**SOUTH BAY COMMUNITY CENTER**

**BOARD MEETING MINUTES FOR 6/18/2020**

ATTENDEES: Chuck Snead

Richard Margeston

Jill DuBois

Billy Burke

Gary Dove

Bob Rice

Elaine Watson

Melanie Williams (Zoom)

Steve Vinson (Zoom)

Absent – Tim Staggers

Call to order: 8:06 AM

Approval of agenda: Approved, noting some items shifted forward in the order.

Minutes (Billy Burke):

Correction: Richard noted he voted Nay re nomination of officers.

Approved with noted correction.

Dignity Health Grant:

Elaine provided a print-out of potential Grant source from Dignity Health.

Richard noted if the center does not apply, Jim Q will apply on behalf of SBCC.

PHP will not be applying because their assets exceed allowable limits .

Elaine has the application

July 31 deadline, with selection by Oct 31, funds distributed in Nov

Jill noted LOC received a grant, primarily due to their focus on senior needs.

Grant writing is a definite skill, Mike’s experience and assistance will be critical.

Motion – Appoint Elaine, Jim Q, and Mike Pavero as a committee to develop and submit the grant.

Motion Approved: Unanimous

Improvements underway at SBCC, mostly by Richard, Chuck, and Elaine, include:

Painting the front half of center, including behind stage

Sorting boxes out of storage room and closets

Organizing and sorting out old records, emptied dressing room and cleaned carpets

Chuck developing list of where things are located within the center, ie extra tiles, games, cabinet doors, etc

Remaining tasks on the To Do list include:

Clean blinds, pull staples, clean mirrors, and more

Take old paint to haz waste management

Suggested to put up a sign-up sheet

Chuck will prepare a list and distribute

Richard noted that opening may occur soon, so we need to continue with work and be prepared in advance.

Office Manager:

Discussed potential for filling this position with an intern on a volunteer basis for one month.

Proposed Job Duties – Start soliciting for new rentals, and marketing on behalf of the center,

Richard inquired if there is enough work to justify the hours, 2 or 3 days/wk

Elaine suggested we wait till we get through this virus period Chuck noted there would be a lot of training required.

Billy suggested to bring her in as intern, not yet paid. Believes we need a voice in the office promoting the center.

Motion: Talk with candidate re her potential interest in the position, job description and what we expect and report back to the board.

Discussion: discussion of the motion included –

* + - Board would want to interview anyone for the position.
    - Entire board to meet candidate first.
    - Concern raised re affording the position at this time. Suggested alternative to continue on a volunteer basis with board members staffing the office.
    - It was noted we need to spend and push if we are to grow.
    - Question raised: would an intern be covered under our board insurance. Uncertain.
    - As we can’t predict opening timing, we need to be prepared in advance, including with trained staff.
    - We need to market the center now, to be ready for pent up demand upon reopening.

Motion Revised: Motion for Chuck to investigate insurance coverage applicable to a volunteer office administrator, ie non-board member.

Motion moved: Unanimous

Elaine took the floor for a few minutes before leaving:

Our two priorities include; Finances and Improvements

Fund raisers, volunteer projects, pull in resources to do jobs which require money.

Need cohesiveness of the board members

Regarding the use of center by one board member on previous Sunday

We need to decide what our policy will be.

Open discussion followed:

* + - We are a board to oversee the center, but not get special privileges.
    - It is agreed we need to work together.
    - We are spreading too many negatives between us.
    - We need to get along to move forward, treat each member like we like each other.
    - Concern with Sunday’s use is one of liability. This is based on history of one previous event.
    - The center website currently states “SBCC is currently closed, all gatherings are suspended ….”

With respect to Article 7.05; discussed the current word ‘unanimous’ vs ‘majority’ and use of the center by a board member.

* + - Consider amend the article from ‘unanimous’ to ‘majority’.
    - Noted need to foster a sense of community and expand use of center.
    - Have a waiver to release liability that would allow such use by a group in the future.
    - Initially the activity seemed acceptable, but after thought, suggested that if the community center closed to the public, then it should be closed to personal use.
    - Referenced that the Kiwanis recently utilized the LO funeral home for their board meeting, without requiring a liability waiver or fee.
    - Melanie has extensive experience with waivers from her stable enterprise and will inquire with our insurance if acceptable.
    - Noted that Rotary does to pay to use the community center but gets discount.

