

AGENDA FOR
REGULAR BOARD OF DIRECTORS MEETING
HELD REMOTELY ON **2022-February-02**

1. Call to Order and Welcome
2. Acknowledgement of Unceded Raymatush Ohlone Land
3. Roll Call
4. Appointment of Meeting Roles
5. Reading of the Mission Statement
6. Reading of the Financial Protocol
7. Reading and Approval of Minutes
 - a. December 2021
 - b. January 2022
8. Reports of the Officers
9. Reports of Committees
10. Unfinished Business
11. New Business
12. Announcements
13. Public Comment
14. Adjournment

Closed Session

1. Review Auditor findings w/ Independent Auditor

SAN FRANCISCO PRIDE®

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

Nguyen Pham
Vice President Report
February 2, 2022

MEETING PARTICIPATION

- Participated in Board of Directors video conference meeting on January 5.
- Participated in Executive Committee video conference meetings on January 12 (with SFPD Pride Alliance), January 26, and February 1.
- Participated in Board of Directors Annual Retreat from January 28 to January 30.

DEVELOPMENT COMMITTEE

- SF Pride Pro-Am Golf Tournament Fundraiser: Participated on coordination call with planning team on January 12.

AUDIT COMMITTEE

- Reviewed draft audit report materials with Audit Committee and authorized ED to instruct auditing firm to proceed with final financial audit.

COMMUNICATIONS AND MARKETING

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

ROUTINE RESPONSIBILITIES

- Reviewed draft minutes from December 8, 2021 and January 5, 2022 Board meetings and provided revisions to Secretary Lanyon as applicable.

MILESTONES SCHEDULED FOR NEXT PERIOD

- Conduct Membership Meeting on February 9, 2022.
- Participate in SF Pride Pro-Am's next team call on February 10, 2022.

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Treasurer's Report February 2nd, 2022

Submitted by
Suzanne Ford, *Treasurer*

Profit & Loss Statement – for the previous month:

Gross Income	\$112,407.13
COGS	\$.00
Gross Profit	\$112,407.13
Expenses	\$155,199.55
Net Income	(\$42,792.42)

Total for the 3rd month of the fiscal year:

Gross Income	\$239,549.80
COGS	\$.00
Gross Profit	\$239,549.80
Expenses	\$373,957.36
Net Income	\$(134,407.56)

Cash Flow Statement for FY 2022

Cash at the beginning of the month	\$517,889.67
Net Cash from Operating Activities	(\$41,641.13)
Net Cash from Financing	\$125,000.00
Net Cash Increase	\$83,358.87
Cash at the End of the Period	\$601,248.54

Wells Fargo Checking (<i>Unrestricted</i>)	\$82,402.66
(Fiscal Agencies – <i>Restricted Funds</i>)	\$25,501.81
Wells Fargo MarketRate (<i>Reserve</i>)	\$450,431.65
Wells Fargo Bank Savings	\$26,545.88
Fresno First	\$16,305.47

Narrative Overview:

We are now incurring bills associated with planning the 2022 SF Pride March and Celebration. We had an in-depth discussion at our board retreat and I am confident everyone is aware of our financial situation. If anyone would like further discussion or was unable to be there, please reach out to me. We have tapped into our Fresno First Financing to bridge the gap as we open exhibitor and march sales. RJB is making progress with our community partners for additional revenue.

