

11/20/13 – Public Board Meeting – 7:00pm

Call to Order 7:00pm

Attendance	
Present	Additional
Ernie	James Healey
Jorge	Jake Naylor
Brady	Bob Naperella
Brandon	Raymond Wilmer
Lucas	Robert Elkins
Frankie	Ron Quinn
Ande	Sean Van Gorder
Kawika	
Julie	

Approval of Minutes

Approval of Minutes Ernie Motion Pass	ses	
 Brady motions to approve all outstanding Minutes, as submitted; Brandon 2nds Motion passes unanimously 		

Check Requests

	Check Reque	sts	Ernie	Motion Passes
- Brandon motions to approve invoices as submitted in email; Brady 2nds		ds		
 Montez Nazareth Law - \$250.00 				
o Lindsay White - \$875				
	 Approved at previous meeting 			



Community Comments

Community Comments	Ernie	Motion Passes
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- Tony Clark Club METRO asks clarifying questions as to the Fiscal Agency agreement with The Center; concerned about possible danger to The Center in this agreement
 - o Bob Elkins The Center CEO confirms that the agreement is approved by legal and financial counsel; confirms the safety and legality of this arrangement. Bob Elkins stated that this agreement expires December 31, 2013.
- Jack Black Outlaws UNLV curious about our Parade expense for additional pedestrian rails at the Parade
 - o Ernie it's a requirement by the City due to attendance and safety
- Tony Clark requests financial information pertaining to availability of records and taxation documents;
 - Ernie explains that 20010 and 2011 have been requested from Matt Cox but have not yet been returned; Taxes for 2012 and 2013 have been filed; SNAPI moved to shift the Fiscal year to an annual calendar;
 - o Bill Schaffer clarifying questions as to SNAPI finding out about this
 - o Ernie information was presented to the Board that was falsified
- Mark Ayes curious about a dollar amount of monies collected without an active 501(c)(3); further questions collecting funds with a pending 501(c)(3)
 - o Ernie will follow up with a specific dollar amount upon receipt of an email request; further explains SNAPI's position in regard to the Legal Counsel
- Tony Clark questions SNAPI's transparency in production of Financial Reports
 - James clarifies that SNAPI does have transparency and provides clear information to the community; clarifies that in the past, the Board was presented with falsified information;
- Terry LAMBDA compliments SNAPI on the 2013 events; requests consideration of adding an 'end of Parade' gathering or rally
 - Ernie SNAPI is limited to City direction and funding limitations; will strive to continue to approve
- Alec R. what is SNAPI doing to make changes to ensure not to repeat the past problems
 - Ernie changes to Bylaws can only be done at an Annual Meeting; Board has
 done a lot of planning and will enact new Bylaws tonight



P&L Review

P&L Ernie

- SNAPI 2013 Total Net Profits \$68, 132.10
- Tony Clark questions total account balances today;
 - o Brady \$57,681.32
- Bill questions travel expenses for clarification; requests further clarification as to monies dedicated to SNAPI travel; Brandon states we will have the CPA modify our QuickBooks to have a better breakdown of SNAPI's travel expenses.
- Terry LAMBDA suggests that SNAPI retain records of in-kind sponsorship to a travel budget
- Terry with Independent Non-Profit suggests that the Board be trained to State regulations; offers additional support
- Bill offers that himself and the community are interested in better clarity and transparency from SNAPI
 - Brady offers agreement to Bill, reiterating the fact that the Board of SNAPI function on 'both sides of the table' representing themselves as active members of the community as well as representatives of SNAPI; shares Bill's concern for enhanced transparency and assures Bill that this Board is in a better situation than ever before to affect change to achieve this goal

LOVE Program

LOVE Program Jorge

- Hours Paid (checks distributed at November BINGO)
 - o NGRA \$1770
 - o Royal Court \$810.00
 - o Sin Sity Sisters \$1050.00
 - o HRC \$180.00
 - o Whisper 'N Thunder \$3600
 - o AFAN \$360
 - o We are Family \$40
 - o The Center \$590
 - o Men's Chorus \$40



