

**South Bay Community Center**

**General Board Meeting Minutes 06.19.23**

**Attendance: Cherrie Katayama (CK), Gary Katayama (GK), Pam Hostetter (PH), Richard Margetson (RM), Michelle Feldman, (MF) Absent: Gary Dove, Jillian Dubois**

**Call to Order: 6:06 pm**

**Introduction of Guests: Mike Povero, Chuck Snead**

**Approval of Minutes:** Board Meeting 05.15.2023 M/ to approve with corrections MF S/PH Unanimous

 Special Board Meeting 05.24.2023 M/ to approve with correction GK S/PH unanimous

**Office Manager’s Report:** Office Manager position remains vacant. No report

**Financial Report:** Current budget not yet adopted. Statement of Activity presented by GK in the absence of CFO, Gary Dove.M/ to accept Statement of Activity S/CK unanimous. Board requests additional reports for YTD and cash balanaces going forward

**President’s Report, Cherrie Katayama: Discovery that a second installment for the repair of the folding doors was past due and therefore paid in the amount of $4,590**

**Member Organization Reports:**

1. People Helping People (PHP): Richard Margetson, Rep. Annual Rummage Sale scheduled for September 8-9; July potluck moved to the 27th
2. Rotary Club of Los Osos: Michelle Feldman, Acting Rep- President change with new Rotary year July 1st with rotating Past Presidents Jim Stanfill, Rick robinett, Gary Dove and Dick Pacaoan. Family Fun Fair planning underway for September 10th
3. LOBP Chamber of Commerce: Gary Dove, Acting Rep- absent, no report
4. Kiwanis of Bay Osos, Gary Katayama- Tri-tip bbq in Morro Bay July 4th; Kiwanis will sponsor first “Unity in the Community” fundraiser concert for SBCC

**Ongoing Business:**

1. Draft Revision Application for Use for Review- completed last meeting
2. Draft Board Job Description for Review- GK/motion to approve & implement S/PH Approved 4 – 1 RM- nay. PH volunteered to create a Board Member Orientation Packet including the Job Description
3. Office Manager Vacancy- status update-CK
	1. Applicants one so far, others have discussed interest with CK.
	2. Recruitment – MF encourages posting on Craig’s list & Nextdoor to broaden the applicant pool- general agreement GK to post
	3. Potiential position share with LOBPCOC but they cannot fund until October. Agreement that SBCC needs a manager before that but can consider a shared position once the Chamber is ready to hire.
4. Investment of Excess Savings Account Balance- financial information needed not available this month due to turnover resignation of previous CFO and absence of the newly elected CFO
5. “Cancer Bash” private fundraiser fees- RM issue of method to determine if/how much to charge for use of SBCC in the case of a private individual raising money for an individual/family situation of another, e.g. cancer, unexpected death of head of household. Cost is $50/hour just to operate the building when in use. Not-for-profit rate is $70/hour for entire building. RM encourages no charge based on the role of a Community Building. M/ GK to charge the not-for-profit rate of $70/hr for LO residents only & not published on rate sheet. Exceptional circumstances to be brought to the Board for review of rates. S/ CK Approved 4 - 1 RM Nay
6. Security Requirements for rentals- GK The last of the contracts entered in to prior to the change in policy regarding security requirements for evening/night hours/weekend parties & celebrations have now been completed so new policy is fully in effect going forward.

**New Business:**

1. Fundraiser for SBCC: “Unity in the Community”-GK
2. Board Member Recruiting Process-MF encourages posting on website and Nextdoor
3. Budget Development Fiscal Year 2023-24- CK Committee established: CK, GK, GD, MF
4. Establishment of Standing Committees/Chairs: Budget/Finance, Facilities, Fundraising- MF
5. Recent Alarm Issues- CK Recent issues were isolated and not alarm issues, but rather the full closure of the side doors. A refresher to those holding keys to be held. Keys issued to two more Board members for more responders to alarm incidents

**Items For The Good of The Order:**

CK- new custodian hired to replace Jeffery. Backgound check completed and appropriate work history described

**Adjourn: 7:48 pm**

Respectfully submitted,

Michelle Feldman, Secretary