

BOARD OF DIRECTORS MEETING

March 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:

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, & Land Acknowledgement

- A. Mission Statement read by:
- B. Financial Protocol read by:
- C. Land Acknowledgement 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

SAN FRANCISCO PRIDE[®]

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

2. Old Business (0 min)
A. None

3. New Business (0 minutes)
A. None

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

5. In Memoriam (5 mins)

6. Adjournment

Time stamp:

Approximate Time: (70 minutes)

Closed session may occur after adjournment

SAN FRANCISCO PRIDE[®]

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

February 3, 2021
Produced Remotely

MINUTES

1. Standing Items

I. **Welcome & Check In**

- A. Called to Order at: 7:05 PM
- B. Welcome: Carolyn Wysinger welcomes attendees to the Board meeting.
- C. Land Acknowledgement. Carolyn Wysinger acknowledges the Ohlone and Ramaytush land on which this meeting is taking place.

II. **Attendance:**

- A. Present: Carolyn Wysinger (President), Suzanne Ford (Vice President), Anjali Rimi (Treasurer), Nguyen Pham (Secretary), Bivett Brackett, Tuquan Harrison, Elizabeth Lanyon, Kerby Lynch, Diana Oliva, Manuel Perez, Joshua Smith
- B. Apologies:
- C. Not Present:
- D. Quorum Attained: Yes at 7:11 PM

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

- A. Timekeeper: Joshua Smith
- B. Vibe Watcher: Suzanne Ford
- C. Stack Monitor: Elizabeth Lanyon

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

- A. Mission Statement read by Joshua Smith
- B. Financial Protocol read by Anjali Rimi

V. **Approval of Agenda**

- * At 7:15 PM, Carolyn Wysinger moves to add an item discussing Board Meeting Schedule for 10 minutes to Old Business, Joshua Smith seconds. Motion carries unanimously.
- * At 7:16 PM, Suzanne Ford moves to approve agenda as amended, Nguyen Pham seconds. Motion carries unanimously.

VI. **Approval of Minutes**

- * At 7:17 PM, Nguyen Pham moves to amend January 2021 minutes by striking Ashli Babbitt from In Memoriam, Carolyn Wysinger seconds. Motion carries with one Nay from Kerby Lynch.
- * At 7:18 PM, Elizabeth Lanyon moves to approve January 2021 minutes as amended, Anjali Rimi seconds. Motion carries unanimously.

VII. **Announcements**

A. **Tuquan Harrison**

- Relaunching LGBTQI advisory committee for Human Rights Council, please share with networks.
https://docs.google.com/forms/d/e/1FAIpQLSfwzBew4W758nWcAzHmZhiMJIsFIClh6TuvJbhei_mssF_mkQ/viewform
- National Black HIV/AIDS Awareness Day Event:
<file:///Users/tuquanharrison/Downloads/NBHAAD%202021%20Banner.png>

- B. **Scott Shuemake:** Black Joy Parade events, www.blackjoyparade.org

SAN FRANCISCO PRIDE®

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

- C. **Suzanne Ford**
 - March 31st is Trans Day of Visibility, committee will be presenting events and plans.
- D. **Anjali Rimi**
 - Ox Talks, February 13th
<https://www.eventbrite.com/e/ox-talks-tickets-138904917347?ref=eios>
 - Panel on domestic violence within South Asian LGBTQ community:
<https://www.eventbrite.com/e/yes-to-love-a-conversation-by-maitri-parivar-tickets-137696190011?aff=ebdssbonlinesearch>
 - The San Francisco LGBTQ Aging Research Partnership conducting survey:
https://healthmanagement.qualtrics.com/jfe/form/SV_ahonNY3qQuwKrvv

