	345,711.59
0102 - WellsFargo MarketRate (Reserve)	600,389.11
0104 - WellsFargo Bank Savings	26,543.24
0113 - Petty Cash Account	55.23
Total Checking/Savings	972,699.17
Accounts Receivable	
0115 - Accounts Receivable (General)	194,500.00
0117 - Sponsorship Receivable	99,616.00
Total Accounts Receivable	294,116.00
Total Current Assets	1,266,815.17
<b>Fixed Assets</b>	
0140 - FURNITURE & EQUIPMENT	
0140a - Furniture & Equipment	-40,797.49
0141 - Accumulated Depreciation	40,797.49
Total 0140 - FURNITURE & EQUIPMENT	0.00
Total Fixed Assets	0.00
<b>Other Assets</b>	
0189 - TRADEMARKS	
0189A - Trademarks	60,610.96
0189B - Accumulated Amortization	-57,510.96
Total 0189 - TRADEMARKS	3,100.00
0195 - Other Deposits	27,330.00
Total Other Assets	30,430.00
<b>TOTAL ASSETS</b>	<u><u>1,297,245.17</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
Current Liabilities	
Other Current Liabilities	



**SF Lesbian Gay Bisexual Transgender Pride CC, Inc.**  
**Balance Sheet**  
As of January 31, 2021

	<u>Jan 31, 21</u>
0213 - Deferred revenue	17,690.00
0219 - Sponsorship Temp Restricted	150,000.00
0250L - Payroll Taxes Due Payable	-5,020.63
0255L - Vacation Time Account Payable	14,943.82
<b>Total Other Current Liabilities</b>	<u>177,613.19</u>
<b>Total Current Liabilities</b>	<u>177,613.19</u>
<b>Total Liabilities</b>	177,613.19
<b>Equity</b>	
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	847,963.73
Net Income	-261,976.75
<b>Total Equity</b>	<u>1,119,631.98</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,297,245.17</u></u>

11:00 AM

02/01/21

**SF Lesbian Gay Bisexual Transgender Pride CC, Inc.**  
**Statement of Cash Flows**  
January 2021

	<u>Jan 21</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	-85,390.81
Adjustments to reconcile Net Income to net cash provided by operations:	
0115 · Accounts Receivable (General)	15,000.00
0250L · Payroll Taxes Due Payable	8,327.29
<b>Net cash provided by Operating Activities</b>	<u>-62,063.52</u>
 Net cash increase for period	 -62,063.52
Cash at beginning of period	<u>1,034,762.69</u>
<b>Cash at end of period</b>	<u><u>972,699.17</u></u>

