

Bay Area Python Association (BAPyA) & PSF Fiscal Sponsorship

Date: December 1, 2022
December 15, 2022
April 20, 2023
April 21, 2023

Attendees:

BAPyA

Phebe Polk ,phebepolk@gmail.com>
Karen Dalton <kd@karend.net>
James Abel <j@abel.co>
Moshe Zadka <moshez@zadka.club>
Not able to attend: Mahmoud Hashemi <mahmoud@hatnote.com>

PSF

Deb Nicholson, Executive Director: deb@python.org
Phyllis Dobbs, Controller: phyllis@python.org
Laura Graves, Senior Accountant: laura@python.org

1. State the charitable purpose of the project. The PSF will review the stated charitable purpose for each fiscal sponsoree applicant to determine whether the project fits with the PSF's mission. The fiscal sponsoree applicant's purposes must fit into the PSF's mission in order to maintain the PSF's 501(c)(3) status.

Charitable Purpose:

Supporting the professional development of python programmers in the greater San Francisco Bay Area through financial support for regular community events open to all ages and backgrounds.

- Will be run by umbrella Bay Area Python Association (BAPYA)
 - BAPYA Board of Directors - Existing Organizers of the Meetup Groups
 - James Abel, Phebe Polk, Karen Dalton, Mahmoud Hashemi, Moshe Zadke
 - New Financial Organization officially sanctioned and supported by PSF to help financially support the three main python organizations and any future python organizations in the area. This is a new entity entirely with the sole purpose of holding onto and accounting for the financial support from member event attendees along with paying for any intellectual property related to running the events such as domain names, logos, and websites.
 - Governance
 - [Draft bylaws](#) (likely to eliminate audit and compensation committee sections)
 - Conflict of Interest
 - [Current BAPyA draft conflict of interest form](#)
 - [PSF conflict of interest form](#)
 - [Board Onboarding instructions](#)
 - [Board agenda and minutes via GitHub](#)
 - BAPyA Code of conduct:
 - <https://www.bapya.org/coc>
- Groups include:

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- [San Francisco Python Meetup](#)
 - ~18,000 members
 - Geared towards professional development.
 - History: Grace Law asked for suggested donations, and company sponsorships for events held every 2 weeks.
 - Moved to PSF Meetup Pro Network from Bay Area Python Meetup Pro group
 - James Abel is main organizer
 - Monthly presentation nights post-pandemic. Will project nights return?
- [BayPIGgies Meetup](#)
 - ~4,000 members
 - Geared towards professional development.
 - The oldest special interest group. Started out as the [python.org](#) mailing list baypiggies@python.org and was run by Jeff Fisher and Glen Jarvis. Events were held at linkedin headquarters. Glen Jarvis started Glen Jarvis LLC and used that to pay for pizza and marketing of the events. This event was often sponsored, and included a suggested donation and there was no accountability for the money raised.
 - Looks like monthly meetups more recently?
 - Karen Dalton is the main organizer
 - Will move to PSF Meetup Pro at the end of April 2023 after ApplePay subscription ends.
 - Bill Deegan (co-organizer) contacted the PSF to join our Meetup Pro network in 2019 and didn't respond to grant application request until 11/22/22.
- [Pyninsula Meetup](#) in San Mateo, CA ~30 minutes from SF
 - ~ 1,000 members
 - Geared towards intro/new developers/students.
 - Mahmoud Hashemi and Moshe Zadke make a non-profit meetup with no donations and sponsors provide only food.
 - Already in PSF's Meetup Pro network
 - Question for PSF Meetup contact -can organizers pull email lists?
 - Verified check for nonprofits?
 - SF PyData, All Things Python and Silicon Valley Python are merging into Pyninsula
 - Do they need help with how to do that? There's no automatic process, unfortunately.
 - Current members being contacted by email via MailChimp
- [PyBay](#)
 - Only Possible with new funding structure
 - Phebe and Slava organizing
 - What is timing for 2023 conference? October
- Are the following groups included in this request?

Currently No. We would love to work with PyLadies! But historically they have been a different organization with a different mission.
- [Silicon Valley Python Workshops Meetup](#) in Palo Alto, CA ~45 minutes from SF
 - ~ 1,800 members
 - Husband and wife couple run python workshops charging attendees for python instruction. Run through personal LLC.
 - Joining Pyninsula, Shutting down December 30, 2022
- [PyLadies San Francisco](#)
 - already in the PSF's Meetup Pro network and is working to reactivate (last event 09/2021)

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- [PyLadies Silicon Valley](#)
 - Karen Dalton is the main organizer
 - Was in the PSF's Meetup Pro network, but went inactive during the pandemic.
 - Will move to PSF Meetup Pro at the end of April 2023 after ApplePay subscription ends.

