  
 South Bay Community Center

Board of Directors Meeting

Agenda 03.18.2024

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

**Guests:**

**Call to Order:**

**Approval of Minutes:** Board Meeting 02.26.2024

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

**President’s Report:** Cherrie Katayama

**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:** Rep. Gary Katayama

**Standing Committee Reports:**

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

Budget Development 2024-25`-GD

Bookeeper costs- deferred until current contract renewal period

* **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- update

Facility Checklist for post-rental inspection- update

Programmable thermostat- GD update

Facilities Report Form- update

Upcoming projects/Anticipated repairs

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

Proposed activities: Bingo Night/Pasta Dinner

* **Shared office space/staffing with LOBP Chamber of Commerce**- CK, GD, RM, GK, Curtis Armstrong, Annie Wahler

MOU revisions

**Ongoing Business:**

⦁ Emergency Center at SBCC 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
* Polling Place designation- report of recent voting- CK

**New Business:**

* Security Camera for side entrance- CK/PH
* Attorney General’s Guide for Charities; Articles of Incorporation; SBCC Bylaws - committee to work on compliance-MF
* Contract Compliance Audit by Executive Board beginning with PHP, Meals that Connect, Early Risers- MF
* Preparation for Annual Meeting in April; Nominations for Executive Board- CK

**For The Good of The Organization:**

**Adjourn:**

**Next Meetings:**

**Executive Board April 8 2:00 SBCC**

**General Board April 15 6:00 SBCC**