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

Balance Sheet

As of January 31, 2022

Jan 31, 22

ASSETS

Current Assets

Checking/Savings

0101 · Wells Fargo Bank Checking

0101A · Restricted Funds

0101AGR · Howard Grayson LGBT 1,303.01

0101ALA · Latin Stage 520.35

0101API · Pink Triangle 20,989.33

0101ASI · Sistahs Steppin 818.31

0101ASO · Soul of Pride 1,870.81

Total 0101A · Restricted Funds 25,501.81

0101 · Wells Fargo Bank Checking - Unrestricted Funds 82,402.66

Total 0101 · Wells Fargo Bank Checking 107,904.47

0102 · WellsFargo MarketRate (Reserve) 450,437.48

0104 · WellsFargo Bank Savings 26,545.89

0106 · Fresno First 16,305.47

0113 · Petty Cash Account 55.23

Total Checking/Savings 601,248.54

Accounts Receivable

0115 · Accounts Receivable (General) 19,500.00

Total Accounts Receivable 19,500.00

Total Current Assets 620,748.54

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 712,507.77

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

0215L · Health/Fire Permit Fees Payable 2,100.00

0216 · Vendor Security Deposits 800.00

0250L · Payroll Taxes Due Payable -6,131.11

0255L · Vacation Time Account Payable 17,055.33

Total Other Current Liabilities 13,824.22

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

Balance Sheet

As of January 31, 2022

	<u>Jan 31, 22</u>
Total Current Liabilities	13,824.22
Long Term Liabilities	
0261 · Fresno First Line of Credit	132,413.00
Total Long Term Liabilities	<u>132,413.00</u>
Total Liabilities	146,237.22
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>-134,407.56</u>
Total Equity	<u>566,270.55</u>
TOTAL LIABILITIES & EQUITY	<u><u>712,507.77</u></u>

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.
Statement of Cash Flows
January 2022

	<u>Jan 22</u>
OPERATING ACTIVITIES	
Net Income	-42,792.42
Adjustments to reconcile Net Income to net cash provided by operations:	
0215L · Health/Fire Permit Fees Payable	2,100.00
0216 · Vendor Security Deposits	800.00
0250L · Payroll Taxes Due Payable	-1,748.71
Net cash provided by Operating Activities	<u>-41,641.13</u>
FINANCING ACTIVITIES	
0261 · Fresno First Line of Credit	125,000.00
Net cash provided by Financing Activities	<u>125,000.00</u>
Net cash increase for period	83,358.87
Cash at beginning of period	<u>517,889.67</u>
Cash at end of period	<u><u>601,248.54</u></u>

