

**South Bay Community Center**

**Board Meeting Minutes 8.21.2023**

**Attendance:** Cherrie Katayama (CK), Gary Katayama (GK), Gary Dove (GD), Jillian Dubois (JD), Richard Margetson (RM), Pam Hostetter (PH), Michelle Feldman (MF) Dick Pacaoan (DP) **Guest(s):** Patty Lopez, Curtis Armstrong (LOBP COC), Chuck Snead, Annie Wahler (LOBP COC)

**Call to Order: 6:02 pm by President CK**

**Approval of Minutes:** Board Meeting 07.17.2023

**Office Manager’s Report:** CKreportsnewly hired Office Manager to begin orientation later this week

**President's Report**- Cherrie Katayama- all are agendized items to follow

**CFO Report & Review of Financials** – Review of financials for July. MF points out that YTD reports are to be included at each meeting per Board action at the last meeting. Discussion of deductions from revenue and bookeeping methods. **M/GK** to accept the financial report **S/GD** Approved unanimously.

Gary Dove reports he has begun developing a budget for the SBCC with some specific recommendations in several areas as well as some bookeeping changes he suggests **M/MF** to send the budget to committee for further development **S/GK** Approved unanimously

**Member Organization Reports:**

* **People Helping People (PHP)** - Rep. Richard Margetson: Annual rummage sale scheduled Sept 8 & 9 with 1/3 of the revenue being donated to SBCC. Does not need assistance or donation items at this point.
* **Rotary Club of Los Osos**: Michelle Feldman, Acting Rep.: Introduced Dick Pacaoan as the new Rotary Rep. Annual Family Fun Fair & Raffle scheduled for Sept 10
* **LOBP Chamber of Commerce**: Gary Dove Acting Rep. Curtis Armstrong volunteers to be the new Chamber Rep. pending appointment by the LOBPCOC Board Office-share project on the agenda. Oktoberfest is October 29th which is a fundraiser for LOBPCOC and Kiwanis. Currently getting vendors and sponsors for the event.
* **Kiwanis of Bay Osos**: Rep. Gary Katayama reports a new Kiwanis Rep will begin next month. There is a Tri tip BBQ fundraiser for scholarships on 9/16 at the Grocery Outlet parking lot. The Installation Dinner for new officers is scheduled 9/25 @ SBCC

**Standing Committee Reports:** Committee Chairs needed & meeting frequency need to be established - CK

Budget/Finance Chair: GD Meeting Frequency: TBD

Facilities Chair: PH Meeting Frequency: TBD

Fundraising Committee Chair: CK Meeting Frequency: TBD

**Ongoing Business:**

* Distribution of Board Job Description for signature: new & absent members- MF
* Security Requirements for rentals; new custodian- GK reports the Custodians are now "securing the building" after rentals. New security requirments begin soon for newer contracts. Some issued with locking of the doors, especially the kitchen. Suggestion for posting the instructions was made with general agreement to do so.
* Fundraiser Concert Series: Unity in the Community- GK/MF First concert coming up on September 3rd in conjunction with Celebrate Los Osos. Review of food/beverage staffing with requests to the four Founding Members to help with staff. Donations for food/beverage being solicited as SBCC will receive any profits for the foos and 50% from the bar.
* Board Vacancies- new Reps for Rotary and the Chamber will help fill out the number, as well a the potential new At Large member present at this meeting.
* Proposed Budget 2023-24 - GD (see Financial Report)
* Painting of building exterior update- GK reports three bids received ranging from $5000-$7000. No contract has been issued as yet pending determination of whether there may be a donor of all/part of labor & supplies and new issue identified requiring attention.

**New Business:**

* GK reportsNewissue discovered with the drain from the kitchen sink which has disintigrated over the years.This is an urgent repair and is expected to be an expensive repair because the cabinet must be removed, the concrete removed around the drain under the sink, the area dug out and removal of the rotted drain box, pipe replacment, reconnection benealth the slab and concrete replacement. Needs a contractor to look at it for the scope and estimated cost. GK & CK are working on this now
* CK reports the kitchen is in need of a deep cleaning at a level beyong what the custodial staff are equipped to do. Bids are widely varied at this point
* New Office Manager status report- CK reports a person has been hired based on the interviews of three applicants by the Executive Board. RM points out that such new hires have previously been presented to the Board for approval prior to hire. Agreement by the Board to hold a closed session meeting at the close of the Regular Board Meeting tonight.
* Plan for CD maturing in September per vote of the Board last meeting it will be invested in a one year CD at the highest rate available
* Potential for shared office space/staffing with LOBP Chamber of Commerce -GD proposes that Chamber volunteers staff shared office space on a daily basis M-Saturday to answer phones, hand out and accept applications, take messages and answer phones. Those present from the Chamber and the SBCC Board generated a list of issue to consider including: building signage, square footage needs, storage needs, potential cost, & actual hours, with more likely to be identified. **M/GK** to form a subcommittee with individuals from each oorganization's Board to initiate a discovery process. **S/GD** Approved unanimously. Members: RM, GD, GK, CK, Curtis Armstrong, Chamber President, Annie Wahler, Chamber. CK to call initial meeting
* Review of Board Contract vs Board Job Description- MF requests it be carried to the next meeting
* SBCC Newsletter & Mailing List- GK reports it will be a monthly emailed newsletter. Building the mailing list with over 300 so far.
* Website Support proposal- GK has proposed engaging a professioal website service to manage the SBCC website for updates and changes at a basic cost of $60/mo. On hold pending assessment of new Office Manager skills/learning ability for assuming the tasks
* SBCC Mailbox installation- GK reports a new mailbox was purchased as a donation to the SBCC and installed in front of the building with delivery to start tomorrow. JD offers that the USPS will forward mail for one year. Current PO Box will be kept for now to avoid loss/delay of mail, Annual cost of PO Box is $234, plus the need to check it several times/week.
* Los Osos Cares Contract Renewal- CK reports the current contract expires September 1st. No changes recommended at this time as it was just renegotiated last year.
* Facilities Committee Clean Out Project- PH & GK will do a walk-through to identify items no longer relevant to the current opertions of the SBCC in order to free up storage space for use to store other necessary items.

**Items for The Good of the Organization:**

* GK presents a new brochure for SBCC that he has revised from a previous version. It was pointed out that the phone number is incorrect. GK will have a corrected version reprinted at no cost to the SBCC.
* RM raises concerns that the donor recognition plaques have been relocated from the main room of the building to the back wall of the office without discussion of the Board. Difference of opinions as to whether the current placement is appropriate recognition for donors. **M/MF** to have plaque location issue referred to the facilities committee with a recommendation brought back to the Board **S/GD** Approved with RM abstention.
* Programming of new electronic sign outside the Manager's Office. Revisions suggested to the titles of the four organizations listed as "Charter" members for GK to carry out change to previous working

**Closed Session on Personnel issue**: Office Mangager applicants interviewed by the Executive Committee and recommendation to the Board.

**M/MF** to extend offer of emplyment to recommended candidate to begin ASAP at agreed upon wage. **S/DP** Approved unanimously

**Adjourn: 7:40 pm**