

## 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

# SAN FRANCISCO PRIDE®

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.***

# 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 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.

## **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®

## 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 5<sup>th</sup> 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 of 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. In 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 request 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!!

# SAN FRANCISCO PRIDE®

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 3<sup>rd</sup> 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!

# SAN FRANCISCO PRIDE®

## Treasurer's Report December 8, 2021

Submitted by  
Suzanne Ford, *Treasurer*

### Profit & Loss Statement – for the previous month:

Gross Income	\$2,257.91
COGS	\$0.00
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	\$0.00
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**

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	<u>Nov 21</u>
<b>OPERATING ACTIVITIES</b>	
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
<b>INVESTING ACTIVITIES</b>	
0191 · Prepaid Expenses	<u>-13.20</u>
Net cash provided by Investing Activities	<u>-13.20</u>
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	<u>-39,375.20</u>
Total Equity	<u>661,302.91</u>
TOTAL LIABILITIES & EQUITY	<u><u>679,087.56</u></u>

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12/01/21

Accrual Basis

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

## Profit &amp; Loss

October through November 2021

	Oct 21	Nov 21	TOTAL
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
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
<b>Total Income</b>	<b>94,690.66</b>	<b>2,257.91</b>	<b>96,948.57</b>
<b>Gross Profit</b>	<b>94,690.66</b>	<b>2,257.91</b>	<b>96,948.57</b>
<b>Expense</b>			
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
<b>Total 0603 · Utilities and Maintenance</b>	<b>1,449.47</b>	<b>1,111.97</b>	<b>2,561.44</b>
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
<b>Total 0613 · Employee Benefits Expense</b>	<b>4,266.93</b>	<b>3,344.95</b>	<b>7,611.88</b>
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
<b>Total 0626 · Payroll Expense</b>	<b>29,729.16</b>	<b>29,729.16</b>	<b>59,458.32</b>
0627 · Permit Costs	1,250.00	0.00	1,250.00

6:42 PM

12/01/21

Accrual Basis

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

## Profit &amp; 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

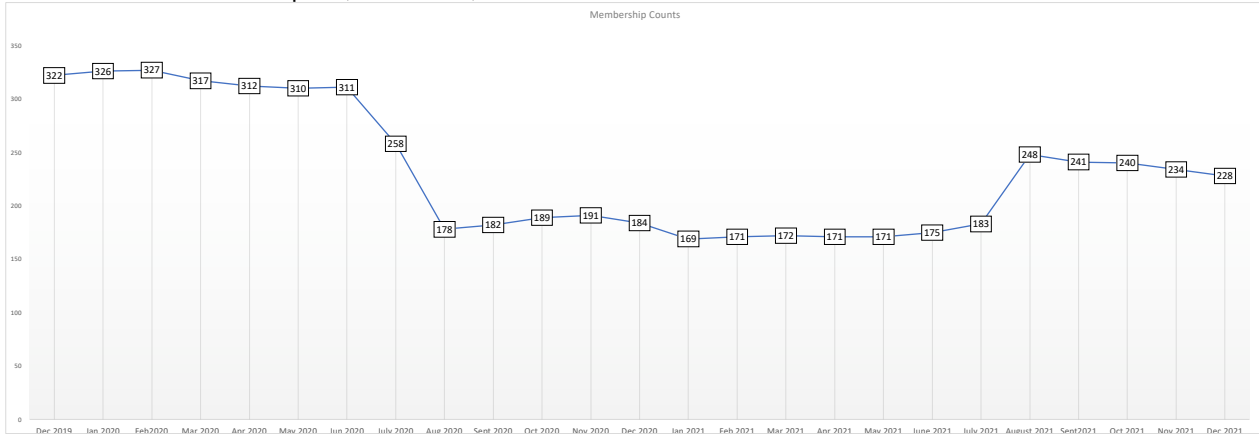
**AGENCY UPDATES**

- **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.



