

SAN FRANCISCO PRIDE®

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

AGENDA BOARD OF DIRECTORS MEETING

Being Produced Remotely — Wednesday, December 8, 2021 – 7:00 PM

I. Standing Items (70 mins)

A. Welcome & Check In

1. Called to Order at:
Timestamp:
2. Welcome:
3. Land Acknowledgement read by:

B. Attendance

1. In attendance:
2. Apologies:
3. Not Present:
4. Quorum Attained:
Timestamp:

C. Appointment of Meeting Roles

1. Timekeeper:
2. Vibe Watcher:
3. Stack Monitor:

D. Read Mission Statement & Financial Protocol

1. Mission Statement read by:
2. Financial Protocol read by:
Timestamp:

E. Approval of Agenda

Timestamp:

F. Approval of Minutes

Timestamp:

G. Announcements *(Please post details in the chat: date, time, event name, links for more information.)*

H. Reports

1. President –
2. Vice President –
3. Treasurer –
4. Secretary –
5. Executive Director –
6. Committee Reports –
 - Policies & Procedures
 - Community Affairs
 - Audit
 - Development
 - Budget & Finance

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

- II. Old Business (0 min)
 - A. (none)
- III. **New Business** (0 minutes)
 - A. (0 mins)
 - B. (0 mins)
- IV. **Public Comment** (2 mins per person, 5 slots – 10 mins total)
- V. **In Memoriam** (5 mins, *please put names in the chat*)
- VI. **Adjournment**
Timestamp:

Approximate Time: (120 minutes)

There may be a closed session occurring after adjournment.

Upcoming Board Meeting Dates:

January 5, 2022
February 2
March 2
April 6
May 4
June 8*
July 6
August 3
September 7

****SF Pride Board meetings, unless otherwise indicated, occur on the first Wednesday of the month.***

MINUTES

President of the Board Carolyn Wysinger called the meeting of the San Francisco Lesbian, Gay, Bisexual, Transgender Pride Parade and Celebration Committee to order at 7:03 pm on the evening of December eighth over Zoom.

President Wysinger called for attendees to introduce themselves. In attendance were:

1. Carolyn Wysinger, President
2. Suzanne Ford, Treasurer
3. RJB (Rachel Jacob Barnett), Director of Partnerships and Giving
4. Fred Lopez, Executive Director
5. Marsha Levine, Community Relations Manager
6. Peter-Astrid Kane, Communications Womanager
7. Joshua Smith, Director
8. Chris, Contractor / Member / Minutes
9. Elizabeth Lanyon, Secretary of the Board
10. Nguyen Pham, Vice President of the Board
11. Maceo Persson, Director
12. Di'ara Reid, Director
13. Janelle Luster, Director
14. Manuel Perez, Director
15. Spring Collins, Director
16. Anjali Rimi, Director

An acknowledgement that SF Pride meetings are held on the unceded ancestral homeland of the Ramaytush Ohlone people was read by Director Smith.

President Wysinger noted that a quorum of the board was attained at 7:08pm, with all board members present.

Meeting roles were assigned, with Director Smith serving as timekeeper, Mx. Kane watching the vibe, and RJB monitoring the stack.

Vice President Pham read the mission statement, the other board members joining in for the final words, "liberate our people".

Treasurer Ford read the financial protocol.

President Wysinger called for a motion to approve the agenda, made by Treasurer Ford, and seconded by Director Smith. The agenda was approved with unanimous consent, all Directors voting "aye".

Secretary Lanyon introduced two sets of minutes, those from October and November 2021, noting they had been provided to board members prior to the meeting. President Wysinger calls for a motion to approve the minutes, made by Director Smith and seconded by Treasurer Ford. Together, both sets of minutes were with unanimous consent, all Directors voting "aye" at 7:11pm.

President Wysinger called for members of the board to share announcements. Director Smith shared that “Comfort and Joy” would bring back its notorious afterglow event on New Year's Eve, 10pm to 5am, an evening of DJ dancing etc. Those interest in more information should contact Director Smith.

Officers shared verbal overviews of their prepared reports that had been included in the meeting packet.

