

# SAN FRANCISCO PRIDE<sup>®</sup>

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

## BOARD OF DIRECTORS MEETING

April 7, 2021  
Being Produced Remotely

## A G E N D A

### ITEMS

#### **1. Standing Items** (70 mins)

##### **I. Welcome, Check In, and Land Acknowledgement**

- 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 and 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
  - Budget & Finance

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

A. None

**3. New Business** (20 minutes)

A. FY2021 Budget

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

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

**6. Adjournment**

**Time stamp:**

Approximate Time: (105 minutes)

**Closed session may occur after adjournment**

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**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.

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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.

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## BOARD OF DIRECTORS MEETING

March 3, 2021  
Produced Remotely

## MINUTES

### ITEMS

#### 1. Standing Items

##### I. Welcome & Check In

- A. Called to Order at: 7:03 PM
- B. Welcome: Carolyn Wysinger welcomes attendees.

##### II. Attendance:

- A. Present: Carolyn Wysinger (President), Suzanne Ford (Vice President), Anjali Rimi (Treasurer), Nguyen Pham (Secretary), Tuquan Harrison, Elizabeth Lanyon, Diana Oliva, Manuel Perez, Joshua Smith
- B. Apologies: Bivett Bracket
- C. Not Present: Kerby Lynch
- D. Quorum Attained: Yes at 7:07 PM

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

- A. Timekeeper: Diana Oliva
- B. Vibe Watcher: Elizabeth Lanyon
- C. Stack Monitor: Anjali Rimi

##### IV. Read Mission Statement, Financial Protocol, & Land Acknowledgement

- A. Mission Statement read by Elizabeth Lanyon
- B. Financial Protocol read by Anjali Rimi
- C. Land Acknowledgement read by Nguyen Pham

##### V. Approval of Agenda

- A. At 7:11 PM, Suzanne Ford moves to approve agenda, Elizabeth Lanyon seconds. Motion carries unanimously.

##### VI. Approval of Minutes

- A. At 7:12 PM, Joshua Smith moves to approve February 2021 minutes, Anjali Rimi seconds. Motion carries unanimously.

##### VII. Announcements

- A. **Anjali:** News from Ghana and the criminalization of queerness; ask that everyone signal boost and help the people in Ghana. <https://www.gofundme.com/f/lgbt-rights-ghana-community-support-fund>. Vaccine Town Hall for the LGBTQ Community on Tuesday, March 9th at 4 PM; Register for Zoom link: [bit.ly/3bPCpx4](https://bit.ly/3bPCpx4). TDOV is March 31st.

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## VIII. Reports

- A. **President** – Committees are working in full force, doing amazing work. Please check Pride emails as Board Members. Had a meeting with Mansingh Chouhan about World Pride, decided that it is not a good time to apply for World Pride due to budget.
- B. **Vice President** – No report.
- C. **Treasurer** – Emphasize amplifying SF Pride and fundraising for the organization. The Budget and Finance Committee will present in April. The work around the budget is being done, no need to panic.
- D. **Secretary** – No report, will share more during committee reports.
- E. **Executive Director** –
  - Excited to get sales started.
  - Staff continues to work remotely; able to get a financing deal with Apple to get better equipment to accommodate remote work.
  - Planning for Pride 2021 underway, logo revealed. Plan to announce in February has shifted, planning to announce in mid-March.
  - *Chinatown Pride* on March 25th at 6:00pm, hour-long online fundraiser. **We need Board members to: (1) purchase tickets! (2) encourage your networks to purchase tickets! (3) Solicit monetary donations that will offset the cost of producing the event, ensuring more of the ticket sales revenue will go to the two organizations.**
  - SF Pride 365 continues to materialize.
    - *Inside Pride* guide: Soliciting ideas for next interviews.
    - Podcast debuting on March 4th.
    - Community Partner Spotlight: LGBT Asylum Project.
    - Question from **Tuquan**: How are you planning to partner with the CAC?
    - **Peter-Astrid**: Right now, we are producing episodes on a monthly basis; once we get more done, we can partner more. Will connect with the CAC as soon as possible.
      - Work on audit continues.
      - Community Grand Marshal program is undergoing a refresh.
      - Continuing to work on the website, more features coming soon.
      - Changing the membership roles to Network for Good. This would save the organization money, and most people won't notice the change. But communications will go out to all members about this change.
    - Question from **Anjali**: Did SF Pride get the funds from the fundraising Anjali did?
      - **Fred**: I think everything went well and the donations will come.
- F. **Board Committee Reports:**
  - Policies & Procedures: Manuel Perez
    - Meeting very regularly. Done all the nitty gritty detail work.
    - Section G is up for review right now.
      - Speaks to how the Board communicates with another about affairs.
      - Eliminated phone calls as preferred method of communication between Board members. Went through and modernized the language.
    - \* Suzanne Ford moves, Nguyen Pham seconds to approve Section G revisions as proposed by the Policies & Procedures Committee.
  - Question from **Joshua**: Were we striking the reasoning behind our email protocol?
    - **Manuel**: We clarified that decisions could be made over emails but placed certain requirements.

