

  **Board Meeting Minutes 11.20.2023**

 **Attendance:** Cherrie Katayama (CK), Gary Dove (GD), Pam Hostetter (PH), Richard Margetson (RM), Michelle Feldman (MF), Dick Pacaoan (DP), Jill DuBois (JD)

**Guest(s):** Chuck Snead, Chuck Cribbs

**Call to Order:** 6:01 by President CK

**Approval of Minutes:** Board Meeting 10.16.2023 Corrections noted to PHP report M/ to approve with corrections GD S/JD

**Office Manager’s Report:** unavailable

**President's Report**- Cherrie Katayama: low rental activity in October. Rentals for December and into 2024 are looking better. New Office Manager doing well, learning computer functions needed and website. Schedule is M-T-Th 1-4 as requested by the Board.

CK reports that SBCC is currently deemed an emerency center by the American Red Cross, unclear if there is a County Designation in place. Bob Newman of the Los Osos Community Coalition is working on a generator. CERT and CSD are involved. It was noted that SBCC has emergency equipment of cots and blankets which are currently stored in an Emergency Response Trailer in Morro Bay, which makes them difficult to access in an emergency in Los Osos but no storage available locally. There is a grant being worked on through the County and possibly the Community Foundation of SLO for emergency preparedness.

**CFO Report & Review of Financials** – Gary Dove: GD presented a profit/loss worksheet for the rental business showing lower activity for the period which puts it at a loss. Financials reviewed for October with questions for significant increases in janitorial supplies and bookkeeping fees. Also noted that the request to move entries for interest earned & unrealized losses to an “information only” footnote to the report was not done, rather that the item was deleted from the report. CK to follow up. M/MF S/DP to request that the bookkeeper meet with the Finance Committee regarding fees the week of 11/27-12/1. Carried CK to research janitorial supply cost line item for October. M/GD S/DP to accept financial report Carried with RM abstention due to outstanding issues.

**Member Organization Reports:**

**People Helping People (PHP)** - Rep. Richard Margetson: Annual Needs & Wishes is on 12/9 with proceeds to Noor Clinic & 40 Prado Homeless Shelter. Bellringing for Salvation Army began today with a positive start. Shifts are well covered.

**Rotary Club of Los Osos:** DP reports the RCLO 31st Senior Holiday Dinner is scheduled for 12/14 at SBCC. Posters shared to distribute. MF announces that the Rotary Club of Los Osos Board voted to donate the cost of the kitchen deep-cleaning up to $1200. Scheduling TBA with sensitivity to rentalsand contracted users.

**LOBP Chamber of Commerce:** Gary Dove, Acting Rep. Reports the results of the recent Baywood Oktoberfest on 10/29 are still being determined. The Chamber is recruiting for new members and working on the end-of-year awards. The annual Christmas Parade is 12/9 & Tree Lighting 12/8

**Kiwanis of Bay Osos:** Acting Rep. Cherrie Katayama: The annual Pancake Breakfast will be held prior to the start of the Christmas parade. See's candy sales have begun at the Post Office and will continue until Christmas, while supplies last.

**Standing Committee Reports:**

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

 Budget development 2023-24 – GD has initiated a draft budget. Board has recommended looking back two years (post-COVID) for trends. Committee meeting has not been called as yet

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

 PH reports a annual heating system inspection was carried out by Pacific Heating with a cost of $340

 ⦁ Painting of building exterior update: this project to be addressed under New Business

 ⦁ Repair & Maintenance project list for prioritization by the Board has been drafted reviewed

 ⦁ Refrigerator leak was addressed and was found to be excess water in the pan due to it having been placed directly on the floor where it does not function properly. It has been correctly installed. Cost of service was donated by PH

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

 ⦁ Second Concert 10/1 results given with more attendance & Meals/Bar as well SBCC net $1686.23.

⦁ Third Concert 11/5 had lower attendance, but overall cost to the hosting groups was less, as well. Net profit to SBCC was $766. Rotary and Kiwanis each netted a few hundred dollars based on the wine raffle.

 ⦁ Total for the series is $2404.22 designated for the Emergency Center project for the SBCC.

 Committee will meet in January to plan for the next fundraiser. It is agreed that the previous concert formula will not be a model used going forward, but may be considered in another way.

 **Ongoing Business:**

⦁ Painting of building exterior: Three bids have been received for three sides of the building, some included railings. Discussion of scope and timing as the rainy season has approached which could impact the project. RM will assume the project as he is working on another option with a response to be delivered by the end of the calendar year.

⦁ Potential for shared office space/staffing with LOBP Chamber of Commerce –GD presented a draft proposal from the joint committee. Numerous questions were brought forward and it was recognized that the proposal had not been updated to reflect the results of the most recent combined committee decisions. GD will follow up for the next meeting. The Chamber has yet to establish that the funding has been secured from the Oktoberfest proceeds as hoped

⦁ Patio heaters stored in the conference room have been found to be in need of repair and are not saleable due to safey concerns. PH to follow up and if they cannot be sold, they will be disposed.

⦁ Relocation of Donor Plaques discussed with RM stating some donors are upset at the move inside the office. Other members prefer them in the new location. It was noted that the move took place on the vote of the Facilities Committee which is advisory only, therefore required a Board vote which was not obtained. M/PH to keep the plaques in the new location in the office S/DP. Motion carried with RM voting No and MF abstaining with objection to the process.

⦁Assessment of roof damage & repair project- Crizer Construction has submitted a bid which also includes the end of the building vent repair and possibly additional painting. Discussion of whether the painting costs included the entire building or specifically the repair area(s). RM offers to assume the lead in obtaining clarification & negotiationg further with Crizer Construction with a report to the Board by the next meeting as concern grows over water leak with rains anticipated.

⦁ TP Dispenser replacement sample brought in by PH with concerns that the size may not work in the facilities. Concerns regarding the scope of the project were brought by RM, specifically if tile damage and new mountings may lead it into a larger project with higher costs. DP offers to work with PH for further research

⦁ SBCC use as a Polling Site reported by CK. The rental groups have agreed to move/cancel in order to allow the use for a polling location by the County on March 5 and Nov 5 of 2024. The previous location failed to meet ADA requirements which SBCC does have. Payment will be $500 for each date. Insurance certificate will be required for the County. M/GD S/JD to approve the use application. Carried

**New Business:**

⦁ MF brings the question of SBCC volunteers who are doing work within the building and whether the insurance covers such and if a job description with allowed activities/functions and oversight exist. Concensus that there is no history of either in the organization. CK will follow up with SBCC insurance carrier as a start and report back to the Board with any requirements.

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

 ⦁ Rental and payment information being gathered by CK & Office Manager for use in marketing

 ⦁ RM reports that liquor owned by SBCC, leftover from previous functions several years ago and stored in a locked closet, had been found discarded in the dumpster covered with cardboard. They were recovered and now housed in the PHP office. CK reports some were open bottles which may not be legal to serve from under ABC rules. CK to research & report

 ⦁ RM reports corrugated sign boards were removed which could have been reused.

Adjourn: 8:25 pm

I certify that these minutes are true and correct,

Michelle Feldman

Secretary SBCC