VIII. Reports

- A. President – Congrats and thank you to committees for all the committee meetings. Amplifying content and the work being done to include and uplift different communities throughout the area. I have been asked to join the board of the organization that George Floyd's family is starting, which will focus on issues important to the Black community.
- B. Vice President – All are invited to next week's Membership Meeting.
- C. Treasurer – Really trying to understand and breakdown the revenue stream and the future plans. Many efforts happening to up revenue, but they will be lax at first and then continue to gain steam.
- D. Secretary – Thank you to meeting attendees for sharing items in rapid succession during Announcements.
- E. Executive Director – Operating Account: \$335,905.77; Restricted Funds: \$26,543.24; Reserve Account: \$600,389.
 - Hope to start sharing the plans for Pride around mid-February.
 - Pride 365: "Inside Pride"
 - Work on annual financial audit has begun.
 - Community Grand Marshals suggestions still open.
 - Website refresh is happening.
 - Fundraising Appeal was a good first effort, hope to increase level of donation.
 - In talks with Pink Triangle on what the event will look like.
 - Questions and comments from the Board:
 - Bivett Brackett: Make the membership page on the website more prominent and highlight the different levels of membership.
 - Joshua Smith: Is the organization ready to put in applications for stimulus grants etc., from the new administration if it'll be possible?
- F. Board Committee Reports:
 - Policies & Procedures (Manuel Perez): Sections B and G are now in public review; a feedback form is set up and accessible to members.
 - Community Affairs (Bivett Brackett and Joshua Smith): Submitted the first version of the membership evaluation and feedback form for edits from Board President. Talked with staff about options for scaled back events etc. Looking to discuss highlighting local businesses and community members.

* At 7:57 PM, Joshua Smith moves to add 15 minutes to Reports, Anjali Rimi seconds by Anjali Rimi. Motion carries unanimously.

- Audit (Nguyen Pham): Front-loading this year's audit with bookkeeping cleanup, then will proceed with general audit. Should be done with a draft audit around April.
- Development (Elizabeth Lanyon): Priorities include golf tournament, storytelling, equity, grants, fundraising etc. Looking to do a give-get program.
 - Suzanne Ford and Nguyen Pham on golf tournament: Another meeting with golf partners on Feb 4th for the tournament. October 9th is still the date for the event itself.

SAN FRANCISCO PRIDE[®]

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

2. Old Business

A. Board Schedule: All meetings were on the first Wednesday except June 2nd which was moved in a previous meeting in honor of National Native American observance day. However, trouble figuring out what the parameters of the observance day is and where it is recognized.

* At 8:17 PM, Nguyen Pham moves to reschedule June 2021 BOD Meeting to June 2nd, which is an amendment to the previous schedule, Joshua Smith seconds. Motion carries unanimously.

3. New Business

A. Event Planning Update

- Large scale public gatherings that were considered normal are not going to be possible; however, smaller scale and extremely safe events will be possible. These would be supplemented with online events. Working with Frameline and Openhouse and looking to release more information on those collaborations soon. Looking to use the Progress Pride flags when hanging up flags across the City. Also going to plan events later in the year, one event includes National Coming Out Day.
- Comment from the Board (Joshua Smith): Utilizing community relationships and the tools available to produce Pride 365.

4. Public Comment

5. In Memoriam

Kenneth Jones
Cicely Tyson
Hank Aaron
Cloris Leachman
Siegfried
Tyianna Alexander
Samuel Edmund Damián Valentín
Bianca "Muffin" Bankz
Dominique Jackson
Marilyn Ruth Maldonado
Vichar Ratanapakdee

6. Adjournment

Time stamp: 8:35 PM

9:13 AM

03/01/21

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

	<u>Feb 21</u>
OPERATING ACTIVITIES	
Net Income	-80,721.11
Adjustments to reconcile Net Income to net cash provided by operations:	
0250L · Payroll Taxes Due Payable	<u>2,034.50</u>
Net cash provided by Operating Activities	<u>-78,686.61</u>
 Net cash increase for period	 -78,686.61
Cash at beginning of period	<u>972,699.17</u>
Cash at end of period	<u><u>894,012.56</u></u>