Returning to no Old Business, and hearing no New Business, the meeting was closed in memory of:

1. Nephew of a Friend, anonymously (Elizabeth Lanyon)
2. Nikai David, the 5th violent death of a trans person this year (Anjali Rimi)
3. 3 Santa Clara University students who committed suicide, and a fourth on campus death from Skyline College (Manuel Perez)
4. Danny Snodgrass, a gay DJ (Spring Collins)
5. Steven Sondheim (Nguyen Pham)

The public session of the meeting was adjourned by President Wysinger at 7:59pm, with board members staying online for a closed session to follow.

SAN FRANCISCO PRIDE®

President's Report

Happy Holigays to all who celebrate! I'm grate for all of you and the work that you do. We are in the very lo-fi time of our year but there are still a few things to report and housekeeping notes to give.

Thanks to the staff who completed the complete move out of the 5th floor office space. The board appreciates the extra labor it took to get that project complete. Fred, Suzanne and I have been working for a few months to reduce costs by lowering our lease expenses. We have now officially completed that process. This month Fred and I have also been taking care or preliminary production agreements. As we have been saying consistently, 2022 will be a whole new world for us production wise. I appreciate the conversations we have been having about what our needs will be for next year.

Thanks to RJB for starting a preliminary calendar of what pride events will look like this year. So many new events and opportunities came forward during the pandemic years. We look forward to joining them all with the traditional celebration activities. Is this week's Development committee meeting we talked about what those will look like in the context of diversifying our revenue streams while also engaging individual donors more as well as board members.

EX-Com held our monthly meeting at the end of November and some important issues came to light which I would like to address:

- 1. Lines of Communication-** We are all very excited to get to work on bringing Pride back to San Francisco. One thing I have notice in the 4 years I have been in the organization is a lot of blurred lines in communication. In the interest of having CLEAR communication and outcomes as well as just plain protecting the peace of our staff it is imperative that we start to tighten up in this respect. Starting today I am asking that all board members follow a specific protocol for inquiries and concerns. Please first consider the scope of your question and which committee it may fall under. Is it a question about an event out of development? Please first contact Chair Elizabeth. Is it a budgetary or money question? Please first contact Treasurer Suzanne etc etc. If it is a general inquiry, please contact me first. I am generally available after 5pm although I may be in other meetings. Please allow 48 hours for any of the executive committee or chairs that you contact to respond. As much as we all love Pride many of us also have very busy work, family or community commitments as well. Let's not let our anxiety about receiving a response put an extra emotional burden on our peers. Having said that, please DO NOT contact staff. Fred included. The only exception to this may be Chris but ONLY for technical assistance. Otherwise, we are tightening up on extra communications with staff. They have been made aware of this as well.
- 2. Email Communication-** I can't stress the importance of checking your board email regularly. I understand the struggle. I have, I believe, 10 email addresses at this point. It's a huge pain. But all communication must be run through the organizational email for audit and reporting purposes. Every communication must be able to be tracked and archived. God forbid we are sued, or an information requestion is submitted we MUST be able to provide the email information. Unfortunately, this cannot be routed to personal or alternate email addresses. In the first month we do so as a courtesy to get everyone onboarded but this far into the year we cannot. If you are having issues opening or receiving your email, please contact Chris IMMEDIATELY. Do not hesitate.

Thanks to all!! See you in the new year!!

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SAN FRANCISCO LESBIAN, GAY, BISEXUAL, TRANSGENDER
PRIDE PARADE AND CELEBRATION COMMITTEE, INC.

Nguyen Pham
Vice President Report
December 8, 2021

GENERAL UPDATES

- Announcement: Adjacent to SF Pride work, launched Mensa Foundation's inaugural **Progress Pride Scholarship centering intersectional BIPOC and LGBTQ students**. Up to two scholarships of \$10,000 each will be awarded to college and/or college-bound students who identify as both BIPOC and LGBTQ **and** who have a demonstrated record of positive service to the BIPOC & LGBTQ communities. Please share with your networks. Applications due January 15, 2022. More info at <https://progresspride.org/>.

MEETING PARTICIPATION

- Conducted Member video conference meeting on November 10, 2021.
- Participated in Executive Committee video conference meeting on November 24, 2021.

