

**South Bay Community Center**

**General Board Meeting Minutes**

**07.17.2023**

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

**Call to Order:** 6:03 p.m. by President Cherrie Katayama

**Approval of Minutes:** Board Meeting 06.19.2023 Motion to approve/GK S/GD Approved unanimously

**Office Manager’s Report:** Position vacant-no report

**Financial Report: Financials & Budget:** (GK) Negative balance of income over expenses a result of one- time expenditure made several months ago without the vote of the Board for repair of folding dividers. Board requests YTD information at each meeting. GK to shoe GD how to generate requested reports going forward

**President’s Report, Cherrie Katayama:** working to clear up outstanding bills and many bills have been converted to auto pay to avoid missing due dates. Some services such as fire extinguisher service, pest control just show up and the bill. This is being changed to a requiring scheduled appointments.

**Member Organization Reports:**

**People Helping People (PHP)**: Richard Margetson, Rep.: unavailable

**Rotary Club of Los Osos**: Michelle Feldman, Acting Rep: New Rep., Dick Pacaoan, will be presented for approval by the Rotary Board at August meeting and begin in official capacity at August SBCC Board meeting. The annual Family Fun Fair on Grandparents Day will be on September 10th at the SBCC & the Community Park

**LOBP Chamber of Commerce:** Gary Dove, Acting Rep: Annual fundraiser “Festival of Flavors” is underway with a passport to 10 restaurants for a food deal for $40 good through July. Working on a new Rep.

**Kiwanis of Bay Osos, Gary Katayama:** Multiple Tri tip BBQs scheduled in the coming months, many for other groups but some for the Kiwanis Scholarship Fund on 7/29, 8/18, & 9/16 at the Grocery Outlet parking lot.

**Ongoing Business:**

Final Board Job Description Signatures: MF distributed to those present for signature. File will be kept in the office. Item will remain on the agenda for remaining signatures next meeting

Office Manager Vacancy- status update: CK reports three applicants, but one dropped out due to commute needed for few hours work. Interviews will be scheduled with an interview panel of the executive Committee.

Investment of Excess Savings Account Balance- MF Discussion of appropriate margin and current situation of unexpected billing and service needs, therefore MF withdrew the request for the time being. Two municipal bonds coming due, one on 7/15 for $9000 and a second one in September for $20,000 with opportunity to invest at higher interest with more accessibility. M/GD to move the $9000 bond to a 1-year CD as soon as possible S/MF approve unanimously

Security Requirements for rentals: GK reports that contracts with new requirements are just beginning to go into effect so will need to monitor compliance by calling to confirm with agency listed as contracted. Also reports that new custodian may have security certification.

Fundraiser for SBCC: “Unity in the Community”: GK reports on the fundraiser proposal put forward with Paul Irving of Big Big SLO for a monthly concert series Sept-Oct-Nov with SBCC partnering with other non-profits using Irving’s services for promotion and booking, with the option that the third concert, partnered with Rotary 7 Kiwanis may book the music directly. SBCC provides building, cleaning, insurance ABC license & food/beverage + $400 for promotion and ticketing which will build email list. Partner groups will cover music, lighting & sound @$1400. Food proceeds to SBCC, Bev proceeds 50/50 with partner group. M/GK to participate as outlined S/JD approved unanimously

Board Vacancies-GK reports Kiwanis will have new Rep next month as his replacement on the Board. Chamber needs new Rep; Several At Large vacancies remain. Discussed posting on website and Nextdoor. No action taken

2023-24 Budget- CK reports that it has been realized that the SBCC has not had a budget process in recent memory dating back at least 10 years so a whole new process needs to be developed. This will be undertaken by the Finance/Budget Committee.

Standing Committees as standing items on the agenda: MF introduced the idea for the current committees in order to track progress and maintain active committees: Finance/Budget (GD, GK, CK, MF); Facilities Committee (RM, PH, MF, GD, GK); Fundraising Committee (CK, PH, MF, JD) M/MF to add to the agenda each month S/GK Approved unanimously

**New Business:**

Custodial Staffing Changes: CK & GK report that a substitute custodian, Thomas Bundren, has been interviewed, vetted and hired to pick up hours Jeffery cannot cover. Previous substitute custodian is no longer available so urgent hire required.

Sprinkler System Inspection & Repair took place for annual requirement without an appointment found on the calendar. Cost of $1200 paid but unanticipated. The company has been informed that prior arrangements must be made in the future.

Painting the Exterior- GK reports painting is needed on two sides due to weather exposure. Several bids have been obtained and trying to get a few more as the bids vary widely. M/MF to establish a budget of up to $5500 for the project S/GK Approved unanimously

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

Office sign: GK suggests installing a programmable electronic sign near the door to the SBCC office to indicate office hours for the convenience of our rental applicants. The sign will be purchased and installed as a donation by GK & CK M/GD to approve the project as described S/CK Approved unanimously

GK announced his meeting with Ron Munds of LOCSD regarding a large grant being reviewed for the purpose of establishing a Community Resilience Center for emergency preparedness. The large grant would be managed by LOCSD and include SBCC as the most likely site. It would include installation of solar, generators and other emergency resources. $5-10M Information only

**Adjourn: 7:10 pm**

Respectfully submitted,

Michelle Feldman, Secretary