## BOARD OF DIRECTORS MEETING

Wednesday, October 6, 2021 – 7:00 PM  
Produced Remotely

## MINUTES

### ITEMS

#### 1. Standing Items

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

- A. Called to Order  
**Timestamp:** 7:02 PM
- B. Welcome: Carolyn Wysinger
- C. Land Acknowledgement read by: Elizabeth Lanyon

##### II. Attendance:

- A. Present: Carolyn Wysinger (President), Suzanne Ford (Vice President), Anjali Rimi (Treasurer), Nguyen Pham (Secretary), Elizabeth Lanyon, Manuel Alejandro Pérez, Joshua Smith, Spring Collins, Maceo Persson, Janelle Vinson, Di'ara Reid, Fred Lopez, Peter-Astrid Kane, Marsha H. Levine, Rachel J. Barnett
- B. Apologies:
- C. Not Present:
- D. Quorum Attained: Yes, at 7:04 PM

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

- A. Timekeeper: Joshua Smith
- B. Vibe Watcher: Peter-Astrid Kane
- C. Stack Monitor: RJB (Rachel Jacob Barnett)

##### IV. Read Mission Statement and Financial Protocol

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

##### V. Approval of Agenda: Suzanne moves to approve agenda, Elizabeth seconds. Motion carries unanimously. **Timestamp:** 7:07 PM

##### VI. Approval of Minutes: Joshua moves to approve September 2021 minutes, Suzanne seconds. Motion carries unanimously. **Timestamp:** 7:08 PM

##### VII. Announcements

- A. **Joshua:** Glow in the Streets, Comfort & Joy, October 30<sup>th</sup>, 4:00 PM – 9:30, DJs, Drag Queens November. Sat. November 13, Touch – DJs, dancing — Club Six, SF, ask Josh for guest list.
- B. **Manuel:** Quinceañera – 15<sup>th</sup> Anniversary event for El/la Para TransLatina, virtual, October 8, 6:00-8:00 PM
- C. **Fred:** GLBT Historical Society, virtual gala, Thursday, October 21. Transgender Law Center, also virtual, October 14, 5:00 – 6:00 PM.
- D. **Elizabeth:** Castro LGBTQ Cultural District is sponsoring free COVID testing and vaccinations every Saturday, Walgreen's parking lot at Castro and 18th.

# SAN FRANCISCO PRIDE®

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

## VIII. Reports

- A. President** – Carolyn: RJB sent out email about how we can support the golf tournament and the Ken Jones Awards. Volunteer, buy tickets. Important we have as many Board members there as possible. Aside from Oracle (Movie Night) and AAACC (Juneteenth), this is the first event where people are going to be really out, and they are excited. Fred's evaluation was done, process is not clear, has been done historically by President, Vice President, and ED. Josh and Nguyen were invited to attend. Process for this needs to be defined. Annual wrap-up; do not discount what we did, we have led the way. We did Chinatown Pride, AAACC event, Pride 365. We did a whole lot more than most Prides (during the pandemic). Managing the budget. No one saw the vision re Movie Night) initially, but now people do and want to be involved. Departing Board members this year, no real mentorship program, we need to make sure that happens for the new Board members this year. Our purpose, a lot of opportunity — not for views, for change. You have to engage, be a part of this organization. Be here for the change.
- B. Vice President** – Suzanne: Been a privilege to be involved this year, we may be a dysfunctional family. We've tried to do our best. Privilege to be with Carolyn, working 40 hours. We're going to go through this journey. For a year, and people will grow, be challenged, their integrity challenged, and we can do it together. Be a part of, engage, if you are not, call and I will make sure you are.
- C. Treasurer** – No written report. Expenses were \$1.7m this year, we raised \$1m in a pandemic year. The road is only up from here. Congratulations to trans majority Board elected, and those reelected. We need to be centered and intentional. Good story to tell, we can only improve from here.
- D. Secretary** – Thanks to all for your timely review and votes, re the minutes. Last month was end of 5 years serving on the Board, 5<sup>th</sup> year as Secretary. Really excited for what year six and more holds. Ton of gratitude for all who has been a part of this journey. Welcome to our new Board members, looking forward to working together.
- E. Executive Director** – Written, dropped link in the chat. Shout out to the Executive Committee this past year, it's been a rollercoaster never really all that easy, but it makes a difference when people have a vision and believe in what we do. Cash balances: Operating: about \$68K, Reserves: \$430K, Fiscal Partners: \$26,545. Thanks to everyone for the AGM, and the election officers (done online for the first time). Short orientations for new Board members, this organization is complex, I am here to help. Golf event this coming weekend, step up to help, even for half an hour or a few. Excited about Ken Jones Awards (KJA). Part of a larger vision to build a suite of ideas/events over the year. Working to be as diverse as possible. Sell more tickets! RJB has sent you out tools to use to send out, including a discount code. Honoring some amazing people. Fiscal year has ended, working on close-out with Jim Gong, and budget for 2022. Pride 365, PAK working on amazing podcasts. Has his review, working with staff to do theirs within 30 days. Revenue – some partner revenue still due, RJB working on collecting it. Member numbers (*see report*) and if you need help with your membership, reach out.
- F. Board Committee Reports:**
- **Policies & Procedures** – Manuel: No meeting since last, was waiting on AGM. Staff will get back to us with anything that needs follow up.
  - **Community Affairs** – Joshua: Member meeting guests next week from El/La Para TransLatina and Lighthouse for the Blind. Reviewed past guests during the last year that added to member engagement. Want to relaunch survey for SF Pride. Thanks to staff for help with guests.
  - **Audit** – Nguyen: Draft audit report on the way, a few minor complexities delaying things.



