

MINUTES FOR
REGULAR BOARD OF DIRECTORS MEETING
HELD REMOTELY ON **2022-DECEMBER-07**

Meetings Guidelines and Protocols: <https://members.sfpride.org/meetings>

Call to Order at 7:03pm

In attendance: Nguyen, George, Linda, Robert, Di'ara, Suzanne, Anjali, Joshua, Maceo, Carolyn, Chris, Marsha, Janelle, Manuel

Non-member: Cristiana (first time)

- a. Acknowledgement of Unceded Ramaytush Ohlone Land
- b. Roll Call
- c. Appointment of Meeting Roles:

Timekeeper: Josh, Stack Monitor: Robert, Vibe Watch: Di'ara

- d. Reading of the Mission Statement (Robert) and Financial Protocol (Linda)
- e. Approval of the Agenda **Motioned by: Josh 2nd:Anjali APPROVED at 7:09**
- f. Reading and Approval of Minutes

October Minutes-Chris (josh stand aside | APPROVED)

November Minutes-Spring (josh stand aside | APPROVED)

- g. Reports of the Officers

President, VP, Secretary, Treasurer (see [packet](#))

Sidebar: Nguyen explained the Delegate policy for folks who may be unaware

Creating Change is February in SF, request to board to review dates and let Suzanne know if they can attend with the SF Pride contingent

Janelle shared the importance of us being represented at CC and possibly a mixer put on by SF Pride

- h. Reports of Committees
 - i. Budget & Finance

Robert (Chair)

ii. Long Range Planning

Di'ara and Suzanne (Chair)

-Meetings happen monthly, immediately follow Member mtgs)

iii. Development Committee

Di'ara (Chair)

-Meetings 3rd Tuesday of each month

iv. Community Affairs Committee

Josh (Chair)

i. Agency Updates from Executive Director (8 mins)

Suzanne and staff met with JLA this past weekend

Not much for cash coming in over the next few months, however we can bill the city for the 300k Arts Grant as well as the City Funding (using this to pay back Horizons)

There was a request to hire a local person to support us with permitting

We moved everything into one storage unit, down from two

Chris and Di'ara have been working on the

These next 198 days are going to fly by there IS A LOT TO ACCOMPLISH, Suzanne asked for empathy and support

Shout out to Exec Comm

2. Unfinished Business (0 mins)

3. New Business (40 mins)

a. Committee Meeting Minutes and Email Groups (Spring, 5 mins)

1. All committees should have minutes (please email Secretary after meeting with notes)

2. We should all be using the Email Groups, rather than adding folks individually

b. Conflicts of Interest (Nguyen, 10 minutes)

Suggestion to share, "Disclosure of possible "Conflicts of Interest"", at header of meetings for transparency

c. In-Person Board Meetings, Cadence (Spring, 10 minutes)

Suggestion of quarterly in-person Board Meetings

Spring will create a four quarterly in-person BM proposal dates, with a hybrid option, and incorporate key months (Josh-June)

d. Mini Retreat | December 10th (Nguyen, 5 minutes)

Agenda emailed

Hotel Zetta Breakfast and Lunch

We will still have a larger retreat in the new year

Expect email to come regarding dates for the Large Retreat

Bring a sentimental item for an "Grounding" activity

e. Business Support (Manuel, 10 minutes)

El Rio requests financial support from SF Pride

How do we support them in a non-traditional way as they are a for-profit organization

Asking for some feedback

How can we boost their Fundraiser

Social media/Marketing?

Maybe bring the Devo committee

Manuel will work with Suzanne

4. Announcements (5 mins)
5. Public Comment (10 mins)
6. In-Memoriam

- Brenda Goodman, Samantha James, Colorado Springs Victims: Raymond Green Vance (he/him), Kelly Loving (she/her), Daniel Aston (he/him), Derrick Rump (he/him), Ashley Paugh (she/her) , Matteo Picon

Adjournment at 8:41pm

Closed Session

Followed for: 8:55 Convened

- a. Budget Review and Approval (30 mins)

Robert shared Budget which was approved by the Budget and Finance committee

Motioned to approve Budget, consensus reached

- b. Community Event Attendance Calendar (10 mins)
- c. ED Hiring Search

Adjourned at 9:34

Signature: Nguyen Pham
Nguyen Pham (Jan 4, 2023 21:29 PST)