DEVELOPMENT COMMITTEE

- Attended 3rd annual SF Pride Pro-Am Golf Tournament wrap meeting and check presentation on December 5, 2021.
- Participated in Committee video conference meeting on December 6, 2021.

COMMUNICATIONS AND MARKETING

- Engaged with SF Pride content via social media channels as feasible.

ROUTINE RESPONSIBILITIES

- Reviewed draft minutes from November 3 Board meeting and provided revisions to Secretary Lanyon as applicable.

MILESTONES SCHEDULED FOR NEXT PERIOD

- N/A – Happy Holidays!

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Treasurer's Report December 8, 2021

Submitted by
Suzanne Ford, *Treasurer*

Profit & Loss Statement – for the previous month:

Gross Income	\$2,257.91
COGS	\$.00
Gross Profit	\$2,257.91
Expenses	\$58,974.90
Net Income	(\$56,716.79)

Total for the 1st month of the fiscal year:

Gross Income	\$96,948.57
COGS	\$.00
Gross Profit	\$96,948.57
Expenses	\$136,323.77
Net Income	(\$39,375.20)

Cash Flow Statement for FY 2022

Cash at the beginning of the month	\$622,157.42
Net Cash from Operating Activities	(\$54,395.09)
Net Cash from Investing Activities	(\$13.20)
Cash at the End of the Period	\$567,749.73

Wells Fargo Checking (<i>Unrestricted</i>)	\$28,303.96
(Fiscal Agencies – <i>Restricted Funds</i>)	\$26,401.81
Wells Fargo MarketRate (<i>Reserve</i>)	\$450,431.65
Wells Fargo Bank Savings	\$26,545.44
Fresno First	\$36,011.04

Narrative Overview: The second month of the fiscal year presents the difficulties we are facing as an organization. We had no real income this month which will be true of the next 3 or 4 months. However, our expenses will increase as we start planning for the celebration. Remember that SF Pride has not had our real revenue stream for over 2 years now. We have decided to tap into our line of credit as opposed to removing money from Reserve account. We must continue to look for new sources of revenue. I am confident that we will do what is necessary to sustain SF Pride!

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

	<u>Nov 21</u>
OPERATING ACTIVITIES	
Net Income	-56,716.79
Adjustments to reconcile Net Income to net cash provided by operations:	
0250L · Payroll Taxes Due Payable	<u>2,321.70</u>
Net cash provided by Operating Activities	-54,395.09
INVESTING ACTIVITIES	
0191 · Prepaid Expenses	<u>-13.20</u>
Net cash provided by Investing Activities	-13.20
Net cash increase for period	-54,408.29
Cash at beginning of period	<u>622,157.42</u>
Cash at end of period	<u><u>567,749.13</u></u>

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

Balance Sheet

As of November 30, 2021

Nov 30, 21

ASSETS

Current Assets

Checking/Savings

0101 · Wells Fargo Bank Checking

0101A · Restricted Funds

0101AGR · Howard Grayson LGBT 1,203.01

0101ALA · Latin Stage 520.35

0101API · Pink Triangle 20,989.33

0101ASI · Sistahs Steppin 818.31

0101ASO · Soul of Pride 2,870.81

Total 0101A · Restricted Funds 26,401.81

0101 · Wells Fargo Bank Checking - Unrestricted Funds 28,303.96

Total 0101 · Wells Fargo Bank Checking 54,705.77

0102 · WellsFargo MarketRate (Reserve) 450,431.65

0104 · WellsFargo Bank Savings 26,545.44

0106 · Fresno First 36,011.04

0113 · Petty Cash Account 55.23

Total Checking/Savings 567,749.13

Accounts Receivable

0115 · Accounts Receivable (General) 19,500.00

Total Accounts Receivable 19,500.00

Total Current Assets 587,249.13

Fixed Assets

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

Other Assets

0189 · TRADEMARKS

0189A · Trademarks 60,610.96

0189B · Accumulated Amortization -57,820.96

Total 0189 · TRADEMARKS 2,790.00

0191 · Prepaid Expenses 79.20

0195 · Other Deposits 88,969.23

Total Other Assets 91,838.43

TOTAL ASSETS 679,087.56

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

0250L · Payroll Taxes Due Payable -6,683.68

0255L · Vacation Time Account Payable 17,055.33

Total Other Current Liabilities 10,371.65

Total Current Liabilities 10,371.65

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

Balance Sheet

As of November 30, 2021

	<u>Nov 30, 21</u>
Long Term Liabilities	
0261 · Fresno First Line of Credit	7,413.00
Total Long Term Liabilities	<u>7,413.00</u>
Total Liabilities	17,784.65
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	273,959.11
Net Income	-39,375.20
Total Equity	<u>661,302.91</u>
TOTAL LIABILITIES & EQUITY	<u><u>679,087.56</u></u>