2. Describe the type of legal entity, if any.

- PyBay
 - PyBay's website states that it is run by SF Python, a volunteer-run organization. However, a 2018 grant from the PSF was denied because PyBay was actually a for-profit conference. Funds were later granted to Women Who Code SF for an event at PyBay.
 - LLC
- San Francisco Meetup
 - LLC
- BayPIGGies Meetup
 - Volunteer run: Cost to run is minimal, Not currently fundraising
 - Glenn Jarvis previously had an LLC that funded BayPIGGies
 - Jeff Fisher still involved
- Silicon Valley Python Workshops Meetup
 - Shutting down
- Pyninsula Meetup
 - Volunteer run: Cost to run is minimal, Not currently fundraising
- LLC transition
 - Grace Law, previous organizer of the SF Python groups has verbally stated that all responsibility, IP, etc. is transferred to BAPyA. Grace Law has not met with PSF or signed an official transition letter.
 - LLC state registration has not been renewed after 2020 and is not moving to the PSF as a sub-legal entity.
 - No funds remain to be transitioned to the PSF for BAPyA and the bank account Grace Law used was closed prior to the transition.
 - Any legal, tax, financial, etc. liability prior to April 20 remains with Grace Law.

3. Describe whether the group is currently in or was previously in any other fiscal sponsorship arrangements and why the group is looking for a new fiscal sponsor.

- Group was previously in a for-profit LLC run by Grace Law. As of April 2023, BAPyA is volunteer run.

4. Provide information about the time frame of the project or if it is open-ended.

- Open-ended

5. Describe the resources and contractual obligations the applicant is bringing into the relationship.

* Describe the type of current project personnel as employees, volunteers, or independent contractors. What is the personnel type the applicant would like personnel to be considered if the PSF accepts the application?

Volunteers - Karen Dalton, Phebe Polk, James Abel, Moshe Zadke, Mahmoud Hashemi

* Provide information about assets to transfer to the PSF. For each asset, the applicant should specify which will transfer in entirety to the PSF and which, if any, are to be licensed to the PSF.:

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- * cash
- * incoming contributions/grants
- * intellectual property including trademarks/copyrights/contact lists etc.

* Provide information about liabilities. For each asset, the applicant should specify which will transfer in entirety to the PSF.

- * invoices payable
- * debt
- * active contracts

- No cash will be transferred from previous organizer
- No open contracts transferred from previous organization

6. How will the project earn revenue? * Does the project plan to earn income through sales or services, i.e., related or unrelated business activities? * Through fundraising events or ongoing donations?

- Events
 - Event sponsors
 - List of previous PyBay conference sponsors provided by Grace Law. Totals from sponsorships previous PyBays are:
 - 2023 - \$11,500.00 --- Delayed Payments for Sponsorships of PyBay 2022
 - 2022 - \$34,125.00
 - 2021 - \$31,072.50
 - 2020 - \$22,050.00
 - 2019 - \$120,570.00
 - 2018 - \$83,062.50
 - Registrations
 - Recommend Tito
 - PSF has nonprofit rates for Stripe and PayPal to sit behind Tito (3% on average for credit card/transaction)
 - What is size of PyBay?
 - 500-1000 pre-pandemic with 2-day in-person event
 - Virtual - do not have info at this time
 - 275-300 post pandemic
- Sponsors for Meetups?
 - Sentry interested in supporting Meetup
 - Process
 - PSF can set up agreement (if necessary for corporation)
 - Can have donation link or offer invoicing if that works better for sponsors.
 - Can set specific levels, such as \$100 coffee/beverage sponsorship, \$250-1,000 meetup sponsorship
 - In-kind donations
 - If value can be set, we can send a donation thank-you letter
 - If no value can be set, we can still send nice PSF thank-you letter
- Platform fees sponsorships
 - IBM wants to cover remo fees for a year, what would that process be?
 - See donation or sponsorship options
- YouTube Sponsorships

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- Captioning sponsor
 - Editing sponsor
 - Sales of swag (t-shirts/stickers/hats) to promote our meetups?
 - Research sales tax at physical location
 - May take optional donations for swag as well
 - Individual Donations?
 - Fundraisers:
 - Continue suggested donations at the 3 meetup events?
 - No issues from the PSF - would want to talk about how donations are collected
 - Patreon?
 - The PSF doesn't have Patreon now and would suggest using a donation page from Clvi (with hoped-for UI improvements)
 - Bake Sales? Sticker sales? T-Shirt Sales?
 - There can be sales tax issues with sales of physical things, which means specialized ways to manage sales
 - Ads on YouTube videos? Links for donations?
 - Can link to PSF donation page for BAPYA
1. Does BAPyA have to use the CIVIContribute page for donations to the protected bank account?
 - a. Can we improve the look of the thank you letters or contribution page?
 - b. Civi ties to PayPal in the back-end and sends automatic donation thank yous (which have several pieces of required information from the IRS).