Email: nguyen.pham@sfpride.org

Board President

Signature: 
Spring Collins (Jan 4, 2023 21:43 PST)

Email: spring.collins@sfpride.org

Secretary of Board

**AGENDA FOR
REGULAR BOARD OF DIRECTORS MEETING
HELD REMOTELY ON 2022-DECEMBER-07**

Meetings Guidelines and Protocols: <https://members.sfpride.org/meetings>

1. Standing Items (20 mins)
 - a. Call to Order and Welcome
 - b. Acknowledgement of Unceded Ramaytush Ohlone Land
 - c. Roll Call
 - d. Appointment of Meeting Roles: Timekeeper, Stack Monitor, Vibe Watch
 - e. Reading of the Mission Statement and Financial Protocol
 - f. Approval of the Agenda
 - g. Reading and Approval of Minutes
 - h. Reports of the Officers
 - i. Reports of Committees
 - i. Budget & Finance
 - ii. Long Range Planning
 - iii. Development Committee
 - j. Agency Updates from Executive Director (8 mins)
2. Unfinished Business (0 mins)
3. New Business (40 mins)
 - a. Committee Meeting Minutes and Email Groups (Spring, 5 mins)
 - b. Conflicts of Interest (Nguyen, 10 minutes)
 - c. In-Person Board Meetings, Cadence (Spring, 10 minutes)
 - d. Mini Retreat | December 10th (Nguyen, 5 minutes)
 - e. Business Support (Manuel, 10 minutes)
4. Announcements (5 mins)
5. Public Comment (10 mins)
6. In-Memoriam
7. Adjournment

Closed Session to Follow for:

- a. Budget Review and Approval (30 mins)
- b. Community Event Attendance Calendar (10 mins)

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

Nguyen Pham
President Report
December 7, 2022

MEETING PARTICIPATION

- Chaired Board of Directors video conference meeting on November 2.
- Participated in Membership video conference meeting on November 9.
- Participated in video conference meeting centered in internal process on November 22.
- Chaired ExCom video conference meeting on November 23.

COMMUNITY ENGAGEMENT

- Attended National Center for Lesbian Rights “Champions for Justice” gala at Marriott Marquis and Metreon on November 11.
- Attended “FIFA LGBT protest: Love is not a crime” in support of Dr. Nas Mohammed at Lookout on November 20.
- Attended Transgender Day of Remembrance events at SF City Hall and La Cocina Municipal Marketplace on November 20.

PUBLIC RELATIONS

- Provided quotes to *Bay Area Reporter* for write-up on November 16: “SF Pride board names new president” <https://www.ebar.com/story.php?320651>

SF PRIDE PRO-AM GOLF TOURNAMENT FUNDRAISER

- Attended check presentation brunch at TPC Harding Park on November 6.

COMMITTEE WORK

- Attended ED Search Committee video conference kickoff meeting on November 7.
- Attended Long Range Planning Committee video conference meeting on November 9.
- Attended Policies and Procedures video conference meeting on December 1.

PRODUCTION

- Received status update from Staff regarding event production on December 6.

ROUTINE RESPONSIBILITIES

- Participated on check-in calls with PR partner on November 4, November 9, November 15, November 22, November 29, and December 6.
- Engaged with SF Pride content via social media channels as feasible.
- Corresponded with Staff and Board Members as appropriate.

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PRIDE PARADE AND CELEBRATION COMMITTEE, INC.

KEY ACTIVITIES AND MILESTONES SCHEDULED FOR NEXT PERIOD

- Coordinate and execute Board Mini-Retreat on December 10.
- Attend SF Pride Members' Holiday Party on December 14.
- Chair Board of Directors meeting on January 4, 2023.