Bylaw / SOP

SOP / Bylaw Updates	Ernie	Motion Passes
 Brady motions to approve all changes to Bylaws and SOP, as submitted; Brandon 2nd Motion passes unanimously 		ed; Brandon 2nds

Elections

Election of Officers Ernie Motion Passes

- Brady nominates Julie Kokoczka, Brandon 2nds; Julie accepts
- Brandon nominates Ande Atkinson, Brady 2nds; Ande accepts
- Lucas nominates Kawika L, Brady 2nds; Kawika accepts\
 - Nominations pass unanimously

Election of Executives Ernie Motion Passes

- Parliamentarian Julie nominates Brandon, Kawika 2nds; Brandon accepts
- Treasurer No Nominations
- Secretary Brandon nominates Brady; Jorge 2nds; Brady accepts
- Vice-President Lucas nominates Jorge, Brandon 2nds; Jorge accepts
- President currently serving 2nd year of current term
 - Nominations pass unanimously

New Business

Jim McCoy	

- Involving himself deeper with the MGM LGBT coalition; invites them to attend BINGO; happy to see the results presented on the year, as presented today



Raymond Wilmer

The Center

- Explains the general details of the offer to merge SNAPI with The Center
- Commends the existing Board on their performance currently through troubled times
- Clarifies that The Center's offer hinges on the involvement of the entire existing Board members
- Clarifies that if accepted, the existing SNAPI Board members would join The Associate Board of The Center, that SNAPI would retain a general level of autonomy under this offer
- Clarifies that the offer includes retroactive date through January 1, 2013; includes full coverage including all existing financial, document, etc issues; The Center would fully indemnify SNAPI and continue all PRIDE events with all existing personnel
- Clarified questions raised through the Q&A session with The Center; explains that Budget may be preset yearly and changed, etc as needed on an ongoing basis
- James Commends the offer and stresses the importance of unity in the community
- Jen asks why The Center has offered to merge with SNAPI given the circumstances
 - o Raymond feels it is the right thing to do to ensure that the community can continue to have the benefits of PRIDE events; commends the SNAPI Board on their performance in general and through troubles this past year

Adjournment -

Motion to Adjourn	Motion Passes
- Brady Motions to adjour 9:45p	n, Jorge 2nds; motion passes unanimously; meeting ends at

Next Meeting –

Next Meeting		
12/18/13 at The Center at 7:00p		

Documents -

Invoice	Lindsay White, CPA	Motion approved



Documents Parade Committee – Travel

Las Vegas Pride Parade Committee- proposed SOP insertion

Southern Nevada Association of Pride. Inc., travels to fellow Consolidated Association of Pride, Inc (CAPI) sister prides to promote the City of Las Vegas and Las Vegas PRIDE.

Currently we travel to:

Phoenix Arizona, Long Beach- California San Diego- California, Palm Springs- California

Pending budgets we have also traveled to:

Christopher Street West (WEHO)- California Salt Lake, Utah, Denver, Colorado

Yearly seasonal travel plans are recommended to the board of directors by the parade committee, estimated budgets and travel rosters are suggested. Once board approved travel arrangements are booked, hotel rooms are reserved, and city parade applications are completed.

Average of 8 people travel to sister city prides, 5 show boys / show girls, Mr. and Miss Las Vegas Pride and 1 board member support. Travel agenda includes 3 to 4 days, day 1 travel to location day 2 and 3 work event and day 4 travel back to Vegas.

Parade committee will dress in costume and interact with people at the festival, talk about Las Vegas and Las Vegas Pride. The committee will hand out about 6000 rack cards at each festival collect over 5000 emails to be used in our data base for email blast. Committee will also be in the local parade that will be seen by over 45K per a parade. The Parade committee will take an average of 1.5K pictures a day at the festival and maybe 10k at the parade. Walking banner and SUV banners, current 3 x 5 rack card had the Las Vegas Pride logo and the dates of the current parade and festival and theme for the year.