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- Motion carries at 7:51 PM with one abstention from Joshua.

\* At 7:53 PM, Suzanne Ford moves to add 20 minutes to Reports, Anjali Rimi seconds. Motion carries unanimously.

- Community Affairs: Joshua Smith and Tuquan Harrison
  - Excited to see the Pride 365.
  - Been floating the idea of getting committees to meet together, like with Development etc.
  - Presentation on the SF Pride Membership Survey
    - Goals: Membership Engagement, DEI Outreach, Culturally Affirming Pride Event
    - Timeline: March 15th – Survey Launch, April 16th – Data Analysis, May - Community Engagement
    - Question from **Anjali**: What’s the communication strategy?
    - **Tuquan**: Direct emails, personalized links. Working more with staff to get more information on the technology.
  - **Anjali**: Is it possible to contact old members/members that have left?
    - **Tuquan**: Priority right now is working with current members
    - **Joshua**: There will most likely be a phase in which Board will need to help reach out to membership.
  - **Suzanne**: Did I miss an executive committee email?
    - **Tuquan**: No, more like trying to get more people involved from different departments and throughout the board involved.
    - **Chris**: Pride does retain the contact information for past members, that is possible for future projects.
  - Audit: Nguyen Pham
    - Still on track to complete a draft audit by April.
  - Development: Elizabeth Lanyon
    - Asks for the Board
    - Purchase tickets for the different events.
    - Submit LGBTQ restaurant recommendations to Nguyen Pham and Suzanne Ford.
    - Provide feedback about the Board’s give/get program.
    - Question from **Carolyn**: Does purchasing tickets for the events count towards our give/get goal?
      - **Elizabeth**: Yes of course!
    - **Anjali**: If there is collateral, we can post on Instagram and other social media.
    - **RJB**: Sponsorship deck will go out for people to post along with other information that people can advertise.

## 2. Old Business

- A. None

## 3. New Business

- A. None

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## **4. Public Comment**

- Joshua Smith: Are we reaching out to Nikki Calma?
  - RJB: Yes, we reached out to them.

## **5. In Memoriam**

- Marie Smith
- Ari Gold
- Jeffrey "J.J." Bright
- Chyna Carrillo

## **6. Adjournment**

Time stamp: 8:21 PM



6:35 PM

04/01/21

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

	<u>Mar 21</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	-31,179.20
Adjustments to reconcile Net Income to net cash provided by operations:	
0250L · Payroll Taxes Due Payable	-12,965.58
Net cash provided by Operating Activities	<u>-44,144.78</u>
Net cash increase for period	-44,144.78
Cash at beginning of period	<u>894,012.56</u>
Cash at end of period	<u><u>849,867.78</u></u>

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

Balance Sheet

As of March 31, 2021

	<u>Mar 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
0101 - Wells Fargo Bank Checking	
0101 - Wells Fargo Bank Checking - Unrestricted Funds	189,388.34
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	6,782.31
Total 0101A - Restricted Funds	33,481.72
Total 0101 - Wells Fargo Bank Checking	222,870.06
0102 - WellsFargo MarketRate (Reserve)	600,398.82
0104 - WellsFargo Bank Savings	26,543.67
0113 - Petty Cash Account	55.23
Total Checking/Savings	849,867.78
Accounts Receivable	
0115 - Accounts Receivable (General)	19,500.00
Total Accounts Receivable	19,500.00
Total Current Assets	869,367.78
<b>Fixed Assets</b>	
0140 - FURNITURE & EQUIPMENT	
0140a - Furniture & Equipment	4,999.51
0141 - Accumulated Depreciation	-4,999.51
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	95,710.59
Total Other Assets	98,810.59
<b>TOTAL ASSETS</b>	<u><u>968,178.37</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
Current Liabilities	
Other Current Liabilities	
0250L - Payroll Taxes Due Payable	-15,951.71

**SF Lesbian Gay Bisexual Transgender Pride CC, Inc.**

**Balance Sheet**

As of March 31, 2021

	<u>Mar 31, 21</u>
0255L - Vacation Time Account Payable	14,943.82
Total Other Current Liabilities	<u>-1,007.89</u>
Total Current Liabilities	<u>-1,007.89</u>
Total Liabilities	-1,007.89
Equity	
3000 - Opening Bal Equity	81,844.00
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	916,344.32
Net Income	<u>-373,877.06</u>
Total Equity	<u>969,186.26</u>
TOTAL LIABILITIES & EQUITY	<u><u>968,178.37</u></u>