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Treasurer's Report

Robert Louie

December 7, 2022

Profit & Loss Statement – November 2022

Gross Income	\$27,562.52
COGS	\$0.00
Gross Profit	\$27,562.52
Expenses	\$90,881.01
Net Income	(\$63,318.49)

Total for 1st month of the fiscal year:

Gross Income	\$25,771.06
COGS	\$0.00
Gross Profit	\$25,771.06
Expenses	\$70,774.59
Net Income	(\$45,003.53)

Cash Flow Statement for FY 2022

Cash at the beginning of the month	\$444,839.21
Net Cash from Operating Activities	(\$57,201.93)
Net Cash Increase	(\$68,194.33)
Cash at the End of the Period	\$376,644.88
Wells Fargo Checking (<i>Unrestricted</i>)	\$212,824.60
(Fiscal Agencies – <i>Restricted Funds</i>)	\$36,701.94
Wells Fargo MarketRate (<i>Reserve</i>)	\$125,452.77
Wells Fargo Bank Savings	\$26,548.44
Fresno First	\$11,762.81
Petty Cash	\$55.23

Narrative Overview

Operation costs are looking normal overall. We saw \$27k of sponsorship money come in and the staff is still pursuing the additional \$12.5k from Top Golf. We will begin receiving income from vendor and parade registration in the coming months. There's not a lot of revenue during this time, but this is looking typical for our revenue cycle and we'll see increases in February especially as we get closer to the event.

The Budget and Finance committee -- Elizabeth, Spring, and I-- convened with Suzanne and Chris to approve the budget.

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

Balance Sheet

As of November 30, 2022

Nov 30, 22

ASSETS

Current Assets

Checking/Savings

0101 · Wells Fargo Bank Checking

0101A · Restricted Funds

0101AGR · Howard Grayson LGBT	2,096.01
0101ALA · Latin Stage	9,540.74
0101API · Pink Triangle	21,489.33
0101ASI · Sistahs Steppin	818.31
0101ASO · Soul of Pride	2,757.55

Total 0101A · Restricted Funds 36,701.94

0101 · Wells Fargo Bank Checking - Unrestricted Funds 176,122.66

Total 0101 · Wells Fargo Bank Checking 212,824.60

0102 · WellsFargo MarketRate (Reserve) 125,453.80

0104 · WellsFargo Bank Savings 26,548.44

0106 · Fresno First 11,762.81

0113 · Petty Cash Account 55.23

Total Checking/Savings 376,644.88

Total Current Assets 376,644.88

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 -58,130.96

Total 0189 · TRADEMARKS 2,480.00

0191 · Prepaid Expenses 60,064.60

0195 · Other Deposits 29,442.23

Total Other Assets 91,986.83

TOTAL ASSETS 468,631.71

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

0250L · Payroll Taxes Due Payable 6,623.39

0255L · Vacation Time Account Payable 13,301.22

0259 · Short Term Loans 200,000.00

Total Other Current Liabilities 219,924.61

Total Current Liabilities 219,924.61

Long Term Liabilities

0261 · Fresno First Line of Credit 79,136.46

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

Balance Sheet

As of November 30, 2022

	<u>Nov 30, 22</u>
0270 · Deferred rent liability	7,234.00
Total Long Term Liabilities	<u>86,370.46</u>
Total Liabilities	306,295.07
Equity	
3000 · Opening Bal Equity	81,844.00
3100 · Temp Restricted Net Assets (TRN	-127,535.00
3800.1 · NetAssetsReleased, UnRestrict	586,907.00
3800.4 · NetAssetsReleased, TempRestrict	-586,907.00
3900 · Retained Earnings	316,349.66
Net Income	<u>-108,322.02</u>
Total Equity	162,336.64
TOTAL LIABILITIES & EQUITY	<u><u>468,631.71</u></u>

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

	Nov 22
OPERATING ACTIVITIES	
Net Income	-63,318.49
Adjustments to reconcile Net Income to net cash provided by operations:	
0115 · Accounts Receivable (General)	15,000.00
0210 · Accounts Payable	-10,500.00
0250L · Payroll Taxes Due Payable	1,616.56
Net cash provided by Operating Activities	-57,201.93
INVESTING ACTIVITIES	
0191 · Prepaid Expenses	-268.80
Net cash provided by Investing Activities	-268.80
FINANCING ACTIVITIES	
0261 · Fresno First Line of Credit	-10,723.60
Net cash provided by Financing Activities	-10,723.60
Net cash increase for period	-68,194.33
Cash at beginning of period	444,839.21
Cash at end of period	376,644.88