The parade committee will average 3 hotel rooms a day, 1 SUV, and gas. A second vehicle is rented per demand.

Budget for Parade Committee travel is filed under Program/Parade Marketing Expenses for Marketing of the Parade and Program. Budget does not included travel and hotel discounts sponsorship.

Documents CAPI Conference – Travel



CAPI Conference- proposed SOP insertion

The Consolidated Association of Pride, Inc. (CAPI) is a California 501(c)(3) non-profit corporation made up of LGBT Pride coordinators in Arizona, California, Hawaii, Nevada, Texas, Utah and the country of Mexico. Encompassing a full range of membership, member committees range from some of the largest in the world to some of the smallest, with midsize events well represented in the rank-and-file.

CAPI is a very active association with a governing Board of five officers, providing a number of services to its members. An annual CAPI conference is held in late January to mid March of each year.

Southern Nevada Association of PRIDE, Inc (SNAPI) is a member of CAPI. Board of Director's approves a budget to renew our annual membership, which is due on December 31st of each year. Membership dues are based on festival yearly income.

SNAPI attends CAPI annual conference scheduled between January and March of each year. Pending conference location, air flight, car rental and hotel rates, the board of directors will vote to send representatives to each annual CAPI conference. Standard practice is to send a minimum of 3 representatives, President/Executive board member, and 2- board members in good standing that has never attended a CAPI conference. Non-qualified board members who would like to attend any CAPI Conference may attend but assume all cost (conference, hotel, travel).

Budget for this conference is filed under Program/Festival Expenses for Board of Director development.

Documents	InterPRIDE Conference – Travel	



InterPRIDE Conference- proposed SOP insertion

InterPRIDE Vision is a world where there is full cultural, social and legal equality for all.

InterPRIDE Mission is to increase the capacity of our network of LGBTI Pride organizations around the world to raise awareness of cultural, social and legal inequality, and to effect positive change through education, collaboration, advocacy and outreach.

InterPride exists: To promote Lesbian, Gay, Bisexual and Transgender Pride on an international level, to increase networking and communication among Pride Organizations and to encourage diverse communities to hold and attend Pride events and to act as a source of education.

InterPride accomplishes it mission with Regional Conferences and an Annual World Conference (AWC). At the annual conference, InterPride members network and collaborate on an international scale and take care of the business of the organization.

InterPride is a voice for the LGBTI community around the world. We stand up for inequality and fight injustice everywhere. Our member organizations share the latest news so that can react internationally and make a difference.

Southern Nevada Association of PRIDE, Inc (SNAPI) is a member of InterPRIDE. Board of Director's approves a budget to renew our annual membership, which is due on December 31st of each year. Membership dues are based on festival yearly income.

SNAPI attends InterPRIDE AWC's annual conference scheduled between October and November of each year. Traditionally the AWC is held in the United States every other year. If not being hosted in the states, AWC conference is hosted internationality.

Pending conference location, air flight and hotel rates, the board of directors will vote to send representatives to each annual AWC conference. Standard practice is to send a minimum of 2 representatives, President/Executive board member, and a board member in good standing that has never attended an InterPRIDE AWC conference. Non-qualified board members who would like to attend any InterPRIDE AWC Conference may attend but assume all cost (conference, hotel, travel). Budget for this conference is filed under Program/Festival Expenses for Board of Director development.

Documents	Finance Committee	



Finance Committee- SOP

Finance Committee- Monthly Financial Reporting

Finance committee will meet once a month (first week of each month) to review bank statements, all board director's payments and purchases request's.

Finance Committee is responsible to schedule a monthly meeting with vendor contracted to do monthly quick books, provide all completed paperwork including a current bank statement. Vendor will provide a current p&l report and current vs actual budget report for the finance committee to review and forward to the board of directors.

Finance committee is also to send the entire board current bank statement for review. Digital monthly bank statement can be requested from any executive board member with online access to SNAPI's bank account.