**SF Lesbian Gay Bisexual Transgender Pride CC, Inc.
Profit & Loss**

Accrual Basis

October 2021 through January 2022

	Oct 21	Nov 21	Dec 21	Jan 22	TOTAL
Ordinary Income/Expense					
Income					
0402 · Membership Income	495.00	15.00	25.00	0.00	535.00
0409 · Vendor Income					
0410 · Vendor/Booth Fees Income					
0410P · Pride - Vendor Income	0.00	0.00	0.00	9,565.00	9,565.00
Total 0410 · Vendor/Booth Fees Income	0.00	0.00	0.00	9,565.00	9,565.00
0425 · Booth Equip. Rental Income	0.00	0.00	0.00	570.00	570.00
Total 0409 · Vendor Income	0.00	0.00	0.00	10,135.00	10,135.00
0411 · Parade Fee Income					
0411FM · Pride-Float/March Income	0.00	0.00	0.00	1,340.00	1,340.00
Total 0411 · Parade Fee Income	0.00	0.00	0.00	1,340.00	1,340.00
0414 · Donations (Individual) Income	55,392.62	2,238.99	90.00	829.00	58,550.61
0417 · Corporate Sponsorship Income	22,500.00	0.00	30,000.00	0.00	52,500.00
0421 · Interest Income	4.04	3.92	3.15	3.13	14.24
0430 · Grants For the Arts					
0430A · Pride - Grants for the Arts	0.00	0.00	0.00	100,000.00	100,000.00
Total 0430 · Grants For the Arts	0.00	0.00	0.00	100,000.00	100,000.00
0450 · Merchandise Sales	357.00	0.00	0.00	0.00	357.00
0490 · Fundraising - General	15,942.00	0.00	75.95	0.00	16,017.95
4900 · Fiscal Sponsee Income					
4900.14 · Donations (Individual) Income	0.00	0.00	0.00	100.00	100.00
Total 4900 · Fiscal Sponsee Income	0.00	0.00	0.00	100.00	100.00
Total Income	94,690.66	2,257.91	30,194.10	112,407.13	239,549.80
Gross Profit	94,690.66	2,257.91	30,194.10	112,407.13	239,549.80
Expense					
0601 · Advertising (Event)	5.97	13.34	0.00	0.00	19.31
0602 · Bank Fees	12.79	107.62	159.50	467.55	747.46
0603 · Utilities and Maintenance					
0603C · Cleaning & General Maintenance	1,111.97	1,111.97	1,241.97	409.17	3,875.08
0603U · Utilities	337.50	0.00	403.31	740.81	1,481.62
Total 0603 · Utilities and Maintenance	1,449.47	1,111.97	1,645.28	1,149.98	5,356.70
0606 · Insurance Expense	7,043.92	664.67	0.00	367.75	8,076.34
0607 · Postage Expense	116.00	41.56	0.00	0.00	157.56
0608 · Copying/Printing Expense	0.00	39.16	237.87	0.00	277.03
0609 · Office Supplies Expense	394.32	394.32	593.32	705.47	2,087.43
0610 · Accounting/Auditing Expense	2,000.00	2,000.00	2,000.00	7,524.50	13,524.50
0612 · Other Supplies	28.06	0.00	0.00	0.00	28.06
0613 · Employee Benefits Expense					
0613M · Medical/Dental Benefits	4,332.93	3,358.15	3,384.55	5,222.12	16,297.75
Total 0613 · Employee Benefits Expense	4,332.93	3,358.15	3,384.55	5,222.12	16,297.75
0614 · Equipment Rental Expense	215.25	215.25	215.25	25,225.03	25,870.78
0615 · Rent (Office) Expense	9,226.29	9,226.29	9,226.29	1,530.07	29,208.94
0616 · Rent (Non-Office Space) Exp.	1,140.00	1,140.00	1,526.00	1,806.00	5,412.00
0618 · Equipment Repair & Maintenance	119.10	357.30	0.00	0.00	476.40
0619 · Contracted Services	2,520.75	2,532.69	27,075.00	57,015.00	89,143.44
0620 · Contractors	2,000.00	2,300.00	2,000.00	0.00	6,300.00
0622 · Payroll Taxes	2,274.30	2,274.30	2,274.30	2,949.22	9,772.12
0623 · Travel Expense	921.89	105.85	27.00	0.00	1,054.74
0625 · Telephone Expense	458.20	457.06	457.05	457.82	1,830.13
0626 · Payroll Expense					
0626A · Payroll expense	29,729.16	29,729.16	29,729.16	38,551.64	127,739.12
Total 0626 · Payroll Expense	29,729.16	29,729.16	29,729.16	38,551.64	127,739.12
0627 · Permit Costs	1,250.00	0.00	0.00	0.00	1,250.00
0628 · Community Partners Grants					
0628B · Grants from Board	1,000.00	250.00	500.00	0.00	1,750.00
Total 0628 · Community Partners Grants	1,000.00	250.00	500.00	0.00	1,750.00
0629 · Educational Development Exp.	0.00	25.00	0.00	0.00	25.00
0630 · Food Expense	1,601.32	0.00	0.00	0.00	1,601.32
0631 · Media/PR Expense	1,073.28	420.60	0.00	9,840.00	11,333.88
0632 · Volunteer/Staff Recognition Exp	0.00	0.00	0.00	317.70	317.70
0636 · Branded Apparel Expense	2,700.00	0.00	0.00	0.00	2,700.00
0645 · Signage Expense	983.00	0.00	0.00	0.00	983.00
0655 · Data Management Expense	1,531.33	1,178.82	1,259.49	1,224.91	5,194.55
0660 · Fundraising Expense	3,242.95	0.00	0.00	0.00	3,242.95
0690 · Interest Expense	44.79	44.79	44.78	44.79	179.15
6800 · Fiscal Sponsee Expenses					
6800.19 · Contracted Services	0.00	1,000.00	0.00	1,000.00	2,000.00
Total 6800 · Fiscal Sponsee Expenses	0.00	1,000.00	0.00	1,000.00	2,000.00
Total Expense	77,415.07	58,987.90	82,354.84	155,199.55	373,957.36
Net Ordinary Income	17,275.59	-56,729.99	-52,160.74	-42,792.42	-134,407.56
Net Income	17,275.59	-56,729.99	-52,160.74	-42,792.42	-134,407.56

