

  **Board Meeting Minutes 10.16.2023**

  **Attendance:** Cherrie Katayama (CK), Gary Dove (GD), Pam Hostetter (PH), Richard Margetson (RM), Michelle Feldman **Absent:** Jill DuBois, Dick Pacaoan **Guest(s):** Chuck Snead, Chuck Cribbs

**Call to Order:** 6:00 by President CK

**Approval of Minutes:** Board Meeting 09.18.2023 M/ to approve GD S/PH Carried M/RM to add list of PHP contributions to SBCC as read in PHP report to the minutes of 09.18.2023 S/MF Carried

**Office Manager’s Report:** n/a as start date TBA

**President's Report**- Cherrie Katayama: included in agenized items TF

**CFO Report & Review of Financials** – Gary Dove: GD presented a profit/loss worksheet for the rental business as a unique entity to better understand the health of this aspect of the SBCC financial picture. Financials reviewed for August & September 2023. Question raised about investment interest earnings not showing on financials on a monthly basis. RM clarifies that the interest if from municipal bonds paid out semi-annually. MF raises a point that the losses for September are primarily those based on stock market reported losses vs actual loss. M/to move entries for interest earned & unrealized losses to an “information only” footnote to the report. S/MF Carried GD to follow up with Accountant to make requested changes

**Member Organization Reports:**

**People Helping People (PHP)** - Rep. Richard Margetson: Recent 50th Anniversary celebration & Awards Dinner held at SBCC. Person of the Year: Anneka Scranton; Lifetime Achievement: Milt Moss; Volunteer of the Year: Alita Lund & Rudy Raidl. Annual Needs & Wishes is on 12/9 with proceed to Noor Clinic & 40 Prado. Noor Clinic announced Needs & Wishes is now the largest non-grant donor over the lifetime of the organization. Bellringing for Salvation Army begins 11/20 with 240 shifts to fill thru 12/24. Contact PHP to sign up.

**Rotary Club of Los Osos:** MF reports that the recent FFF was a success for both financial & attendance. World Series Pool underway. World Polio Day in October 24th & MF is undertaking a Pogo for Polio fundraiser. RCLO 31st Senior Holiday Dinner is scheduled for 12/14 at SBCC

**LOBP Chamber of Commerce:** Gary Dove, Acting Rep. Reports Baywood Oktoberfest is 10/29 as fundraiser for LOBPCOC and Kiwanis. Booth sign-ups and sponsorships are being sought.

**Kiwanis of Bay Osos:** Acting Rep. Cherrie Katayama: Oktoberfest as mentioned with Kiwanis doing pancake breakfast. Final Unity in the Community concert is 11?5 co-sponsored by Kiwanis & Rotary will include a wine raffle. Wine donations & raffle tickets are underway

 **Standing Committee Reports:** Meeting frequency as needed

**Budget/Finance:** Chair Gary Dove Members: CK. MF, RM, DP

Budget development 2023-24 – GD has initiated a draft budget. Board recommends looking back two years (post-COVID) for trends. Meeting next week TBA based on member availability

**Facilities:**  Chair Pam Hostetter Members: GD, CK, DP

PH reports that she & her husband went up on the roof and cleaned the gutters. They engaged a gardener to trim back the trees to prevent debris on the roof. They and others cleaned the under-stage storage and reorganized it for better utilization of space. The group also inspected all the folding chairs and discarded those broken as repair costs exceed replacement costs. There remain more than enough folding chairs for rental needs & they are all in good condition.

⦁ Painting of building exterior update- PH reports more damage has been found to exterior which may impact this project to be addressed under New Business

⦁ Kitchen drain repair project update & cost for completion- has now been completed at a cost of $1930 which reflects significant donated time/labor & materials by Bob Crizer and others

⦁ Repair & Maintenance project list for prioritization by the Board has been drafted. MF will type up the list for next Board meeting

⦁ Relocation of Donor Plaques- no report

 **Fundraising:** Chair Cherrie Katayama Members: MF, JD, PH. DP

 ⦁ Second Concert 10/1 results not yet final. More attendance & Meals/Bar as well

⦁ Third Concert 11/5 status report: Music will be Anam Cara opening & Sound Investment as main. Costs will be several hundred dollars less than the first two concerts. Bar expenses will be near zero due to the carrying-over of supplies.

 **Ongoing Business:**

New Office Manager status report- CK requests closed session at the end of the regular meeting

Potential for shared office space/staffing with LOBP Chamber of Commerce –GD reports a meeting of the inter-organization committee has a meeting scheduled this upcoming Thursday

Los Osos Cares Contract Renewal status report- CK reports it has been signed without issue

Patio heaters stored in the conference room- recommendation- PH reports that it has been found that the ignition is broken on both units requiring lighting with fuel flowing and a live flame. M/MK to sell heaters if possible S/GD Carried with RM abstaining

**New Business:**

⦁ **Assessment of roof damage & repair project**- PH reports that while up on the roof for gutter cleaning it was discovered that extensive rot has occurred around the 12 transom windows. An inspection by two different window companies reveals that the windows are intact but the wood around them is rotting and there may be more damage beneath the roofing. RM brought up that there has been a known leak into one of the ceiling lights thought to be from the “skylights” but does not appear to be an actual roof leak. Due to the significant differences between the first two estimates for repair, it was decided to get more bids, including Crizer Construction due to their familiarity with the building as part of the original construction. It is also noted that time is urgent due to the upcoming rainy season starting soon and the potential for additional damage occurring.

⦁ **Website management-** MF brings up a previous proposal tohavea professional website manager as currently it is a former Board member who no longer has official capacity to access the website, CK reports the new Office Manager is being trained and should be able to assume most functions very soon. Issue tabled.

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

⦁ CK presents a request from the County Registrar's Office to use the SBCC as a polling place for an upcoming election. The Center would be paid for the use which is from 7am-7pm for a portion of the building on a Tuesday. Points made that there are ongoing groups using the building on Tuesdays who would be impacted such as Meals the Connect, Community Choir & Early Risers. Some might be able to meet/function in half the space, but the Community Choir, for example would not be compatible due to the noise issue for voters. The Board requests that CK check with the renters to see if they would be willing to give up the use for the day and the polling place would need to be located on the stage end so the Meals could take place per their contract.

Adjourn to Closed Session: 8:12 pm

Closed session personnel issue regarding schedule change request.

Respectfully submitted,

Michelle Feldman

Secretary SBCC