

**South Bay Community Center**

**Board Meeting Minutes**

**12.18.2023**

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

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

**Call to Order:** 6:03 pm with a quorum present by President Cherrie Katayama

**Approval of Minutes**: Board Meeting 11.20.2023 M/GD S/JD to approve with corrections noted

**Office Manager’s Report -** Valerie Darnell- unavailable

**President's Report**- Cherrie Katayama

Request to establish a seperate Emergency Center funds account with Mechanics Bank to keep funds raised for that specific puropose seperate, e.g. the Unity in the Community Concert Series. M/CK S/RM to establish said account. Motion carried.

Bookkeeping fees: CK reports that the entry of concern on the finanacials of last month was found to be a combined total for bookkeeping and CPA costs, therefor the increase noted was not actually a doubling of the costs from the prior month. M/MF S/CK to separate the bookkeeping and CPA line items to more easily track Motion carried with 1 abstain (GD)

CK reports janitorial supply expense increase last month was due to purchase of a large supply of floor wax. There has also been a large order of paper goods received recently leading to the discussion of regular predictable orders based on use & inventory. M/MF S/CK to institute a "par level" inventory/order system for janitorial supplies to avoid overages and shortages. Motion carried

**CFO Report & Review of Financials** – Gary Dove presents the P&L sheet he has developed for the rental business. Rentals & revenues were down for the month. Questions remain regarding bookkeeping costs and what kinds of adjustments have been required resulting in higher fees. CK to find out what the charge would be to have the bookkeeper attend a Board meeting to answer specific questions.

M/GD S/JD to accept finanacial report. Carried with one abstain (RM), one No (GD)

**Member Organization Reports:**

⦁ People Helping People (PHP) - Rep. Richard Margetson reports Needs & Wishes was very successful with final totals still being collected. All toys donated to Operation Santa Claus. Bell ringing going well, mostly cash with so far fewer checks than previous years possibly due to online/mail campaign by the Salvation Army. The Bell Ringers potluck will be January 18th.

⦁ Rotary Club of Los Osos: Rep. Dick Pacaoan reports that the recent Senior Holiday Dinner had good attendance, up quite a bit from last year and over 50 take-out dinners were also provided. All remaining food was donated to Sunny Acres in SLO. Rotary provides the Community Dinner on December 27th.

⦁ LOBP Chamber of Commerce: Gary Dove, Acting Rep reports the Chamber has engaged a new Accountant, Hathaway. The Chamber/SBCC project is on hold awaiting insurance and County input.

⦁ Kiwanis of Bay Osos: Acting Rep. Cherrie Katayama reports that the annual See's Candy sales are nearly complete with all but 80 of the 1000 boxes sold. Proceeds go to scholarships

**Standing Committee Reports**:

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

Budget development 2024-25 - GD to call a meeting

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

Review/update of Facilities Report- unavailable

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

CK to call a Committee Meeting the first week of January with date options to be sent

**Ongoing Business**:

⦁ Painting of building exrerior update- RM reports the painters he hopes to engage, at a cost of paint & supplies only, is about 80% likely to work out with an end of month deadline for a response by the Board.

⦁ Potential for shared office space/staffing with LOBP Chamber of Commerce -CK- as stated by GD in the Chamber report

⦁ Patio heaters stored in the conference room- PH update unavailable

⦁ Roof damage & window repair project update- CK reports that Bob Crizer has offered to complete all work detailed in his bid at a match to the lowest bid received, with the remainder of the cost to be done as an in-kind donation to the SBCC. M/MF to accept the offer from Bob Crizer for the lowest bid. No second had been made when RM put forward his idea that a temporary fix could be done involving caulking/sealing the rot & leak areas, then covering the windows with a solid surface as the windows are currently covered with blinds at all times. M/MF to request the professional opinion of Bob Crizer for covering windows with a solid surface to prevent further leaking as there are concerns about covering existing rot with caulking/sealant. RM states that a contractor opinion would not be the proper approach as the Board should be directing the work wanted and that money should not be spent on fixing the wood around windows that could eventually be covered. MF withdraws the motion with objection to the process & invites RM to make a motion for what he is suggesting. M/RM to request that Crizer provide a temporary fix for the leakage with caulking or other leak treating substance then cover the windows with a solid surface when the area dries out after the rains. S/GD Motion carried with one No (MF)

* Use of SBCC as polling place update- CK informs that the Elections officials must now inspect the SBCC for ADA requirements which will occur within two weeks.
* TP dispenser replacement- PH unavailable, DP reports the project is still in process with different ideas being looked at. Udate at the next Board meeting
* Emergency Center project of CSD re: SBCC- no new update as meetings were not held due to holiday schedules
* Board approved volunteer- process, scope & supervision of volunteers- referred to the Executive Committee to initiate a draft job description

**New Business**:

* Storage of opened & unopened acholhol belonging to SBCC- CK reports that the ABC prohibits the storage and re-use of open containers due to risk of contamination when not under direct observation. M/MF S/GD that current inventory of opened bottles be disposed of and a written inventory be made of sealed bottles, which shall be verified monthly and kept locked in a separate cabinet with a unique key. Motion carried. CK to carry out the actions

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

* RM brings forward a recent issue with a member of the public requesting a copy of the financial reports having been refused and makes the point that as a not-for-profit, the public is entitled to see the monthly reports citing the processes of other organizations and teh County BOS. The Board was unaware this had occurred
* M/RM the Financial reports be sent to the Board at least 10 days prior to the Board meetings S/MF Carried. CK & GD to work out the process.
* RM reports the discovery of a "ring camera" i.e a motion activated camera having been installed within the SBCC building without Board approval. M/RM S/MF to remove said camera immediately. CK will carry out the action.
* JD poses a question as to whether the known rat infestation at the stage end of the building has been addressed as yet. RM reports the exterminators are coming the coming Thursday to address the issue and that several existing bait boxes have gone missing.

**Closed Session**: Document retention at locations not under the managment & control of SBCC, possibly the result of working from home, including during the pandemic. MF will draft a letter requesting the documents be returned to the SBCC ASAP for the Executive Committee to review & approve. Letters to go out to Chuck Snead, Billie Burke and Gari Cave

**Adjourned: 7:40 pm**