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

Balance Sheet

As of February 28, 2021

	<u>Feb 28, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
0101 - Wells Fargo Bank Checking	
0101 - Wells Fargo Bank Checking - Unrestricted Funds	232,838.45
0101A - Restricted Funds	
0101AGR - Howard Grayson LGBT	853.01
0101ALA - Latin Stage	520.35
0101API - Pink Triangle	24,507.74
0101ASI - Sistahs Steppin	818.31
0101ASO - Soul of Pride	7,482.31
Total 0101A - Restricted Funds	34,181.72
Total 0101 - Wells Fargo Bank Checking	267,020.17
0102 - WellsFargo MarketRate (Reserve)	600,393.72
0104 - WellsFargo Bank Savings	26,543.44
0113 - Petty Cash Account	55.23
Total Checking/Savings	894,012.56
Accounts Receivable	
0115 - Accounts Receivable (General)	194,500.00
0117 - Sponsorship Receivable	99,616.00
Total Accounts Receivable	294,116.00
Total Current Assets	1,188,128.56
Fixed Assets	
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
Other Assets	
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
TOTAL ASSETS	<u><u>1,218,558.56</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

Balance Sheet

As of February 28, 2021

	<u>Feb 28, 21</u>
0213 - Deferred revenue	17,690.00
0219 - Sponsorship Temp Restricted	150,000.00
0250L - Payroll Taxes Due Payable	-2,986.13
0255L - Vacation Time Account Payable	14,943.82
Total Other Current Liabilities	<u>179,647.69</u>
Total Current Liabilities	<u>179,647.69</u>
Total Liabilities	179,647.69
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	847,963.73
Net Income	-342,697.86
Total Equity	<u>1,038,910.87</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,218,558.56</u></u>

