

**South Bay Community Center**

**Board Meeting Minutes 9.18.2023**

**Attendance:** Cherrie Katayama (CK), Gary Dove (GD), Jillian Dubois (JD), Richard Margetson (RM), Pam Hostetter (PH), Michelle Feldman (MF) Dick Pacaoan (DP) **Guest(s):** Chuck Snead, Mike Povero, Chuck Cribbs, Debbie Burke, Jan wiskerson, Gari Cave, Celera Zutko, Donna Jones, Mike Jones

**Call to Order: 6:03 pm by President CK at the TUMC meeting room**

**Approval of Minutes:** Board Meeting 08.21.2023 RM points out correction to the minutes on Item for the Good of the Organization: to reflect that the Motion was to refer the item to the Facilities Committee. **M/GD** to approve minutes with noted correction **S/JD** Motion carried

**Office Manager’s Report:** no report pending hiring decision

**President's Report**- Cherrie Katayama- reports the first Unity in the Community fundraiser netted approximately $200 for SBCC as a result of lower than expected beverage and food sales. Most excess costs are for food, beverage and supplies that will be used at the next concert so proceeds will be higher for that one.

**CFO Report & Review of Financials** – CFO GD reports that he does not feel the Quick Books reports do not give full picture of the financial status of SBCC, just activity, therefore the reports were not addressed. In discussion it was determined the Financial report was only delivered to a few Board members and one former Board member. There being no ability to copy the reports at the meeting place, discussion was tabled. CK will follow up with bookkeeper about distribution of the reports going forward.

CFO GD reports he has continued work on developing a budget for the SBCC with some specific recommendations in several areas as well as some bookeeping changes he suggests MFreminds that the Budget & Finance Committee is to be involved with this process.

**Member Organization Reports:**

* **People Helping People (PHP)** - Rep. Richard Margetson read a list of accomplishments of PHP for the SBCC over the years then raises concern about the new verbage on teh SBCC website, specifically about PHP, that does not correctly reflect the activities of the organization. An additional concern was raised regarding the description of the Member Organizations and the affiliated organizations on the website. **M/MF** that each Member Organization be given the opportunity to submit the description for their group **S/DP** Motion carried. RM reports another successful rummage sale with $1400 going to each of the benefitting organizations: PHP, Needs & Wishes & SBCC. Annual awards dinner set for 10/12 for announcemetn of Citizen of the Year, Volunteer fo the Year and Lifetime Acheivement. Needs & Wishes 12/9 and Holiday bell-ringing to start in November.
* **Rotary Club of Los Osos**: Rep. Dick Pacaoan reports the annual Family Fun Fair & Raffle held September 10th was a big success. Big turn out and strong raffle sales. Final accounting not yet complete, but considered a success financially, as well, which is the funding Rotary uses for projects and donations throughout the year.
* **LOBP Chamber of Commerce**: Gary Dove Acting Rep. reports that Oktoberfest is October 29th which is a fundraiser for LOBPCOC and Kiwanis. Currently getting vendors and sponsors for the event. Financial picture for the Chamber will be more clear after the results are in from Oktoberfest.
* **Kiwanis of Bay Osos**: Acting Rep. Cherrie Katayama reports a new Kiwanis Rep is being recruited. The Installation Dinner for new officers is scheduled 9/25 @ SBCC. A Bloody Mary contest is this weekend at Sweet Springs.

**Standing Committee Reports:**

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

* Committee has not met. GD to call meeting for work on a draft budget

**Facilities** Chair: PH Members: GD, CK, DP

* PH reports that building was tagged with graffiti, including profanities. CK reports the suspects were caught & police report filed, chrages presses. PH organized volunteers, including a painter, to remove graffiti and repaint affected areas. This was a two-day effort of physically demanding work. Thank you letters will be sent by CK. MF expresses appreciation on the part of Rotary for the effort in cleaning up the building before the Family Fun Fair event held the following weekend. PH will estimate number of hours and costs of supplies udes in the clean-up.
* PH power washed the porches, front & back, and carried out gum removal
* The committee developed a list of repairs for the Board to prioritize and fund.

**Fundraising** Chair: CK Members: MF, JD, PH. DP

* Next Unity in the Community is 10/1with Zongo Allstars, which should mean a good turn-out

**Ongoing Business:**

* 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. More bids being gathered. RM also has a possible painter.
* New Office Manager status report- CK reports the person who had been hired but did not work out due to lack of availability & interest in the job. Neither of the other two candidates are recommended by the Executive Committee. One new applicant has been interviewed & will be addresed in closed session.
* Potential for shared office space/staffing with LOBP Chamber of Commerce -Committee has not yet met. Members: RM, GD, GK, CK, Curtis Armstrong, Chamber President, Annie Wahler, Chamber. CK to call initial meeting. An issue has come up regarding the insurance coverage for the Chamber by their current carrier.
* Review of Board Contract vs Board Job Description- MF recommends a small committee be formed to combine the two documents and reference the by-laws as there are conflicts noted. **M/RM** to table this item until January due to the more pressing issues at hand **S/DP** Motion carried
* Los Osos Cares Contract Renewal- CK reports the current contract expired September 1st. A new one was sent to Linda Quesenberry who will present it to the LO Cares Board. No changes were made at this time as it was just renegotiated last year

**New Business:**

* CK reports work on the non-functional drain from the kitchen sink has begun with the plumber having cleared the drain from the kitchen to the sewer hook-up whick involved going through the pipes under the building. The drain box must be replaced and concrete poured in the kitchen under the sink. RM reminds care must be taken to protect cabinetry as there is no replacement. **M/MF** to establish a project budget of $1700 for repair of the drain **S/GD**. After further discussion of additional costs **MF ammemded** the motion to change the budget up to $3000 **S/GD** Motion carried
* PH raises the issues of the two propane patio heaters stored in the conference room. RM reports they were used in the past and could be rented for use at events, but they were not used very much and not at all for several years. Questions raised about working order, safety hazard and insurance impact. First order of business is to establish whether they are in working order. CK will arrange that.

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

* JD request the Board consider allowing the use of the front patio for the annual Christmas Day dinner provided by Temple Beth David and distributed by LO Cares in a one hour period. CK confirms there are no rentals for that day. **M/RM** to allow free use of the premises for the Christmas Day dinner distribution **S/JD** motion carried

**Closed Session on Personnel issue**: Office Mangager applicant has been interviewed by the Executive Committee with a recommendation to the Board to approve the applicant for hire.

**M/GD** to extend offer of employment of 9 hours/week M-W-F to the candidate to begin ASAP at agreed upon wage. **S/RM** Motion carried

**Adjourn: 7:45 pm**

Respectufully submitted,

Michelle Feldman, Secretary