# SAN FRANCISCO PRIDE®

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

- **Development** – Elizabeth: Last meeting of the year, please volunteer at upcoming events — let RJB know if you can. Give/get commitments, please take care of those, lots of options to do so. Suzanne will talk a little about golf event. Suzanne is picking up Hailey Davidson, trans pro golfer, and Tadd Fujikawa, first openly gay pro golfer coming out to play and to our Golf awards event. Nguyen and Suzanne have been working for three years toward this and toward raising more than \$50K this year. RJB will send out final event schedule and work information tomorrow.
- **Budget & Finance** – Anjali has no report. Have not met in a while.

## 2. Old Business

A. None

## 3. New Business

- A. **Seating the New Board** – All the new Board members have signed their Board Agreements. No old Board members leaving, so welcome new Board members!
- B. **Officer Election** – Fred shared the officer election procedures. Election process includes nominations, candidate statements, questions and answers, then voting by electronic ballot — one position at a time — President, then Vice President, then Secretary, then Treasurer. Candidate must receive 50%+1 to attain the position. Fred and RJB will serve as the “returning officers” (who chair and run the process).

Suzanne moves to approve returning officers, Di’ara seconds. Motion carries unanimously.

Fred proposes 2 min. statements, 3 min. questions, no objections.

**President nominations** – Suzanne nominates Carolyn, Carolyn accepts. No other nominations.

Carolyn elected with 10 YES votes

**Vice President nominations** – Elizabeth nominates Nguyen, Nguyen accepts. No other nominations.

Nguyen elected with 11 YES votes.

**Secretary nominations** – Nguyen nominates Elizabeth, Elizabeth accepts. No other nominations.

Elizabeth elected with 11 YES votes.

**Treasurer nominations** – Joshua nominates Suzanne, Suzanne accepts. No other nominations.

Suzanne nominates Anjali, Anjali declined. No other candidates.

Suzanne elected with 11 YES votes.

Welcome to the new Executive Committee!

Carolyn reminded **everyone** that at the next meeting we will choose our committees, so review the Bylaws for their descriptions.

## 4. Public Comment

No public comment, but Joshua did acknowledge Lisa Williams was now present.

## 5. In Memoriam

None

## 6. Adjournment

**Timestamp:** 8:45 PM

## BOARD OF DIRECTORS MEETING

Wednesday, November 3, 2021 – 7:00 PM  
Produced Remotely

## MINUTES

### ITEMS

#### 1. Standing Items

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

- A. Called to Order  
**Timestamp: 7:33 PM** (*Delayed start due to closed session at 7:00 PM*)
- B. Welcome: Carolyn Wysinger
- C. Land Acknowledgement read by: Fred Lopez

##### II. Attendance:

- A. **Present:** Carolyn Wysinger, Di'ara Reid, Suzanne Ford, Joshua Smith, Manuel Alejandro Pérez, Janelle Luster, Spring Collins, Elizabeth Lanyon.  
**Staff:** Fred Lopez, Rachel J. Barnett (RJB), Peter-Astrid Kane, Marsha H. Levine, Chris Grafton
- B. Apologies: Nguyen Pham, Anjali Rimi, Maceo Persson
- C. Not Present:
- D. Quorum Attained: Yes, at **7:42 PM**

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

- A. Timekeeper: Joshua
- B. Vibe Watcher: Peter-Astrid
- C. Stack Monitor: Di'ara

