  
 South Bay Community Center

Board of Directors Meeting

Minutes 01.22.2024

**Present:** Cherrie Katayama (CK) President, Pamela Hostetter (PH) VP, Gary Dove (GD) CFO, Richard Margetson (RM) PHP, Gary Katayama (GK) Kiwanis, Jillian DuBois (JD)

**Absent:** Michelle Feldman, Secretary, Dick Pacaon Rotary, Curtis Armstrong Chamber.

**Guests:** Chuck Snead, Chuck Cribs, Elaine Watson

**Call to Order:** 6:10 p.m. with a quorum present

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

Bob Crizer of Crizer Construction went over options for repair, recommending keeping the windows and replacing the wood siding with cement board. Motion made by GK to accept this proposal, second by GD. Vote taken, JD, PH, CK, GK GD yea, RM nay. Motion passed.

**Approval of Minutes:** Board Meeting 12.18.2023- Correction to change notation of bank from Washington Mutual to Mechanics Bank. With this correction unanimous to approve

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

**President’s Report:** Cherrie Katayama

Separate Account for Emergency Center Project- status report. CK reports needing the minutes to verify the board authorized establishment of the account, will be done on receipt of the corrected minutes. GK reports permit application for emergency transfer switch in process.

**CFO Report & Review of Financials:** GD presented breakdowns of rentals and expenses as well as a breakdown of the maintenance budget and accounting of assets. Questions about increase of costs to bookkeeper, GD to schedule meeting with bookkeeper and finance committee to go over costs.

**Member Organization Reports:**

* **People Helping People:** Rep. Richard Margetson- Needs and Wishes brought in $61,032.75, and the bell ringers for the Salvation Army were tops in the district. February 15th is the Bell Ringers dinner.
* **Rotary Club of Los Osos:** Rep. Dick Pacaoan- absent
* **LOBP Chamber of Commerce:** Rep. Gary Dove- reported on upcoming Officer’s Retreat.
* **Kiwanis of Bay Osos:** ReturningRep. Gary Katayama- reported profit from See’s Candy came to $6226.50. Jan 24th is the Los Osos Middle School award ceremony at Sea Pines, and the 27th is a BBQ to benefit the Morro Bay High School Key Club.

**Standing Committee Reports:**

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

Covered in CFO report.

Budget Development 2024-25`-GD

* **Facilities**  Chair: Pam Hostetter Members: GD. CK, DP
  + Update List of Projects & completions- PH reported on progress, mentioned enclosure under NE exterior stairs to keep trash cans in and prevent use by public. PH will donate this work.
  + Patio Heaters- update- disposed of.
  + TP Dispensers- update- Motion made to keep existing TP dispensers and provide extra rolls for events in container. Custodians to be directed to not dispose of partial rolls. GK made motion to accept proposal, GD second, unanimous to approve.
  + Proposal to generate facility checklist after rentals, PH to work on and report back to board.
* **Fundraising**  Chair: Cherrie Katayama Members: CK, JD, PH, DP, RM

Proposed activities- Friday Bingo fundraiser, details to follow.

**Ongoing Business:**

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

Response to December 31st deadline for confirmation of painters. Discussion led to consideration of bid by Paul’s Precision Painting. Board asked for complete details with bid on green wood atrium in front which was inadvertently left out. GK made motion to defer until rebid, GD second, unanimous.

⦁ Shared office space/staffing with LOBP Chamber of Commerce- CK committee report. Project is on hold at the Dept. of Parks and Rec. which needs to get the legal department to approve a sublease clause on the master contract. GK and GD will follow up.

⦁ Kitchen Deep Clean update- CK- Coastal Janitorial needs to come back and rebid job since bid was too old. CK will arrange.

⦁ Emergency Center at SBCC update- CK- pending setup of bank account as mentioned above

⦁ Storage of opened and unopened alcohol- update- CK- ABC recommends locked cabinet to store used opened alcohol for safety reasons. CK will look into that

⦁ Polling Place designation & rental- CK- scheduled for 3-5 and 11-5- 2024. Renters notified, ADA inspection passed.

⦁ Private off-site storage of SBCC documents- update CK- draft document to be approved.

⦁ Pest control report- CK/RM- 3 outside bait traps, 2 inside installed. Monthly inspection scheduled.

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

⦁ Janitorial Supply inventory/ordering system- CK- office manager to supervise and report.

**New Business:**

* Attorney General’s Guide for Charities; Articles of Incorporation; SBCC Bylaws for each Board member- Executive Committee- done by PH. Copies to be distributed.
* Requirements for receiving not-for-profit rental rate- CK- refer to committee.
* Security Camera for side entrance- CK/PH- no motion pending further review.

**Items for the Good of the Order-** None

**Adjourn-** 7:40 p.m.