11:01 AM

02/01/21

Accrual Basis

**SF Lesbian Gay Bisexual Transgender Pride CC, Inc.**  
**Profit & Loss**  
**October 2020 through January 2021**

	Oct 20	Nov 20	Dec 20	Jan 21	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
0402 · Membership Income	570.00	285.00	75.00	245.00	1,175.00
0414 · Donations (Individual) Income	80.00	2,173.22	255.00	425.00	2,933.22
0421 · Interest Income	5.30	5.12	5.30	5.33	21.05
0430 · Grants For the Arts					
0430A · Pride - Grants for the Arts	0.00	0.00	50,000.00	0.00	50,000.00
<b>Total 0430 · Grants For the Arts</b>	0.00	0.00	50,000.00	0.00	50,000.00
0490 · Fundraising - General	0.00	31,467.54	619.25	0.00	32,086.79
4900 · Fiscal Sponsee Income					
4900.49 · Fundraising	0.00	0.00	5,000.00	0.00	5,000.00
<b>Total 4900 · Fiscal Sponsee Income</b>	0.00	0.00	5,000.00	0.00	5,000.00
<b>Total Income</b>	655.30	33,930.88	55,954.55	675.33	91,216.06
<b>Gross Profit</b>	655.30	33,930.88	55,954.55	675.33	91,216.06
<b>Expense</b>					
0600 · Advertising (Administrative)	462.00	4.52	0.00	0.00	466.52
0602 · Bank Fees	106.09	106.09	171.09	106.09	489.36
0603 · Utilities and Maintenance					
0603C · Cleaning & General Maintenance	1,931.82	671.82	671.82	1,268.27	4,543.73
0603U · Utilities	371.80	0.00	0.00	305.09	676.89
<b>Total 0603 · Utilities and Maintenance</b>	2,303.62	671.82	671.82	1,573.36	5,220.62
0604 · Messenger Expense	0.00	24.00	0.00	0.00	24.00
0605 · Membership Dues Expense	120.00	0.00	0.00	0.00	120.00
0606 · Insurance Expense	6,322.66	374.89	-274.29	0.00	6,423.26
0607 · Postage Expense	24.84	0.00	0.00	0.00	24.84
0608 · Copying/Printing Expense	0.00	92.35	0.00	0.00	92.35
0609 · Office Supplies Expense	0.00	312.08	1,127.37	78.90	1,518.35
0610 · Accounting/Auditing Expense	2,000.00	2,000.00	2,000.00	2,000.00	8,000.00
0612 · Other Supplies	265.00	0.00	0.00	0.00	265.00
0613 · Employee Benefits Expense					
0613M · Medical/Dental Benefits	6,888.46	3,273.64	3,273.64	4,019.56	17,455.30
<b>Total 0613 · Employee Benefits Expense</b>	6,888.46	3,273.64	3,273.64	4,019.56	17,455.30
0614 · Equipment Rental Expense	215.02	215.02	215.02	319.55	964.61
0615 · Rent (Office) Expense	8,957.57	8,957.57	8,957.57	8,957.57	35,830.28
0616 · Rent (Non-Office Space) Exp.	2,009.94	2,009.94	1,657.00	1,718.00	7,394.88
0618 · Equipment Repair & Maintenance	112.36	337.08	0.00	0.00	449.44
0619 · Contracted Services	20,000.00	14,900.00	22,400.00	20,000.00	77,300.00
0620 · Contractors	0.00	7,460.00	5,596.00	4,066.00	17,122.00
0622 · Payroll Taxes	3,431.09	2,146.78	2,631.28	2,752.42	10,961.57
0625 · Telephone Expense	452.83	454.12	453.12	455.25	1,815.32
0626 · Payroll Expense					
0626A · Payroll expense	44,850.90	28,062.50	34,395.83	35,979.16	143,288.39
<b>Total 0626 · Payroll Expense</b>	44,850.90	28,062.50	34,395.83	35,979.16	143,288.39
0627 · Permit Costs	0.00	0.00	0.00	1,000.00	1,000.00

11:01 AM

02/01/21

Accrual Basis

# SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

## Profit & Loss

October 2020 through January 2021

	<u>Oct 20</u>	<u>Nov 20</u>	<u>Dec 20</u>	<u>Jan 21</u>	<u>TOTAL</u>
0628 · Community Partners Grants					
0628B · Grants from Board	750.00	0.00	0.00	0.00	750.00
<b>Total 0628 · Community Partners Grants</b>	<b>750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>750.00</b>
0629 · Educational Development Exp.	0.00	0.00	0.00	349.00	349.00
0631 · Media/PR Expense	0.00	500.00	350.00	1,000.00	1,850.00
0632 · Volunteer/Staff Recognition Exp	444.30	0.00	0.00	42.51	486.81
0655 · Data Management Expense	1,659.77	1,684.07	1,897.30	1,648.77	6,889.91
0656 · HR Expense	0.00	6.00	0.00	0.00	6.00
0660 · Fundraising Expense	350.00	0.00	0.00	0.00	350.00
6700 · Reallocation Expenses	0.00	0.00	5,000.00	0.00	5,000.00
6800 · Fiscal Sponsee Expenses					
6800.19 · Contracted Services	500.00	500.00	0.00	0.00	1,000.00
6800.24 · Entertainer/Speaker Expense	285.00	0.00	0.00	0.00	285.00
<b>Total 6800 · Fiscal Sponsee Expenses</b>	<b>785.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,285.00</b>
<b>Total Expense</b>	<b>102,511.45</b>	<b>74,092.47</b>	<b>90,522.75</b>	<b>86,066.14</b>	<b>353,192.81</b>
<b>Net Ordinary Income</b>	<b>-101,856.15</b>	<b>-40,161.59</b>	<b>-34,568.20</b>	<b>-85,390.81</b>	<b>-261,976.75</b>
<b>Net Income</b>	<b>-101,856.15</b>	<b>-40,161.59</b>	<b>-34,568.20</b>	<b>-85,390.81</b>	<b>-261,976.75</b>