All fundraisers would be proposed to the BAPYA board, the money would be accounted for by the treasurer (Phebe Polk) and reported on a new BAPyA website which would be promoted by the websites of the member organizations and their communications with their communities as well as to the PSF.

- Because the PSF is the 501(c)(3) that can take tax-deductible donations for BAPYA, the money technically comes through us. However, there is a way we can work on reporting that can be shared on a BAPYA site.
- Project fees?
 - N/A
- Grants?
 - Initiatives in future to support underserved groups (i.e. East Palo Alto, East San Jose)
- YouTube Ad Sense
 -

7. What types of expenses does the project have?

- Conference
 - ~ \$12000 for PyBay (TBD)
 - ~ All excess money raised goes back into the python software foundation
 - Usually, PSF takes a 10% admin fee of net revenue and leave the remaining proceeds in Bay Area Python Group's "bank" for funding the next event
 - [PSF has a budgeting template](#) we can use to go into detail unless there is already a project budget spreadsheet in use

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- For other regional PyCons that are fiscal sponsorees of the PSF, we support
 - Travel grants
 - Prepaid PSF Visa (PEX) cards for key organizers
 - Reimbursements when PSF cards cannot be used
 - Contract review and approval
 - Health and Safety policies and guidelines
- Meetups
 - ~ \$2500 / year for keeping the lights on for all three meetups
 - - pyinsula.org domain name registration and website hosting
 - - sfpython meetup domain name registration and website hosting
 - - baypiggies domain name registration and website hosting
 - - pybay.com domain name registration and website hosting
 - - payment for food / venue space as needed
 - - stipends or contracted amounts for video captioning and editing on the sfpython, pyninsula, and bayPIGgies youtube channels
 - - google workspace drive and email setup
 -
 - Facilities
 - Food and beverages
 - Equipment, such as projectors, microphones, power strips?

8. What is the infrastructure setup today and does the project hope to use any of the PSF's infrastructure?

- You have infrastructure? Let's talk payment systems!
- Gmail and Google workspaces
- Websites with domains
- Meetup subscriptions
- Squarespace for website constructions
- Linode server for PyBay
- Canva for logos
- Trello for organizing
- Slack (free now, but prefer paid)
- Discord
- Mailchimp - PSF can get you 15% discount
- Is PSF using Dropbox and github to manage receipts?
 - PEX Visa Card from PSF - can upload receipts via app or computer
 - Invoices the PSF pays directly (typically based on contracts). Sometimes require organizers to review/approve by email.
 - PSF can reimburse expenses (mileage, meal per diems, miscellaneous out of pocket, etc.)
 - Can use Google sheets or Google docs to share data and manage approval process

PSF has Tech Soup that offers non-profit software and hardware that organizers can access

8. What are the project's insurance needs, if any, and/or activities involving risk exposure?

- Event insurance?
 - PSF's current insurance covers up to 500 people and events that do not include alcohol at no extra charge to the fiscal sponsoree

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- >500 people requires a new policy
- Alcohol offered requires a new policy

9. Does the group propose any political or lobbying activity, and if so, what?

- Absolutely not.

10. Is the group willing to adopt the [Python Community Code of Conduct](#) in general or the [PyCon Code of Conduct](#) for future events?

- YES DEFINITELY!
 - PSF will work with BAPYA on modifying CoC for their page

Next Steps

- Fiscal Sponsorship work group reviews and makes a recommendation to the Finance Committee
- Finance Committee takes a vote on request to join the PSF as a fiscal sponsoree and makes recommendation to the PSF Board
- Board takes a vote on request to join the PSF as a fiscal sponsoree
- Phyllis communicates Board vote to fiscal sponsoree
- Pending positive Board vote, the PSF and fiscal sponsoree sign the contract and initiate onboarding

Questions:

DRAFT RESOLUTION:

RESOLVED, that the Python Software Foundation provide fiscal sponsorship for Bay Area Python Association (BAPyA) effective January 30, 2023. The PSF will collect targeted donations and reimburse properly receipted expenses on their behalf up to the level of the donations made to this project. This project must not represent that they are independent legal entities and abide by the regulations stated in the Python Software Foundation Standard Fiscal Sponsor Agreement.

Backdate resolution to January 30, 2023:

Phebe Polk took very small donations and paid for ongoing expenses for local events using a personal account. Delay in finalizing fiscal sponsorship request while the PSF and BAPyA attempted to get official transition communications completed with Grace Law.