

Advisory Board Meeting Minutes  
September 21, 2015

- Attendance: Carlos Perea, Patrick B. Smith, Terry Beswick (Manager), JMark Jenkins, Calary Blue, John Halpin, Robert McConnell, Benjamin Houston, Steven Scarborough, (Absent), Scott Gardner, (Guest), Joe Tuohy, (Guest)
- Carlos welcomed each board member, advisor and guest to the Annual Meeting followed by the serenity prayer.
- August Meeting Minutes – JMark made a motion to approved meeting minutes, Carlos 2<sup>nd</sup> the motion. Meeting minutes were approved by the board.
- Governance –
  - Nomination of Steven Scarborough - Steven Scarborough has graciously accepted the Governance Committee’s recommendation to be nominated to the Board. The Board unanimously voted Steven to the Board. Congratulations!
  - Nomination and Election of Officers – All candidates were unanimously voted to serve as officers by the Board.  
Secretary – Patrick Smith, Treasury – Jmark Jenkins, Co-Chair, Calary Blue Chair, and Chair, Carlos Perea. Congratulations!
- Manager’s Report – **FUNDRAISING** –FOLSOM - We are about on target for our recruitment for the fair on Sunday. There are still a few shifts available through online registration, which closes at midnight tonight. REAL BAD - We have signed up our required volunteers for REAL BAD. CASTRO STREET FAIR – Coming just a week after Folsom, we have very few volunteers signed up, and the fair overall is about 500 volunteers short. HARVEST FEAST – Tickets should be approved for purchase online this evening with hard copies expected by Thursday. Posters and postcards are printed, Facebook event is up. Auction Committee meets tonight after board meeting at 7:30pm at Food Hall across the street. Co-hosts meet tomorrow night at CCC at 6:00pm to begin recruiting table captains. Harvest Feast general planning meeting is this Thursday, September 24 at 6:00PM in the Flood Building, room 336. GRANTS – I met with Joe Tuohy and we are going to work on targeting some corporate and foundation funders. **PERSONNEL** – Longtime club volunteer Brett Thomas has been hired as part-time Assistant Café Manager, and he begins training this week. **PROGRAMS** – We have an offer from our resident graphic artist Paoi to design a new website for us for \$1,000. Assuming our expected event income is on track this month, I plan to bring this proposal to Program and to Finance before next board meeting for approval.

### **Committee Reports**

- Personnel – (Calary) we are continue working on revising our employee evaluation matrix and to create an employee handbook and a volunteer manual. We also will be creating an Operational Manuel for the Café. Our next meeting is scheduled for Wednesday, October 14<sup>th</sup> at 7:15pm at Sweet Inspirations.
- Financial – (JMark) on a net basis we are actually little bit ahead where we thought we would be against the budget. We are about a \$1,000 dollars ahead. The Café income is under the budget expectations. The budget is looking positive. Our Prudent Reserve is at \$19,000. Next meeting is scheduled for the October 15<sup>th</sup> at 6:30pm at JMark's resident, 8 Buchanan Street, #506.
- Fundraising –All our focus is on Harvest Feast. This week will be about selling tickets and tables for the event. The Co-host meeting is tomorrow night, September 22<sup>nd</sup>. Terry has an ideal around the monthly donations which is one the critical issues we are facing because we rely heavy on that money. We will come back to this pressing issue once the Harvest Feast ends. Next committee meeting will scheduled after the Harvest Feast.
- Programs – Program Committee has not met this past month. Our next meeting is scheduled Tuesday, September 29<sup>th</sup> at 6:00pm, at CCC. We are looking for more members so if you can make, please join us.
- Governance Committee –JMark had conference call with Liz, CFO of the San Francisco AIDS Foundation and Chris Damon, Controller, regarding the Fiscal Sponsorship Agreement. We are in the process submitting a letter of intent for Fiscal Sponsorship to the Tide Center and they have asked us to formally apply and we are in process of honoring their request. We will need to provide a short bio of each board member and would like to complete the application within three to four weeks if possible. Two new board member applications have been submitted however we haven't had chance to view each applicant. Next meeting is scheduled for the October 15<sup>th</sup>, at 7:00pm at JMark's resident.
- New Business – We need to respond to the LGBT Leadership Series by tomorrow, September 22<sup>nd</sup>. The Horizon Foundation first forum is directed toward chairs of non-public board through LGBT related. Terry, Calary and Carlos will be attending. Mascara show is coming up this Saturday.
- Adjourn – JMark made the motion. Carlos 2<sup>nd</sup> the motion. Meeting adjourned with the serenity prayer.