##### IV. Read Mission Statement and Financial Protocol

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

##### V. Approval of Agenda: Amend agenda to add Board Retreat dates. Unanimously passes.

**Timestamp: 7:44 PM**

##### VI. Approval of Minutes: Tabled to December.

**Timestamp: 7:45 PM**

##### VII. Announcements

- A. **Joshua:** Comfort & Joy is producing Touch event on Saturday, November 13<sup>th</sup> from 10:00 AM – 4:00 PM at 550 Barneville. If there are people looking for a nightlife option, and they are income-challenged, please feel free to contact Joshua
- B. **Suzanne:** November 20<sup>th</sup> San Rafael is hosting Transgender Day of Remembrance (TDOR), contact Suzanne for more info.
- C. **Janelle:** There is an SF TDOR planned, but not sure of details yet. Also, on Thursday, November 18<sup>th</sup>, we are having a Transgiving Gala in Hayward, it's sold out!

# SAN FRANCISCO PRIDE®

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

## VIII. Reports

- A. **President** – Carolyn: Congratulated Staff and Development Committee on two amazing events: the Ken Jones Awards, and the 3rd Annual PGA LGBT Golf Tournament. Thanked the Board who also worked on the events, and those Board members who came out and supported them. Both events exceeded our expectations. Our Partners also had a great time, and good to have another place and way to honor our local heroes than at only the Parade and Celebration. Spent the last month representing SF Pride at a lot of community events. Will be doing work on corporate representation, especially in the Parade. Looking forward to getting back to real life and connecting with all of you.
- A. **Vice President** – Nguyen: *See attached written report.*
- B. **Treasurer** – Suzanne: *See attached written report.*
- C. **Secretary** – Elizabeth: Thanked people for patience on the minutes. Will prepare written report next month. Attended Executive Committee meeting a couple of weeks ago and got caught up to speed. Met with Nguyen the outgoing Secretary to transition. Will do some technical training with Chris.
- D. **Executive Director** – *See attached written report.*  
Questions were asked about the RFP process, upcoming possible changes to our footprint.
- E. **Board Committee Reports:**
  - **Policies & Procedures** – Manuel: No report.
  - **Community Affairs** – Joshua: Spoke about upcoming guests for the November Member meeting next week (Randy Burns, gay American Indian and Kathleen Sullivan, ED for Openhouse). Looking forward an early start with a survey.
  - **Audit** – No report.
  - **Development** – Elizabeth: No meeting since last month, Thanks to Suzanne and RJB for all they do.
  - **Budget & Finance** – No report, will meet next month. If interested in joining, reach out to Suzanne.

## 2. Old Business

- A. None

## 3. New Business

- A. **Committee Selection Process** – Form link, to sign up for committees, was placed in the Chat. Current committee chairs gave a one-minute pitch about the committees with overview of the work they did in the last year/work they generally focus on. New members need to be on at least one committee the first year of their term.
- B. **Board Meeting Dates** – Carolyn moved to approve, seconded by Josh, Board meeting dates will remain on the first Wednesday of the month, except for those falling on the 1st day, which will then be moved to the 8th (\*). Unanimously passes.
  - January 5, 2022
  - February 2
  - March 2
  - April 6
  - May 4
  - June 8\*
  - July 6
  - August 3
  - September 7

# SAN FRANCISCO PRIDE®

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

## **4. Public Comment**

Jamie Awad commented on concerns about footprint decisions made without input from venue managers.  
Joshua added that he hoped whatever changes were decided, it would have the full agreement of the Board.

## **5. In Memoriam**

Sarah Green  
DJ Blackstone  
Sha de Williams  
Pan Hoskins  
Matthew  
Wilma Chan, *Alameda County Supervisor*  
William Stewart

## **6. Adjournment**

**Timestamp: 8:58 PM**

# SAN FRANCISCO PRIDE®

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

Nguyen Pham  
Vice President Report  
November 3, 2021

## GENERAL UPDATES

- Had a blast at the inaugural **Ken Jones Awards Reception** at the Hilton SF Union Square Cityscape lounge on October 14! Thank-you to the team for coordinating, executing, and participating in this fabulous fundraiser.
- Would like to request **stronger Board participation at Member meetings** moving forward. Board representation was a bit anemic at our Member meeting on October 14. Please also feel free to invite your networks and members of the public to attend each month.
- Announcement: Beyond but 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

- Participated in Board of Directors video conference meeting on October 6, 2021.
- Conducted Member video conference meeting on October 13, 2021.
- Participated in Board Secretary transition video conference meeting with Secretary Lanyon on October 18, 2021.
- Participated in Executive Committee video conference meeting on October 20, 2021.