Finance committee is responsible to report any missing finical paperwork to board of directors. Report will include date of transaction, transaction amount and name of board director responsible for paperwork.

Finance Committee- Event Income Tracking

Finance committee is responsible for the collection of all income at all SNAPI fundraising events. Distributing change fund to board members or assigned committee members, collection of all cash, credit card changes and checks. Finance committee is responsible for completing "Events Tracking" form, confirm and balance all cash drawers, reset and confirm change fund and prepared deposit.

Credit Card and On Line Purchases-

Executive board members or directors that are approved to make in store or on line purchases with company credit card is required to turn in a monthly expenses report at each monthly board meeting. Multi forms are encouraged for easy break down for accounting purposes. All accompanying receipts, packing list must be turned in with each expenses report. Treasure/Finance Committee will audit all expenses reports and information will be included in monthly quick book reports

Committee Check Purchase Request-

Based on approved budget, all committees can request a check to be processed so purchases can me made to complete committees task.

Committee must submit a detailed budget including taxes, including a copy of board member check request form for board approval. Any cash balance and all receipts including the original copy board of directors expense report and board member check request form must be turned in at next schedule board meeting

Committee Credit Card Payment Request-

Committees can request a credit card payment in order to secure a payment.

A detail budget and inclusive total amount due and a copy of board member credit card payment request form must be submitted for board approval. Once approved any Executive board member with a company credit card may proceed with purchase on line.

A copy of the online receipt must be e-mailed to treasure@lasvegaspride.org and board member who requested credit card purchase. A hard copy of the original purchase receipt, a original a copy board of directors expense report and a copy of the board member's credit card payment request form must be submitted to treasure/finance committee at next schedule board meeting



Check Processing Policy - SOP

Checks

Check Processing Policy- SOP Proposal

Southern Nevada Association of Pride, Inc has a set a new check processing policy effective December 2013. New policy includes entire board reviewing each payment request. All checks will be produced, approved and signed at each monthly board meeting. All current vendors are informed on these new policies.

Here are the guidelines for check request:

- 1- All invoices must be emailed to the entire board of directors for review, please send your invoice to prideboard@lasvegaspride.org. The board will review and present any questions about your invoice.
- 2- All invoices must be email to the board by the 10th of each month.
- 3- Any invoices emailed after the 10th will be processed the following month.
- 4- If your request for payment is an on going monthly bill request please be sure to include a start and end date on invoice. For the most part these payments where pre approved by the board. It just needs to be reviewed.
- 5- Please be sure current address and contact information are included on your invoice.
- 6- All checks will be approved and signed on the 3rd Wednesday of each month and mailed out the following day

Credit Card Payment Request	Card Reimbursement form	
Form		



Southern Nevada Association of PRIDE, Inc.

Board Member Credit Card Payment Request Form

On line credit card purchases may be requested by directors. All requests must be submitted by the 3rd Monday of each month. All request will be presented to the board for approval on the 3rd Wednesday of each month at the monthly board meeting

Please email request form to treasure@lasvegaspride.org	
Date:	
Amount of Purchase:	
Website:	
Reason for payment request:	
Mailing Address: Attention to:	
Address:	
Board Member: (print name)	
Date:	
Signature	
************** Finance Committee ****************	
On-line Purchase Information:	
Executive Board Member's Credit Card:	
Total Amount of Purchase:	
Date and Time of on line purchase:	
***Please be sure to email a confirmation purchase email to requesting board member and treasure@lasvegaspride.org	
**** Please bring all original receipts and credit card request form to next board meeting	
Check Reimbursement Form Check Reimbursement	



