

# SAN FRANCISCO PRIDE®

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

## AGENDA BOARD OF DIRECTORS MEETING

Being Produced Remotely — Wednesday, January 5, 2022 – 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 – *attached*
3. Treasurer – *attached*
4. Secretary – *verbal*
5. Executive Director – *attached*
6. Committee Reports –
  - Audit
  - Budget & Finance
  - Community Affairs
  - Development
  - Policies & Procedures

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- 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: (85 minutes)

**Upcoming Board Meeting Dates:**

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.*

***There may be a closed session occurring after adjournment.***

# SAN FRANCISCO PRIDE®

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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 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.

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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.

# SAN FRANCISCO PRIDE®

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

Nguyen Pham  
Vice President Report  
January 5, 2022

 Happy New Year! 

## 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

- Participated in Board of Directors video conference meeting on December 8, 2021.
- Participated in Executive Committee video conference meeting on December 17, 2021.

## DEVELOPMENT COMMITTEE

- SF Pride Pro-Am Golf Tournament Fundraiser: Communicated with planning team on items relevant to 2022 event.

## AUDIT COMMITTEE

- Received draft audit report materials from ED and circulated onward to Audit Committee for internal review.

## COMMUNICATIONS AND MARKETING

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

## ROUTINE RESPONSIBILITIES

- N/A

## MILESTONES SCHEDULED FOR NEXT PERIOD

- Participate in SF Pride Pro-Am's first team call of 2022 on January 12, 2022.
- Conduct first Membership Meeting of 2022 on January 12, 2022.
- Participate in Board Retreat scheduled for January 28-30, 2022.

# SAN FRANCISCO PRIDE®

## Treasurer's Report January 4th, 2022

Submitted by  
Suzanne Ford, *Treasurer*

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

Gross Income	\$30,194.10
COGS	\$ .00
Gross Profit	\$30,194.10
Expenses	\$82,354.84
Net Income	(\$52,160.74)

### Total for the 3<sup>rd</sup> month of the fiscal year:

Gross Income	\$127,142.67
COGS	\$ .00
Gross Profit	\$127,142.67
Expenses	\$218,757.81
Net Income	(\$91,615.14)

### Cash Flow Statement for FY 2022

Cash at the beginning of the month	\$567,749.13
Net Cash from Operating Activities	(\$49,859.46)
Net Cash from Investing Activities	(\$13.20)
Cash at the End of the Period	\$517,889.67

Wells Fargo Checking ( <i>Unrestricted</i> )	\$4887.94
(Fiscal Agencies – <i>Restricted Funds</i> )	\$26,401.81
Wells Fargo MarketRate ( <i>Reserve</i> )	\$450,545.67
Wells Fargo Bank Savings	\$26,545.44
Fresno First	\$35,966.26
Petty Cash	\$55.23

**Narrative Overview:** This month was what we expected with some small amount of sponsorship income. We did keep the expenses as low as possible. New revenue is imperative.

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

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	<u>Dec 21</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	-52,160.74
Adjustments to reconcile Net Income to net cash provided by operations:	
0250L · Payroll Taxes Due Payable	<u>2,301.28</u>
Net cash provided by Operating Activities	<u>-49,859.46</u>
Net cash increase for period	-49,859.46
Cash at beginning of period	<u>567,749.13</u>
Cash at end of period	<u><u>517,889.67</u></u>

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

Balance Sheet

As of December 31, 2021

Dec 31, 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 -21,513.87

Total 0101 · Wells Fargo Bank Checking 4,887.94

0102 · WellsFargo MarketRate (Reserve) 450,434.57

0104 · WellsFargo Bank Savings 26,545.67

0106 · Fresno First 35,966.26

0113 · Petty Cash Account 55.23

Total Checking/Savings 517,889.67

Accounts Receivable

0115 · Accounts Receivable (General) 19,500.00

Total Accounts Receivable 19,500.00

Total Current Assets 537,389.67

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

0195 · Other Deposits 88,969.23

Total Other Assets 91,759.23

TOTAL ASSETS 629,148.90

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

0250L · Payroll Taxes Due Payable -4,382.40

0255L · Vacation Time Account Payable 17,055.33

Total Other Current Liabilities 12,672.93

Total Current Liabilities 12,672.93

Long Term Liabilities



SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

**Balance Sheet**

As of December 31, 2021

	<u>Dec 31, 21</u>
0261 · Fresno First Line of Credit	7,413.00
Total Long Term Liabilities	<u>7,413.00</u>
Total Liabilities	20,085.93
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	-91,615.14
Total Equity	<u>609,062.97</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>629,148.90</u></u></b>