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

Profit & Loss

October through November 2021

12/01/21

Accrual Basis

	Oct 21	Nov 21	TOTAL
Ordinary Income/Expense			
Income			
0402 · Membership Income	495.00	15.00	510.00
0414 · Donations (Individual) Income	55,392.62	2,238.99	57,631.61
0417 · Corporate Sponsorship Income	22,500.00	0.00	22,500.00
0421 · Interest Income	4.04	3.92	7.96
0450 · Merchandise Sales	357.00	0.00	357.00
0490 · Fundraising - General	15,942.00	0.00	15,942.00
Total Income	<u>94,690.66</u>	<u>2,257.91</u>	<u>96,948.57</u>
Gross Profit	94,690.66	2,257.91	96,948.57
Expense			
0601 · Advertising (Event)	5.97	13.34	19.31
0602 · Bank Fees	12.79	107.62	120.41
0603 · Utilities and Maintenance			
0603C · Cleaning & General Maintenance	1,111.97	1,111.97	2,223.94
0603U · Utilities	337.50	0.00	337.50
Total 0603 · Utilities and Maintenance	<u>1,449.47</u>	<u>1,111.97</u>	<u>2,561.44</u>
0606 · Insurance Expense	7,043.92	664.67	7,708.59
0607 · Postage Expense	116.00	41.56	157.56
0608 · Copying/Printing Expense	0.00	39.16	39.16
0609 · Office Supplies Expense	394.32	394.32	788.64
0610 · Accounting/Auditing Expense	2,000.00	2,000.00	4,000.00
0612 · Other Supplies	28.06	0.00	28.06
0613 · Employee Benefits Expense			
0613M · Medical/Dental Benefits	4,266.93	3,344.95	7,611.88
Total 0613 · Employee Benefits Expense	<u>4,266.93</u>	<u>3,344.95</u>	<u>7,611.88</u>
0614 · Equipment Rental Expense	215.25	215.25	430.50
0615 · Rent (Office) Expense	9,226.29	9,226.29	18,452.58
0616 · Rent (Non-Office Space) Exp.	1,140.00	1,140.00	2,280.00
0618 · Equipment Repair & Maintenance	119.10	357.30	476.40
0619 · Contracted Services	2,520.75	2,532.69	5,053.44
0620 · Contractors	2,000.00	2,300.00	4,300.00
0622 · Payroll Taxes	2,274.30	2,274.30	4,548.60
0623 · Travel Expense	921.89	105.85	1,027.74
0625 · Telephone Expense	458.20	457.06	915.26
0626 · Payroll Expense			
0626A · Payroll expense	29,729.16	29,729.16	59,458.32
Total 0626 · Payroll Expense	<u>29,729.16</u>	<u>29,729.16</u>	<u>59,458.32</u>
0627 · Permit Costs	1,250.00	0.00	1,250.00

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

	Oct 21	Nov 21	TOTAL
0628 · Community Partners Grants			
0628B · Grants from Board	1,000.00	250.00	1,250.00
Total 0628 · Community Partners Grants	1,000.00	250.00	1,250.00
0629 · Educational Development Exp.	0.00	25.00	25.00
0630 · Food Expense	1,601.32	0.00	1,601.32
0631 · Media/PR Expense	1,073.28	420.60	1,493.88
0636 · Branded Apparel Expense	2,700.00	0.00	2,700.00
0645 · Signage Expense	983.00	0.00	983.00
0655 · Data Management Expense	1,531.33	1,178.82	2,710.15
0660 · Fundraising Expense	3,242.95	0.00	3,242.95
0690 · Interest Expense	44.79	44.79	89.58
6800 · Fiscal Sponsee Expenses			
6800.19 · Contracted Services	0.00	1,000.00	1,000.00
Total 6800 · Fiscal Sponsee Expenses	0.00	1,000.00	1,000.00
Total Expense	77,349.07	58,974.70	136,323.77
Net Ordinary Income	17,341.59	-56,716.79	-39,375.20
Net Income	17,341.59	-56,716.79	-39,375.20