Motion – Melanie to investigate insurance waivers as tool to protect the board from liability as a result of an event, to be brought back at next meeting.

Melanie - second

Yes – BB, JD, MW, BR, GD

Nay – RM, CS, SV

Absent – EW (had to leave meeting),

Discussion on Article 7.05 of by-laws:

Richard noted the history of this article is so that a majority couldn’t dominate the board, using email votes, ‘outside’ of board meetings.

Referenced that a previous board tried to raise rent on PHP

Major decisions shouldn’t be made outside of board meetings.

Questioned use of word ‘unanimous’;

Why is it different for an ‘online’ meeting (unanimous) vs an ‘attended’ board meeting (majority).

Billy noted it is difficult to run a community center when meeting only 12 times per year. Therefore, interim online meetings allow more decisions to be made.

Richard noted the need to discuss each item and be open to a change of mind occurring during discussions.

Motion: Table this discussion, allowing Board members to review again next month.

Aye – RM, JD, SV, BR, MW, BB, GD

CS - Nay

Absent – EW

ONGOING BUSINESS:

COVID 19 Status: As of June 18, 2020 Stage 3

County updates posted each Friday.

Richard will discuss with General Manager of CSD

During recent COVID 19 testing at the Red Barn, medical staff noted the impact of memorial day activities will appear about now. Just had a spike yesterday.

Anticipate a small chance of doing weddings, quinceanera’s, etc here this year.

Bob will review the California COVID 19 status update on Friday and submit report to the Board via email on Monday.

General agreement that the Board needs to establish guidelines for small groups when they are again able to start meeting here.

FINANCIAL REPORT:

Bottom line - negative $2,300 this month.

Includes deposits and fees returned.

Some paid functions have been delayed rather than cancelled, but still tentative.

Cut trash bill in half by reducing the number of pick-ups per month

No wages incurred this month.

Transferred $5,000 last month, and again $5,000 last week for insurance premium and monthly sewer bill.

Estimate next month will be similar.

Early Risers have paid for 6 months use. We are extending out the 6-month window for the same duration as that of the shelter in place closure is in effect.

QUESTIONS FOR DISCUSION:

The three questions, listed below, were tabled until next month due to time constraints.

1. What is your vision for the use of the South Bay Community Center by the community as a whole in Los Osos/Baywood Park?
2. What needs to be done to achieve this goal?
3. What is our biggest detriment in trying to achieve this goal?

SBCC ACTIVITIES REPORT:

Folk dancing (Billy Burke): Not meeting. Sharing info on virtual classes, but not meeting at this time.

ORGANIZATION REPORTS:

People Helping People (Richard Margetson):

Food give a way, representing 70 – 95 people.

Not as many seniors, but people in need due to lost jobs.

People saying they are in need.

Getting lots of donations.

County used bathrooms for Covid testing. Did a caravan after to beep horns as thank you to the first providers.

Thursday Community dinner provided food for providers.

COVID 19 virus testing today in MB

Future for the Rummage sale and Salvation Army activities are uncertain at this time.

Rotary (Gary Dove):

E cycle collection this week. Looking for TV’s, computers,

The Family Fun Fair for Sept may be cancelled.

Rotary is cooking for tonights dinner. Estimating for 100 meals. Handing out seconds at end of night so all food is distributed at end of night.

Handing out flyers with info regarding food availability.

Jill noted the Thursday nite group is donating plastic bags and new broom to kitchen.

Chamber of Commerce (Steve Vinson):

Festival of Flavor happening over two days,

June 24/25 5:30 to 8 PM

Tickets are $40,

Selling discount cards, ‘Passports’, to local restaurants

Limited number of cards available,

$20 for about $100 in savings

Kiwanis (Melanie Williams): Left Zoom prior to this time in meeting.

ITEMS FOR THE GOOD OF THE ORDER:

Gary – took down the two old, very large, speakers and re-wired microphone jacks

Stage looks much more open now with the old speakers gone.

ADJORN 10:05 AM

Next meeting will be July 16, 2020