9:16 AM

03/01/21

Accrual Basis

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

	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	TOTAL
Ordinary Income/Expense						
Income						
0402 · Membership Income	570.00	285.00	75.00	245.00	140.00	1,315.00
0414 · Donations (Individual) Income	80.00	2,173.22	255.00	425.00	1,065.03	3,998.25
0421 · Interest Income	5.30	5.12	5.30	5.33	4.81	25.86
0430 · Grants For the Arts						
0430A · Pride - Grants for the Arts	0.00	0.00	50,000.00	0.00	0.00	50,000.00
Total 0430 · Grants For the Arts	0.00	0.00	50,000.00	0.00	0.00	50,000.00
0490 · Fundraising - General	0.00	31,467.54	619.25	0.00	0.00	32,086.79
4900 · Fiscal Sponsee Income						
4900.40 · Grants	0.00	0.00	0.00	0.00	10,000.00	10,000.00
4900.49 · Fundraising	0.00	0.00	5,000.00	0.00	0.00	5,000.00
Total 4900 · Fiscal Sponsee Income	0.00	0.00	5,000.00	0.00	10,000.00	15,000.00
Total Income	655.30	33,930.88	55,954.55	675.33	11,209.84	102,425.90
Gross Profit	655.30	33,930.88	55,954.55	675.33	11,209.84	102,425.90
Expense						
0600 · Advertising (Administrative)	462.00	4.52	0.00	0.00	0.00	466.52
0602 · Bank Fees	106.09	106.09	171.09	106.09	106.09	595.45
0603 · Utilities and Maintenance						
0603C · Cleaning & General Maintenance	1,931.82	671.82	671.82	1,268.27	1,091.82	5,635.55
0603U · Utilities	371.80	0.00	0.00	305.09	0.00	676.89
Total 0603 · Utilities and Maintenance	2,303.62	671.82	671.82	1,573.36	1,091.82	6,312.44
0604 · Messenger Expense	0.00	24.00	0.00	0.00	0.00	24.00
0605 · Membership Dues Expense	120.00	0.00	0.00	0.00	0.00	120.00
0606 · Insurance Expense	6,322.66	374.89	-274.29	0.00	329.75	6,753.01
0607 · Postage Expense	24.84	0.00	0.00	0.00	0.00	24.84
0608 · Copying/Printing Expense	0.00	92.35	0.00	0.00	21.39	113.74
0609 · Office Supplies Expense	0.00	312.08	1,127.37	78.90	0.00	1,518.35
0610 · Accounting/Auditing Expense	2,000.00	2,000.00	2,000.00	2,000.00	8,912.50	16,912.50
0612 · Other Supplies	265.00	0.00	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	4,006.36	21,461.66
Total 0613 · Employee Benefits Expense	6,888.46	3,273.64	3,273.64	4,019.56	4,006.36	21,461.66
0614 · Equipment Rental Expense	215.02	215.02	215.02	319.55	215.02	1,179.63
0615 · Rent (Office) Expense	8,957.57	8,957.57	8,957.57	8,957.57	8,957.57	44,787.85
0616 · Rent (Non-Office Space) Exp.	2,009.94	2,009.94	1,657.00	1,718.00	1,718.00	9,112.88
0618 · Equipment Repair & Maintenance	112.36	337.08	0.00	0.00	357.30	806.74
0619 · Contracted Services	20,000.00	14,900.00	22,400.00	20,000.00	20,000.00	97,300.00
0620 · Contractors	0.00	7,460.00	5,596.00	4,066.00	5,141.00	22,263.00
0622 · Payroll Taxes	3,431.09	2,146.78	2,631.28	2,752.42	2,632.90	13,594.47
0625 · Telephone Expense	452.83	454.12	453.12	455.25	458.36	2,273.68
0626 · Payroll Expense						
0626A · Payroll expense	44,850.90	28,062.50	34,395.83	35,979.16	34,416.66	177,705.05
Total 0626 · Payroll Expense	44,850.90	28,062.50	34,395.83	35,979.16	34,416.66	177,705.05
0627 · Permit Costs	0.00	0.00	0.00	1,000.00	0.00	1,000.00
0628 · Community Partners Grants						
0628B · Grants from Board	750.00	0.00	0.00	0.00	0.00	750.00
Total 0628 · Community Partners Grants	750.00	0.00	0.00	0.00	0.00	750.00
0629 · Educational Development Exp.	0.00	0.00	0.00	349.00	0.00	349.00
0631 · Media/PR Expense	0.00	500.00	350.00	1,000.00	119.40	1,969.40
0632 · Volunteer/Staff Recognition Exp	444.30	0.00	0.00	42.51	49.78	536.59
0655 · Data Management Expense	1,659.77	1,684.07	1,897.30	1,648.77	1,397.05	8,286.96
0656 · HR Expense	0.00	6.00	0.00	0.00	0.00	6.00
0660 · Fundraising Expense	350.00	0.00	0.00	0.00	0.00	350.00
6700 · Reallocation Expenses	0.00	0.00	5,000.00	0.00	0.00	5,000.00

9:16 AM

03/01/21

Accrual Basis

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

Profit & Loss

October 2020 through February 2021

	<u>Oct 20</u>	<u>Nov 20</u>	<u>Dec 20</u>	<u>Jan 21</u>	<u>Feb 21</u>	<u>TOTAL</u>
6800 - Fiscal Sponsee Expenses						
6800.19 - Contracted Services	500.00	500.00	0.00	0.00	2,000.00	3,000.00
6800.24 - Entertainer/Speaker Expense	285.00	0.00	0.00	0.00	0.00	285.00
Total 6800 - Fiscal Sponsee Expenses	<u>785.00</u>	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>3,285.00</u>
Total Expense	<u>102,511.45</u>	<u>74,092.47</u>	<u>90,522.75</u>	<u>86,066.14</u>	<u>91,930.95</u>	<u>445,123.76</u>
Net Ordinary Income	<u>-101,856.15</u>	<u>-40,161.59</u>	<u>-34,568.20</u>	<u>-85,390.81</u>	<u>-80,721.11</u>	<u>-342,697.86</u>
Net Income	<u><u>-101,856.15</u></u>	<u><u>-40,161.59</u></u>	<u><u>-34,568.20</u></u>	<u><u>-85,390.81</u></u>	<u><u>-80,721.11</u></u>	<u><u>-342,697.86</u></u>