SAN FRANCISCO PRIDE
Report to the Board of Directors
Executive Director – Fred Lopez – December 8, 2021

CASH BALANCES *As of December 7, 2021*

Operating Account Balance	\$39,336.67
Reserve Account	\$450,431.65
Restricted Funds (Fiscal Agent Accounts)	\$26,545.44

AGENCY UPDATES

- **Suite 560** – The staff team pulled together over November to clear out the furniture and storage from the fifth floor of 1663 Mission. This was a dusty, labor-intensive task! Huge gratitude to the team for helping out. SF Pride now occupies Suite 350 solely.
- **Golf Proceeds Presentation** – On Sunday Dec 5, members of the golf tournament team met with members of the TPC Harding/PGA team to receive the ceremonial check for the proceeds from 2021. Once again, great work to the entire team!
- **Footprint and ISCOTT permit** – Since the November meeting, the production team has been evaluating the footprint for the Celebration, and determining the best path forward given the changes that have taken place in the city since 2019. Please be prepared for some substantial changes prompted both by our internal drive to improve, as well as external factors such as crowd flow and safety considerations. The plan is to present to ISCOTT at the end of January 2022.
- **Community Spaces Program** – With the footprint evolving, the Community Spaces Program will be asked to evolve as well. I had hoped to launch an information-collecting project in November, but with the changing landscape of the footprint, decided to attempt to get a stronger sense of situational facts before engaging with previous venue managers. More to come, and the process is still aiming to wrap up mid-January.
- **Revenue Plan, Budget Update** – Previous predictions regarding our budget have come to pass, and we are reaching the end of our working capital (outside of our reserve account) until we generate revenue from registrations. We anticipate opening sales in Mid-January 2022, but we anticipate that more registrants will wait longer to register than in the past, given the uncertainties around variants as well as their own delayed revenue generation. The treasurer and I are working on cash flow planning as well as a draft budget to review with the budget & finance committee.
- **Partnerships Deck** – To that point, one of the largest sources of revenue will continue to be Partnerships and Sponsorships. RJB has been hard at work to update the deck of upcoming opportunities and strengthening the assets that SF Pride has to offer in return for generous financial support. A reminder that, moving forward, partnerships are going to be presented as full-year agreements which offer reciprocal benefits not only for the events at the end of June, but also for events throughout the year such as LGBTQ+ Freedom Day Fest in October. We anticipate sharing the updated opportunities with trusted partners before the end of the year, and sharing it more widely at the top of 2022.
- **Contractors and Staffing** – Currently working with Exec Producer to spin up staffing for returning production roles such as Parade Manager, etc. Where possible, I am evaluating if there are efforts that are being duplicated or ways to streamline roles. Since it has been two years since our last traditional event, some contractors may not be returning in the same roles as before.
- **Benefits Renewal** – I have been working with our health/dental benefits broker to evaluate our current plan and advocate for a plan in 2022 that is as inclusive (particularly of trans healthcare) as possible. We are changing our health benefits plan somewhat to offer more choice to our team members, and the collection of info from the staff and rollout of new information is in progress.
- **Collaborative Events Calendar** – RJB and team are working on the overall events calendar, and a crucial piece of that is our collaborative events. It is very encouraging that we have a significant increase in events that collaborate with other nonprofit partner groups, such as Chinese Culture Center and AAACC. We hope to have dates solidified soon!
- **Membership Meeting** – The December membership meeting was cancelled, in the spirit of holiday rest and recovery.
- **Holiday Closure** – The staff is off and the office is closed from Fri Dec 24 to Fri Dec 31, and back in action on Monday Jan 3 2022.
- **Happy Holidays to All!**

SAN FRANCISCO PRIDE

Report to the Board of Directors

Executive Director – Fred Lopez – December 8, 2021

MEMBERSHIP (as of 12/7/2021):

- 228 current members. 8 expired, 1 renewed, 1 new.