SAN FRANCISCO PRIDE
Report to the Board of Directors
Executive Director – Fred Lopez – February 2, 2022

CASH BALANCES *As of February 2, 2022*

Operating Account Balance	\$167,783.27
Reserve Account	\$450,437.48
Restricted Funds (Fiscal Agent Accounts)	\$26,545.89

CASH FLOW FORECASTS

	Feb	Mar	Apr	May	June
Opening Balance	\$167,783.27	\$156,864.04	\$271,680.38	\$369,360.15	\$495,654.92
Anticipated Income	\$220,800.00	\$330,800.00	\$360,800.00	\$533,300.00	\$288,300.00
Anticipated Payables	\$231,719.23	\$215,983.66	\$263,120.23	\$407,005.23	\$633,720.23
Balance	\$156,864.04	\$271,680.38	\$369,360.15	\$495,654.92	\$150,234.69

AGENCY UPDATES

- We were saddened to say goodbye to our Communications Manager, Astrid. They got a great new role, and we wish them the best in all of their future endeavors. We'll miss you!
- We are gladdened to welcome a familiar face to the full-time staff: Chris Grafton is now with us formally, as the Operational Systems and Membership Manager. Welcome Chris!
- In addition, Marsha's role has shifted and her title is now Community Affiliates Lead – what we used to call the Community Partners are now Affiliates, and Marsha will coordinate their participation as she has in previous years. Thanks Marsha!
- I am working on finding ways to address all of the tasks which Astrid was responsible for – we may be bringing on extra contracted support to achieve much of what they were doing. More information to come.
- The Board Retreat was a successful event, during which board and staff were able to collaborate on plans for the future. Thank you to our friends at Commonwealth Club, Saap Ver, Benihana, RUI Hotels, and thank you to the team who made it happen!
- Staff leadership will be working with community space managers to plan for the stages and spaces presented at the Celebration in June. Stay tuned for more information.
- Staff team have successfully updated the website with information about the upcoming events in June. Community Affiliates Program applications are now live on the website. Parade and Exhibitor registration are live as well. More website updates are planned as we continue to prepare for our June events.
- The work continues to find ways in which to save money re: annual operations. Chris will be transitioning our office's phones from the system we have had for a number of years to a mostly-online system, which will save the organization about \$5,000 per year. This is an addition to the many cost-saving measures which have been shared with the board: reduction of storage space, reduction of office space, elimination of redundancy where possible.
- The key art for the year's events is being finalized with our creative partners at Cogs & Marvel, using our annual theme "Love Will Keep Us Together." Once it is complete, the key art will be used to skin our app (coming soon!) website, social media, and more.
- Production is proceeding apace, all of our equipment and services RFPs are out and Scott's team are making appropriate choices. As stated before, the landscape of vendors has changed due to the pandemic so the production will make shifts accordingly. Staging, fencing, security, sound – all industries hard hit by the pandemic.

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- Permit application is submitted for ISCOTT.
- Partnership asks are out in full force and RJB is taking meetings and working to positively generate revenue for the organization. As with many other aspects of our lives, much about the partnerships process has changed post-pandemic, so we are confident that we will meet our goal but the timing is different than in years past. We currently have 3 commitments, and we will need approximately 25 sponsors of various levels to reach our sponsorship budgetary goal.
- I have been working closely with the board treasurer to evaluate our annual budget and determine where we can continue to make cuts and maximize our impact while remaining realistic about revenue for the year.

MEMBERSHIP (as of 2/2/2022):

- 220 current members. 6 expired, 5 renewed, 4 new.

