  
 South Bay Community Center

Board of Directors Meeting

Agenda 01.22.2024

**Present:** **Absent:**

**Guests:**

**Call to Order:**

**Invited Guest: Bob Crizer, Crizer Construction: Repair of Window Leaks and rot**

**Approval of Minutes:** Board Meeting 12.18.2023

**Office Manager’s Report:** Valerie Darnell

**President’s Report:** Cherrie Katayama

Seperate Account for Emergency Center Project- status report

**CFO Report & Review of Financials:** Gary Dove

**Member Organization Reports:**

* **People Helping People:** Rep. Richard Margetson
* **Rotary Club of Los Osos:** Rep. Dick Pacaoan
* **LOBP Chamber of Commerce:** Rep. Gary Dove
* **Kiwanis of Bay Osos:** ReturningRep. Gary Katayama

**Standing Committee Reports:**

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

Budget Development 2024-25`-GD

* **Facilities**  Chair: Pam Hostetter Members: GD. CK, DP
  + Update List of Projects & completions
  + Patio Heaters- update
  + TP Dispensers- update
* **Fundraising**  Chair: Cherrie Katayama Members: CK, JD, PH, DP, RM

Proposed activities

**Ongoing Business:**

⦁ Painting of building exterior update- RM- (moved from Facilities Committee)

Response to December 31st deadline for confirmation of painters

⦁ Shared office space/staffing with LOBP Chamber of Commerce- CK committee report

⦁ Kitchen Deep Clean update- CK

⦁ Emergency Center at SBCC update- CK

⦁ Storage of opened and unopened alcohol- update- CK

⦁ Polling Place designation & rental- CK

⦁ Private off-site storage of SBCC documents- update CK

⦁ Pest control report- CK/RM

⦁ Volunteer job description- tabled pending review of Attorney General Guidelines

⦁ Janitorial Supply inventory/ordering system- CK

**New Business:**

* Attorney General’s Guide for Charities; Articles of Incorporation; SBCC Bylaws for each Board member- Executive Committee
* Requirements for receiving not-for-profit rental rate- CK
* Security Camera for side entrance- CK/PH