Southern Nevada Association of PRIDE, Inc. Board Member Check Request Form

All Checks are cut the 3rd Monday of every month, approved by board of directors and signed by executive board

members the 3 rd Wed	nesday of each month at th	ne Monthly board meeting	
Please email check re	quest form to treasure@las	svegaspride.org	
Date:			
Check Amount:			
Name on Check:			
Address:			
City:	State:	Zip Code:	
Reason for check requ	uest:		
() other:			form to board meeting to complete
Board Member:			_ (print name)
		Date:	
Signature			
* * * * * * * * * * * * * * * * * * *	* Finance Committee *	***********	* * * *
Check Number:		Amount:	
Printed by:	original copy of check regi	Da	te:
	_		
Code of Conduct	Code of	Conduct	



Members of the board (including ex officio members of the board) shall at all times abide by and conform to the following code of conduct in their capacity as board members:

- 1. Each member of the board of directors will abide in all respects by the *Southern Nevada Association of Pride Inc.s' Code of Ethics* and all other rules and regulations of the association (including but not limited to the association's articles of incorporation and bylaws) and will ensure that their membership (or the membership of the entity for which they serve as officer, director as the case may be) in the association remains in good standing at all times. Furthermore, each member of the board of directors will at all times obey all applicable federal, state and local laws and regulations and will provide or cause to provide the full cooperation of the association when requested to do so by those institutions and their persons set in authority as are required to uphold the law.
- 2. Members of the board of directors will conduct the business affairs of the association in good faith and with honesty, integrity, due diligence, and reasonable competence.
- 3. Except as the board of directors may otherwise require or as otherwise required by law, no board member shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of the association and each member of the board will uphold the strict confidentiality of all meetings and other deliberations and communications of the board of directors.
- 4. Members of the board of directors will exercise proper authority and good judgment in their dealings with other board of directors, association membership, suppliers, and the general public and will respond to the needs of the association's members in a responsible, respectful, and professional manner.
- 5. No member of the board of directors will use any information provided by the association or acquired as a consequence of the board member's service to the association in any manner other than in furtherance of his or her board duties. Further, no member of the board of directors will misuse association property or resources and will at all times keep the association's property secure and not allow any person not authorized by the board of directors to have or use such property.
- 6. Each member of the board of directors will use his or her best efforts to regularly participate in professional development activities and will perform his or her assigned duties in a professional and timely manner pursuant to the board's direction and oversight.
- 7. Upon termination of service, a resigned/terminated board member will promptly return to the association all documents, electronic and hard files, reference materials, and other property entrusted to the board member for the purpose of fulfilling his or her job responsibilities. Such return will not abrogate the resigned/terminated board member from his or her continuing obligations of confidentiality with respect to information acquired as a consequence of his or her tenure on the board of directors.
- 8. The board of directors dedicates itself to leading by example in serving the needs of the association and its members and also in representing the interests and ideals of the LGBTQ Community at large.
- 9. No member of the board of directors shall persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship to or with the association to terminate, curtail, or not enter into its relationship to or with the association, or to in any way reduce the monetary or other benefits to the association of such relationship.
- 10. The board of directors must act at all times in the best interests of the association and not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, board members will identify the conflict and, as required, remove themselves from all discussion and voting on the matter. Specifically, board members shall follow these guidelines:

Avoid placing (and avoid the appearance of placing) one's own self-interest or any third-party interest above that of the association; while the receipt of incidental personal or third-party benefit may necessarily flow from certain association activities, such benefit must be merely incidental to the primary benefit to the association and its purposes; Do not abuse board membership by improperly using board membership or the association's staff, services, equipment, resources, or property for personal or third-party gain or pleasure; board members shall not represent to third parties that their authority as a board member extends any further than that which it actually extends;

a board member extends any further than that which it actually extends,



SOP - General SOP



Southern Nevada Association of Pride, Inc.

Standard Operating Procedures (SOPs)

Purpose and Use

These procedures shall guide me processes and decisions of the Board of Directors of the Southern Nevada Association of Pride, Inc. and shall be in effect until such time that they are amended by an affirmative vote of a two-thirds majority in any duly called meeting of the Board of Directors where a quorum is present.