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

Profit & Loss

October through November 2022

12/01/22

Accrual Basis

	Oct 22	Nov 22	TOTAL
Ordinary Income/Expense			
Income			
0402 · Membership Income	455.00	0.00	455.00
0414 · Donations (Individual) Income	305.00	8.95	313.95
0417 · Corporate Sponsorship Income	0.00	27,500.00	27,500.00
0421 · Interest Income	1.30	1.59	2.89
0490 · Fundraising - General	22,255.02	51.98	22,307.00
4900 · Fiscal Sponsee Income			
4900.10 · Vendor/Booth Fees Income	1,018.00	0.00	1,018.00
4900.14 · Donations (Individual) Income	600.00	0.00	600.00
4900.49 · Fundraising	1,141.00	0.00	1,141.00
Total 4900 · Fiscal Sponsee Income	2,759.00	0.00	2,759.00
Total Income	25,775.32	27,562.52	53,337.84
Gross Profit	25,775.32	27,562.52	53,337.84
Expense			
0602 · Bank Fees	110.42	76.43	186.85
0603 · Utilities and Maintenance			
0603C · Cleaning & General Maintenance	300.00	1,082.06	1,382.06
0603U · Utilities	337.50	0.00	337.50
Total 0603 · Utilities and Maintenance	637.50	1,082.06	1,719.56
0604 · Messenger Expense	0.00	54.00	54.00
0606 · Insurance Expense	2,940.58	481.13	3,421.71
0607 · Postage Expense	37.45	0.00	37.45
0608 · Copying/Printing Expense	1,026.45	203.44	1,229.89
0609 · Office Supplies Expense	570.26	440.25	1,010.51
0610 · Accounting/Auditing Expense	2,000.00	2,000.00	4,000.00
0613 · Employee Benefits Expense			
0613M · Medical/Dental Benefits	7,176.76	3,453.98	10,630.74
Total 0613 · Employee Benefits Expense	7,176.76	3,453.98	10,630.74
0614 · Equipment Rental Expense	215.25	215.25	430.50
0615 · Rent (Office) Expense	0.00	10,948.81	10,948.81
0616 · Rent (Non-Office Space) Exp.	1,747.00	1,747.00	3,494.00
0618 · Equipment Repair & Maintenance	126.25	378.74	504.99
0619 · Contracted Services	1,900.00	1,900.00	3,800.00
0620 · Contractors	0.00	12,040.00	12,040.00
0622 · Payroll Taxes	1,697.36	1,777.06	3,474.42
0623 · Travel Expense	810.68	954.34	1,765.02
0625 · Telephone Expense	468.34	466.57	934.91

SF Lesbian Gay Bisexual Transgender Pride CC, Inc.

Profit & Loss

October through November 2022

12/01/22

Accrual Basis

	Oct 22	Nov 22	TOTAL
0626 · Payroll Expense			
0626A · Payroll expense	22,187.50	23,229.16	45,416.66
Total 0626 · Payroll Expense	22,187.50	23,229.16	45,416.66
0628 · Community Partners Grants			
0628B · Grants from Board	0.00	500.00	500.00
Total 0628 · Community Partners Grants	0.00	500.00	500.00
0630 · Food Expense	2,879.90	5,383.25	8,263.15
0631 · Media/PR Expense	2,908.13	16,055.00	18,963.13
0636 · Branded Apparel Expense	3,000.00	0.00	3,000.00
0655 · Data Management Expense	1,363.24	1,265.98	2,629.22
0660 · Fundraising Expense	14,551.72	200.00	14,751.72
0690 · Interest Expense	799.06	794.80	1,593.86
0696 · Lodging/Hotel Expense	0.00	2,833.76	2,833.76
6800 · Fiscal Sponsee Expenses			
6800.19 · Contracted Services	375.00	2,000.00	2,375.00
6800.24 · Entertainer/Speaker Expense	850.00	400.00	1,250.00
6800.66 · Education & Outreach	400.00	0.00	400.00
Total 6800 · Fiscal Sponsee Expenses	1,625.00	2,400.00	4,025.00
Total Expense	70,778.85	90,881.01	161,659.86
Net Ordinary Income	-45,003.53	-63,318.49	-108,322.02
Net Income	-45,003.53	-63,318.49	-108,322.02