## DEVELOPMENT COMMITTEE

- Attended and conducted 3<sup>rd</sup> annual SF Pride Pro-Am Golf Tournament fundraiser, presented by Topgolf and Mastercard, on October 8 and 9, 2021.

## COMMUNICATIONS AND MARKETING

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

## ROUTINE RESPONSIBILITIES

- Reviewed draft minutes from October 6 Board meeting and provided revisions to Secretary Lanyon as applicable.

## MILESTONES SCHEDULED FOR NEXT PERIOD

- Participate in InterPride's Annual General Meeting & World Conference taking place virtually on November 6-14, 2021 as feasible.

# SAN FRANCISCO PRIDE®

## Treasurer's Report

11/3/21

Submitted by: Suzanne Ford

### Profit & Loss Statement – for previous month

Gross Income \$94,690.66

COGS \$0

Gross Profit \$94,690.66

Expenses \$77,349.07

Net Income \$17,341.59

### Total for first 1 month of the fiscal year:

Gross Income \$94,690.66

COGS

Gross Profit \$94,690.66

Expenses \$77,349.07

Net Income \$17,341.59

### Cash Flow Statement for FY2022

Cash at the beginning of the month \$589,456.82

Net Cash from Operating Activities \$24,287.58

Net Cash from Investing Activities. \$8,413.02

Cash at the End of the Period \$622,157.42

Wells Fargo Checking (Unrestricted) \$84,171.38

(Fiscal Agencies – Restricted Funds) \$24,901.81

WellsFargo MarketRate (Reserve) \$450,427.95

WellsFargo Bank Savings \$26,545.22

Fresno First \$36,055.83

**Narrative Overview:** Great first fiscal month of the year!!!! For the first time in many months, we actually took in more money than we spent. Congratulations to RJB and the Development Committee. We must continue to find alternative funding sources other than the celebration. We have reserve funds and also access to a \$700K line of credit at Fresno First Bank. However, the celebration expenses will be subject to the inflation that is everywhere in the business world. This will make our cash flow difficult to manage. We are facing a difficult year until we can rebound with revenue from 2022 celebration.

**SAN FRANCISCO PRIDE**  
**Report to the Board of Directors**  
**Executive Director – Fred Lopez – November 3, 2021**

**CASH BALANCES** *As of November 2, 2021*

Operating Account Balance	\$111,428.20
Reserve Account	\$450,427.95
Restricted Funds (Fiscal Agent Accounts)	\$26,545.22