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

Profit & Loss

October 2020 through March 2021

	<u>March 2021</u>	<u>Oct 2020- Mar 2021</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
0402 · Membership Income	290.00	1,605.00
0414 · Donations (Individual) Income	130.00	4,128.25
0421 · Interest Income	5.33	31.19
0430 · Grants For the Arts		
0430A · Pride - Grants for the Arts	0.00	50,000.00
<b>Total 0430 · Grants For the Arts</b>	<u>0.00</u>	<u>50,000.00</u>
0435 · Other Grants Income	62,500.00	62,500.00
0490 · Fundraising - General	13,110.39	45,197.18
4900 · Fiscal Sponsee Income		
4900.40 · Grants	0.00	10,000.00
4900.49 · Fundraising	0.00	5,000.00
<b>Total 4900 · Fiscal Sponsee Income</b>	<u>0.00</u>	<u>15,000.00</u>
<b>Total Income</b>	<u>76,035.72</u>	<u>178,461.62</u>
<b>Gross Profit</b>	76,035.72	178,461.62
<b>Expense</b>		
0600 · Advertising (Administrative)	0.00	466.52
0602 · Bank Fees	106.09	701.54
0603 · Utilities and Maintenance		
0603C · Cleaning & General Maintenance	1,091.82	6,727.37
0603U · Utilities	0.00	676.89
<b>Total 0603 · Utilities and Maintenance</b>	<u>1,091.82</u>	<u>7,404.26</u>
0604 · Messenger Expense	40.00	64.00
0605 · Membership Dues Expense	0.00	120.00
0606 · Insurance Expense	-34.00	6,719.01
0607 · Postage Expense	0.00	24.84
0608 · Copying/Printing Expense	0.00	113.74
0609 · Office Supplies Expense	222.60	1,740.95
0610 · Accounting/Auditing Expense	2,000.00	18,912.50
0612 · Other Supplies	0.00	265.00
0613 · Employee Benefits Expense		
0613M · Medical/Dental Benefits	4,006.36	25,468.02
<b>Total 0613 · Employee Benefits Expense</b>	<u>4,006.36</u>	<u>25,468.02</u>
0614 · Equipment Rental Expense	215.02	1,394.65
0615 · Rent (Office) Expense	8,957.57	53,745.42
0616 · Rent (Non-Office Space) Exp.	1,037.00	10,149.88
0618 · Equipment Repair & Maintenance	0.00	806.74
0619 · Contracted Services	35,000.00	132,300.00
0620 · Contractors	4,480.00	26,743.00
0622 · Payroll Taxes	3,138.14	16,732.61
0623 · Travel Expense	43.82	43.82
0625 · Telephone Expense	458.36	2,732.04

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

**Profit & Loss**

October 2020 through March 2021

	<u>March 2021</u>	<u>Oct 2020- Mar 2021</u>
0626 · Payroll Expense		
0626A · Payroll expense	41,020.82	218,725.87
<b>Total 0626 · Payroll Expense</b>	<u>41,020.82</u>	<u>218,725.87</u>
0627 · Permit Costs	0.00	1,000.00
0628 · Community Partners Grants		
0628B · Grants from Board	1,000.00	1,750.00
<b>Total 0628 · Community Partners Grants</b>	<u>1,000.00</u>	<u>1,750.00</u>
0629 · Educational Development Exp.	0.00	349.00
0631 · Media/PR Expense	1,500.00	3,469.40
0632 · Volunteer/Staff Recognition Exp	0.00	536.59
0635 · Legal Expense	20.00	20.00
0655 · Data Management Expense	2,211.32	10,498.28
0656 · HR Expense	0.00	6.00
0660 · Fundraising Expense	0.00	350.00
6700 · Reallocation Expenses	0.00	5,000.00
6800 · Fiscal Sponsee Expenses		
6800.01 · Advertising	700.00	700.00
6800.19 · Contracted Services	0.00	3,000.00
6800.24 · Entertainer/Speaker Expense	0.00	285.00
<b>Total 6800 · Fiscal Sponsee Expenses</b>	<u>700.00</u>	<u>3,985.00</u>
<b>Total Expense</b>	<u>107,214.92</u>	<u>552,338.68</u>
<b>Net Ordinary Income</b>	<u>-31,179.20</u>	<u>-373,877.06</u>
<b>Net Income</b>	<u><u>-31,179.20</u></u>	<u><u>-373,877.06</u></u>