SOP-1 CAPI Conference- proposed SOP insertion- Adopted November 19, 2013

The Consolidated Association of Pride, Inc. (CAPI) is a California 501(c)(3) non-profit corporation made up of LGBT Pride coordinators in Arizona, California, Hawaii, Nevada, Texas, Utah, New Mexico, and the country of Mexico. Encompassing a full range of membership, member committees range from some of the largest in the world to some of the smallest, with midsize events well represented in the rank-and-file.

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Budget for this conference is filed under Program/Festival Expenses for Board of Director development.

SOP-2 InterPRIDE Conference- proposed SOP insertion- Adopter November 19, 2013

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Southern Nevada Association of PRIDE, Inc. Annual Meeting – November 20, 2013 7:00pm – The Center

Call to Order - 7:00pm- President, Ernie Yuen

Roll Call - Secretary, Brady McGill- 2 Minutes

Approve Minutes - Secretary, Brady McGill- 2 Minutes

Volunteer Appreciation & Service Awards- Emie- 15 Minutes

State of the Organization - President, Ernic Yuen- 10 Minutes

Community Comments- Ernie - 15 Minutes

Finance - President, Ernie Yuen- 20 Minutes

- Board Approved to change Fiscal Year from July to August to Yearly January to December
- Annual Finance Report- Profit and Loss By Class January to December 2013
- · 2013 Budget- Budget vs. Actual
- Love Program- NGRA \$ 1,770.00 Royal Court \$810.00 Sisters \$1050.00 HRC \$180.00 Whisper N Thunder \$3600.00 Afan \$360.00 We Are Family \$40.00, The Center \$590.00 Men Chorus \$40.00

Revised By-Laws - Brandon Johnson, Parliamentarian- 15 Minutes

Election of 2013-2014 Board of Directors - Brandon Johnson, Parliamentarian-10 Minutes

Election of 2010 – 2011 Executive Board – Brandon Johnson, Parliamentarian-10 Minutes

New Business- - 15 Minutes

Next Public Meeting - 12/18/2013 @ 7:00pm at the Center.

Motion for Adjournment

Southern Nevada Association of PRIDE, Inc

Public Board Meeting Sign In Sheet		Nov-13
Name	Organization	Email
Bray maril	SNAPE	Sucretary Classings
CANS KANGEL	Smap!	
ARlene Cooper	Center	ARLENEW Therento
DAVIO GREEN	Center	
Ivan Verasque		
Olaus Shauli	-	
Tay Upak		
Jimes Kenly		James James Heales
Jak Naylor		
Bub Napierals		,
Jim in cay	M6M Resort Lun	to GRMANG AUT. CM
Burbara Mackey	MGM Resorts Eve	B DEVELLELO ONEME
Con Hercegan	N/a	babacue@yahoo.co
PON OVINN		GETINNENSO. HALLE
Stan Vantarder		C THE THE CA
		MOLV. MOGGMAIL LOW
TRACY DSKINNER	SINSITYSISTERS	TSKIM 7020nolous
KON CAMBERT	SPI BERGIN SISTER	Ustaberlin P goul.
Gereny Hurley	SMART	gherleventer prisege
rnie Yuen- President	unna	
orge Garcia- Solorio- Vice President	gengo basto	2
Brady McGill- Secretary	B/~	
Brandon Johnson- Paliamentarian		_
ande Atkinson- Director	at	
Kawika Leopoldo- Director	1111	Jau.
rankie Sanches- Director	The same	1
ucas Rangel- Director	115	8
ulie Kokoczka- Director	12001.1	

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Southern Nevada Association of PRIDE, Inc

ublic Board Meeting S	Nov-13	
Name	Organization	Email
Teday Dames	Cheen IV	Agua D.O @ hatmai
ekspoli ODissan	Chees LV	Actondic Cheer LV-Con
Jack Blackmon	Outlaws	Tackblackonon@amail.co
Michita Nozawa-Joffe	Outlaws	mi.choco@fahoo.co
Jemifer Tagle		georgia natter gatto
Georgia Horrer		georgia. natter@ jattoo
1 1		