## Profit &amp; Loss

October through December 2021

	Oct 21	Nov 21	Dec 21	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
0402 · Membership Income	495.00	15.00	25.00	535.00
0414 · Donations (Individual) Income	55,392.62	2,238.99	90.00	57,721.61
0417 · Corporate Sponsorship Income	22,500.00	0.00	30,000.00	52,500.00
0421 · Interest Income	4.04	3.92	3.15	11.11
0450 · Merchandise Sales	357.00	0.00	0.00	357.00
0490 · Fundraising - General	15,942.00	0.00	75.95	16,017.95
<b>Total Income</b>	<b>94,690.66</b>	<b>2,257.91</b>	<b>30,194.10</b>	<b>127,142.67</b>
<b>Gross Profit</b>	<b>94,690.66</b>	<b>2,257.91</b>	<b>30,194.10</b>	<b>127,142.67</b>
<b>Expense</b>				
0601 · Advertising (Event)	5.97	13.34	0.00	19.31
0602 · Bank Fees	12.79	107.62	159.50	279.91
0603 · Utilities and Maintenance				
0603C · Cleaning & General Maintenance	1,111.97	1,111.97	1,241.97	3,465.91
0603U · Utilities	337.50	0.00	403.31	740.81
<b>Total 0603 · Utilities and Maintenance</b>	<b>1,449.47</b>	<b>1,111.97</b>	<b>1,645.28</b>	<b>4,206.72</b>
0606 · Insurance Expense	7,043.92	664.67	0.00	7,708.59
0607 · Postage Expense	116.00	41.56	0.00	157.56
0608 · Copying/Printing Expense	0.00	39.16	237.87	277.03
0609 · Office Supplies Expense	394.32	394.32	593.32	1,381.96
0610 · Accounting/Auditing Expense	2,000.00	2,000.00	2,000.00	6,000.00
0612 · Other Supplies	28.06	0.00	0.00	28.06
0613 · Employee Benefits Expense				
0613M · Medical/Dental Benefits	4,332.93	3,358.15	3,384.55	11,075.63
<b>Total 0613 · Employee Benefits Expense</b>	<b>4,332.93</b>	<b>3,358.15</b>	<b>3,384.55</b>	<b>11,075.63</b>
0614 · Equipment Rental Expense	215.25	215.25	215.25	645.75
0615 · Rent (Office) Expense	9,226.29	9,226.29	9,226.29	27,678.87
0616 · Rent (Non-Office Space) Exp.	1,140.00	1,140.00	1,526.00	3,806.00
0618 · Equipment Repair & Maintenance	119.10	357.30	0.00	476.40
0619 · Contracted Services	2,520.75	2,532.69	27,075.00	32,128.44
0620 · Contractors	2,000.00	2,300.00	2,000.00	6,300.00
0622 · Payroll Taxes	2,274.30	2,274.30	2,274.30	6,822.90
0623 · Travel Expense	921.89	105.85	27.00	1,054.74
0625 · Telephone Expense	458.20	457.06	457.05	1,372.31
0626 · Payroll Expense				
0626A · Payroll expense	29,729.16	29,729.16	29,729.16	89,187.48
<b>Total 0626 · Payroll Expense</b>	<b>29,729.16</b>	<b>29,729.16</b>	<b>29,729.16</b>	<b>89,187.48</b>
0627 · Permit Costs	1,250.00	0.00	0.00	1,250.00
0628 · Community Partners Grants				
0628B · Grants from Board	1,000.00	250.00	500.00	1,750.00
<b>Total 0628 · Community Partners Grants</b>	<b>1,000.00</b>	<b>250.00</b>	<b>500.00</b>	<b>1,750.00</b>
0629 · Educational Development Exp.	0.00	25.00	0.00	25.00
0630 · Food Expense	1,601.32	0.00	0.00	1,601.32
0631 · Media/PR Expense	1,073.28	420.60	0.00	1,493.88
0636 · Branded Apparel Expense	2,700.00	0.00	0.00	2,700.00
0645 · Signage Expense	983.00	0.00	0.00	983.00
0655 · Data Management Expense	1,531.33	1,178.82	1,259.49	3,969.64
0660 · Fundraising Expense	3,242.95	0.00	0.00	3,242.95
0690 · Interest Expense	44.79	44.79	44.78	134.36

