**BOARD MEETING MINUTES**

**SOUTH BAY COMMUNITY CENTER BOARD MEETING**

**5/15/23**

Attendance: Cherrie Katayama (CK), president, Gary Katayama (GK), Kiwanis, Michelle Feldman (MF), vice president, Richard Margetson (RM), People Helping People, Chuck Snead (CS), CFO, Pam Hostetter (PH), community member, Jillian Dubois (JB), community member. Gary Dove absent.

Guests: SLO Tease

**Call to order**: 6:03 p.m.

Guest speaker Rick Costello moved up to beginning of meeting to discuss upcoming rental. Discussed background of event, past rentals, and charitable contributions. Answered board questions about ticket sales and public exposure. Board agreed to permit event for this year with possible review for next year.

Public comment by Bob Rice about posting future board meeting agendas on website. GK will try to do this but as we are lacking a secretary and office manager at this point it may be difficult.

Rey Lady commented appreciating the board efforts in regard to the last controversy over the festival that was cancelled.

**Approval of Minutes:** MF requested revision, and made motion to accept as revised. JD second, unanimous.

**Financial Report: Financials & Budget** Chuck Snead- report not ready. Report on liabilities to be made at next meeting. Review still in process to analyze funds distributions.

**PRESIDENT’S REPORT:**

**Need someone to be secretary.** GK volunteered as temporary secretary.

Need a task force to review office manager’s job description. MF, CK, PH volunteered.

**ORGANIZATION REPORTS:**

1. People Helping People Report: Richard Margetson- no report
2. Rotary Report: Michelle Feldman- over $5000 raised for scholarships by BBQ rib takeout.
3. Chamber of Commerce Report: Gary Dove- absent
4. Kiwanis’ Report: Gary Katayama

**ONGOING BUSINESS:**

**Vote to put the job description for manager on our website.** Will be put up when revised.

**Need group to meet soon regarding fundraising for the center in July.** PH, MF, JD volunteered.

**Maintenance contract for room dividers.** Deferred due to cost, suggestion was made to ask Dick Pacoan if he knows someone that can do it.

**NEW BUSINESS:**

To be put on our web-site:

Due to the sensitive location of the south Bay Community center on the grounds of a public park and within close proximity to both a public library and a church, rental applications for programs, events or activities of an adult nature will not be an appropriate use of the property and such applications for rental agreements will be returned without consideration.

Vote- unanimous to be added to website.

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

Security should be on premises whenever there is a group here in the building and they should be responsible for locking up and making sure everyone is out of the building.

Motion: GK, second MF.

CK, GK, MF, PH JD, yea, CS RM nay.

Motion passed.

RM mentioned cancer charity event November 11, president will bring more information to next meeting. GK will generate actual hourly expense rate to keep center open to facilitate discussion next meeting.

**Meeting adjourned:** 8:15

**Next meeting:** June 19, 2023, 6 p.m.