**AGENCY UPDATES**

- The inaugural Ken Jones Awards took place on October 14, at our partner hotel the Hilton San Francisco Union Square. It was a resounding success, and we were so pleased to honor some amazing leaders in the community. **We raised \$5700**, thanks to everyone who purchased tickets. We already have great ideas about next year's awards reception!
- The Third Annual SF Pride Pro-Am Golf Tournament was on Saturday October 9 at TPC Harding Park, and it was a great success – the weather was amazing and all of the players and supporters had a great time. **We raised \$45,831**, and we received a very generous golf-oriented donation in the amount of **\$50,000**, bringing the grand total for Golf 2021 to **\$95,831!** This is a significant increase over the first two years of the Golf Tournament, and we are so appreciative and look forward to years more of success.
- Our October fundraising events raised **OVER \$100,000!** This is great news for our fundraising profile, and in a year with reduced revenue, it is very welcome. Thank you to all who helped, and to the staff for ensuring that our fundraising events were supported! ***Imagine if we were able to raise this amount once a quarter! It's possible with the leadership and participation of the Board of Directors!***
- I am pleased to announce that we are moving forward on our **Parade in 2022 – we will be on Market Street on June 26, 2022.** With the help of the Staff team and trusted advisors, as well as input from other Prides around the country, I am evaluating the Parade registration fees, and we hope to begin accepting registration before the end of the calendar year.
- The larger calendar for 2022 events is being worked on – we are adding to our annual calendar and can now showcase newer events and fundraisers like Chinatown Pride, Black Liberation Celebration, Oracle Park collaboration, Annual General Membership Meeting, Queer Freedom Day Fest, Golf Tournament, Ken Jones Awards, and more! We will share this draft calendar with the Board team in the coming weeks, so you can save important dates.
- Production contract for 2022 is being worked on currently. I am negotiating the return of Executive Producer Scott Shuemaker and his expanded team at Cogs & Marvel. I am pleased that we have been able to keep staffing costs relatively level as of this report. Once the Executive Production contract is complete, we will be working to assemble a team of subcontractors and project-specific team members. The Production Team will begin meeting regularly as soon as January.
- In addition, I am developing an RFP (request for proposals) process for the various sections of production, which would be rolled out in 2022 for the 2023 event and beyond. Due to the magnitude and scope of our event, this process will take time and care. The suggested timeline right now is: RFP released at the end of Q1, proposals reviewed Q2, revisions offered July, and selections made Aug/Sept.
- The overall budget is being worked on. The Board is aware of the financial situation of the organization: traditionally, upwards of 90% of revenue is generated by event registration, beverage sales, sponsorship. Without most of those significant revenue streams in pandemic years, we have been fortunate to be able to borrow from our own reserve account. As we move forward into 2022, I am seeking out ways to reduce costs and maximize revenue in as many places as possible. The fundraising successes of late are a great foundation to build upon. In general, the organization is in decent shape as we head into production and prepare to open registration sales for 2022. The AYreasurer and I will work with the B&F Committee to prepare a draft agency budget for Board approval in Dec 2021 or Jan 2022.
- Which brings up one way in which we are evolving as an organization and event: our two-day Celebration in Civic Center. Over the last decade, the footprint of the Celebration has shifted and changed to adapt to the needs of the community and to provide a safe environment for attendees. With fresh and enthusiastic perspective, we are in a prime position to shift once again. For 2022, we are planning a footprint which does not grow in size as it used to on Saturday night but is the same for both days. This will accomplish two important things: (1) Reduce costs (i.e., staffing for overnight builds, staging and sound for additional stages,) and (2) Open the possibility to program into the evening on Saturday. We are working to maintain our exhibitor capacity while evaluating other costs at the Celebration.



# SAN FRANCISCO PRIDE

## Report to the Board of Directors

### Executive Director – Fred Lopez – November 3, 2021

- We are developing a proposal process for the Community Stages and Spaces. This is a good opportunity for previous stage and venue producers to articulate how they support the mission of the organization and share their ideas on what kind of entertainment and messaging they intend to provide on behalf of their respective communities and affinity groups. In addition, we can tap into the expertise and enthusiasm of previous producers while opening up possibilities for emerging community leaders and entertainment producers. A small committee will be formed to assist in appraising the proposals and developing a plan to maximize the stages/spaces inventory we have. I anticipate this process will wrap up in early January 2022, which is just in time for producers to begin their booking and fundraising processes.
- Another way in which the organization is looking to reduce costs is in our office rent. We moved into 1663 Mission Street in October of 2019 and have occupied both suites 305 (admin offices) and 560 (production space) since then. We have been unable to properly utilize 560 due to the pandemic shutdowns, and we have decided to renegotiate the lease with the office building. As of December 1, we will only occupy Suite 305 at 1663 Mission. Vacating suite 560 involves cleaning and organizing our existing storage space to prepare for extraneous materials, the disposal of furniture, and materials we no longer need, as well as a desk reorganization for the staff team in 305. This change immediately saves us approximately **\$4000 per month**.
- TurnOut, the LGBTQ+ volunteer management organization that SF Pride has been working with for 2+ years, is finishing up the calendar year working on two projects for us: developing an internship program for office and production interns which will roll out in Q1 of 2022, and long-time volunteer engagement in preparation for volunteer registration for next year's events. We are appreciative of their commitment to building LGBTQ+ communities!
- I am eager to speak with the refreshed board committees. In particular, the Long-Range Planning Committee is of interest, the organization is ready for a five-year strategic plan to inform us as we continue to evolve and grow. I have begun collecting information and referrals of consultants for a strategic planning process which would begin as soon as possible.

#### MEMBERSHIP (as of 11/2/2021):

- 234 current members. 6 expired, 3 renewed, 1 new.

