

**BOARD MEETING AGENDA**  
**SOUTH BAY COMMUNITY CENTER BOARD MEETING**  
**5/20/2021**

Attendance: Missing: Amanda Esparza, Elaine Watson, Bob Rice

Guests: Mary Lou Zivna – Los Osos Cares, Gari Cave,

**Call to order:** 8:05am

**Approval of agenda:** Cherrie Katayama Motion, Jill DuBois Second, Motion approved.

**Approval of Minutes:** Cherrie, Gary, Richard asked to hold until he had a chance to review. Will return for vote

**Financial Report: Financials & Budget** – Richard: Question about the Edward Jones interest income seeming low for end of the year numbers. Christina will research those deposits and produce reports for the board to review. Space rental seems low – Produce Income Report for the fiscal year match to invoices to reconcile space rental. Hold on approval of financials until reports are reviewed by the board. Review Liability insurance payment to see why it is low.

**CPA: Consider new options in next fiscal year.**

**Budget: Non-Profit's Alliance-** Chuck and Gari will review Non-Profit alliance, Gary – Room to drive more rentals as a way to create more income. Recommended to generate passive income or more consistent income items. Janitor and manager position hours increase as space rental increase.

Fundraising Committee: Cherrie, Bob, Elaine Christina, - Check with members and then open spots. – Entertainment, Silent Auction, BBQ.

Next fiscal year -post dancers rental income separate from donation.

Review budget revisions and re-present at next meeting.

**ORGANIZATION REPORTS:**

1. People Helping People Report: Richard – Hoping to open and do rummage sale August 5-7. 1/3 to SBCC, Awards dinner in October – both years 2020 essential workers will be the recipients. Needs & Wishes 11<sup>th</sup> of December. County pressured to support the homeless, Supervisor Gibson to consider portable shower program to be housed at the 10<sup>th</sup> street County building in Los Osos.
2. Rotary Report: Gary – Electronic recycle last week, rules have changed – electronic items that can recycled – TV, Computer Monitors. No Microwaves, etc.... Two trucks, one to the dump truck and one recycle. \$443 cash donations in additional recycle. Maybe \$800 for TV sets. May not do that again given how much work vs. limitations on recycle options. Scholarship Awards in June – MBHS.
3. Chamber of Commerce Report: Amanda,
4. Kiwanis' Report: Cherrie – 3 MBHS \$1500 Scholarships. May31st Hotdog, chips & Drink – Mortuary with 2 bands, 10-12. Tri-Tip BBQ Sandwich or meal. \$15 for Sandwich \$45 for whole tri tip July 3<sup>rd</sup> @ Grocery Outlet

**SBCC ACTIVITIES REPORT:**

Folk Dancing Report: (Billy) 12-15 people. Donations are going well. Considering adjusting guidelines as county requirements.

### **ONGOING BUSINESS**

1. Los Osos Valley Garden Club Activities Report: (Elaine) – Email Bob about Liability agreement with the County – post construction on area #3 – who will the space belong to?
  - a. Area #1 and #2 have been completed. The Garden Club recently installed a second round of 20 small plants for more greenery, color and additional pollination in these two areas. Remember use of native plants and pollinators was the original goal. Have worked closely with the County and front irrigation now appears to be good. The Garden Club has followed through and been very helpful.  
Waiting on County Parks for the Right of Entry paperwork completion prior to receiving the treated timbers for area #3. Estimate is another several weeks. Plus about two weeks to complete the timber installation and then will spread the remaining chips from the parking lot. Appreciate everyone's patience with the chips remaining in the parking lot.
2. 'Friends Of' 501.c.3 Review and Report: (Christina) – Will hold off on idea until Exec. Board stabilizes
3. New Class Application Review Committee Report: (Gary, Elaine, Christina, Billy) 50/50 – Yoga classes will likely provide their own insurance. Symphony wishes to rehearse in the fall, looking to consider options. – Charge fee + insurance + Rental – Table Discussion to consider the structure of hosting event. Resource page on the website with potential insurance providers. Exec Comm develop two or three options for board to consider.
4. SBCC Lighted Sign Committee Report: (Gary, Bob) – See Bob's email. Looking into replacement power source. Rotary Sign is available to us all the time to post events. Fill out form and send to Gary. People Helping People approved in concept supporting.
  - a. Working with Gary Dove to review/develop options.  
Option #1: Do nothing. Not a great option. Current sign looks unattractive and decrepit.  
Option #2: New digital sign. Way to expensive and would require new electrical supply to sign.  
Option #3: New marquee sign, similar to existing. Fixed sizes available do not equal our 3' x 8' sign.  
Run approx \$\$4,000 to 6,000 off shelf and require significant retro-fit to mount on our stand.  
Might open up need for a sign permit review with County.  
Option #4: Purchase new plastic only, assemble within our sign frame.
5. Fundraising Committee Report: (Christina)  
Recommend prioritizing a June drive through BBQ (or other?) event in June.

### **NEW BUSINESS:**

1. Motion for consideration regarding filling the vacant secretary position: Christina to step down as president and take the position of Board secretary, Cherrie to

step up from Vice President to President of the Board, and the Vice President position will temporarily remain vacant. In the event a new nominee accepts the position of Board secretary then Christina will transfer to the position of Vice President for the remainder of term. Cherrie Motioned, Gary Dove – Second, Motion passed

2. Motion to revise the authorized signatures for SBCC checking/savings accounts, delete Elaine Watson and add Cherrie Katayama. – Chuck moves, Richard seconds – Motion approved.
3. Website, Social Media – Facebook, Mail Chimp,
4. Gari Cave – Add to Board – Included in motion for Mary Lou.
5. Mary Lou – Cherrie, Second, Motion to Approve was passed.

**ITEMS FOR THE GOOD OF THE ORDER:**

1. Executive Comm will produce minutes.
2. Cherrie – Security System – Mace Quoted \$1200 – Cherrie’s husband and Chuck are going to split the cost. Keys will be marked “do not duplicate”, keys have numbers and codes. New form Cherrie submitted to the board for review, Sign out key, Lost Key means person pays for re-key building. Alarm code to the individuals but not on the wall. Key number + alarm code so we will always know who is coming and going. Some people will keep the key all the time. Who has keys to the office? Office – Executive Comm. PHP, Emergency Contact.
3. “Thank you’s” handled once a month. Any board member can generate a thank you letter.

**Meeting adjourned:** 9:57am

**Next meeting:** June 17, 2021