  
 South Bay Community Center

Board of Directors Meeting

Agenda 02.26.2024

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

**Guests:**

**Call to Order:**

**Approval of Minutes:** Board Meeting 01.22.2024

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

**President’s Report:** Cherrie Katayama

Printer replacement

SBCC Emergency Center Fund account

**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, GK

Report of meeting with Bookeeper regarding fees

Budget Development 2024-25`-GD

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

Update List of Projects & completions

Window & leak repair- update

Painting of building exterior- update

Enclosure of area under back landing

Kitchen Deep Cleaning- update

Facility Checklist for post-rental inspection

Programmable thermostat

* **Fundraising**  Chair: Cherrie Katayama Members: CK, JD, PH, DP, RM

Proposed activities

**Ongoing Business:**

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

⦁ Emergency Center at SBCC update- CK

⦁ Storage of opened and unopened alcohol- update- CK

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

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

⦁ Janitorial Supply inventory/ordering system- update CK

* Security Camera for side entrance
* Requirements for receiving not-for-profit rental rate- CK

**New Business:**

* Attorney General’s Guide for Charities; Articles of Incorporation; SBCC Bylaws for each Board member- MF
* Exclusive us of SBCC electronic payment system- MF
* Security Camera for side entrance- CK/PH

**For The Good of The Organization:**

**Adjourn:**

**Next Meetings:**

**Executive Board March 11 2:00 SBCC**

**General Board March 18 6:00 SBCC**