4:17 PM

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

01/03/22

**Profit & Loss**

Accrual Basis

October through December 2021

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	<u>Oct 21</u>	<u>Nov 21</u>	<u>Dec 21</u>	<u>TOTAL</u>
<b>6800 · Fiscal Sponsee Expenses</b>				
<b>6800.19 · Contracted Services</b>	<u>0.00</u>	<u>1,000.00</u>	<u>0.00</u>	<u>1,000.00</u>
<b>Total 6800 · Fiscal Sponsee Expenses</b>	<u>0.00</u>	<u>1,000.00</u>	<u>0.00</u>	<u>1,000.00</u>
<b>Total Expense</b>	<u>77,415.07</u>	<u>58,987.90</u>	<u>82,354.84</u>	<u>218,757.81</u>
<b>Net Ordinary Income</b>	<u>17,275.59</u>	<u>-56,729.99</u>	<u>-52,160.74</u>	<u>-91,615.14</u>
<b>Net Income</b>	<u><b>17,275.59</b></u>	<u><b>-56,729.99</b></u>	<u><b>-52,160.74</b></u>	<u><b>-91,615.14</b></u>

**SAN FRANCISCO PRIDE**  
**Report to the Board of Directors**  
**Executive Director – Fred Lopez – January 5, 2022**

**CASH BALANCES** *As of January 4, 2022*

Operating Account Balance	\$28,595.72
Reserve Account	\$450,434.57
Restricted Funds (Fiscal Agent Accounts)	\$26,545.67

**CASH FLOW FORECASTS**

	Jan	Feb	Mar	Apr	May	June
Opening Balance	\$28,595.72	\$9,201.50	(\$63,292.72)	\$60,633.63	\$167,423.41	\$302,653.19
Anticipated Income	\$120,800.00	\$75,800.00	\$280,800.00	\$360,800.00	\$533,300.00	\$288,300.00
Anticipated Payables	\$140,194.22	\$148,294.22	\$156,873.65	\$254,010.22	\$398,070.22	\$624,610.22
<b>Balance</b>	\$9,201.50	(\$63,292.72)	\$60,633.63	\$167,423.41	\$302,653.19	(\$33,657.03)

**AGENCY UPDATES**

- **Happy New Year!**
- **Footprint and ISCOTT permit** – The plan is still to present to ISCOTT at the end of January 2022.
- **Production** – RFPs for vendors have gone out and exec producer and I are learning new landscape of companies and individuals who the organization has worked with in the past.
- **Community Spaces Program** – The process to collect interest from previous and prospective community spaces managers is still aiming to wrap up mid-January.
- **Revenue Plan, Budget Update** – I have spent much of my time working on cash flow and budgeting. Draft budget will be presented to the budget & finance committee. Cash flow is a challenge, based on lowered expectations around revenue because of the movements of the pandemic and omicron variant.
- **Contractors** – Working to update all event-specific contractor role descriptions and scopes of work. Will be building the team in the coming months.
- **Office** – The team will be working in shifts and as safely as possible to update the office, there are many boxes and other items that need to be dealt with.
- **Collaborations** – Team has been in touch with our collaborators such as Chinese Culture Center, etc, to determine best ways to move forward in 2022.

**MEMBERSHIP (as of 1/3/2022):**

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

