  
 South Bay Community Center

Board of Directors Meeting

Minutes 02.26.2024

**Present:** Cherrie Katayama (CK), Gary Katayam (GK), Gary Dove (GD), Jillian Dubois (JD), Pam Hosteter (PH), Michelle Feldman (MF), Richard Margetson (RM)

**Absent:** Dick Pacaoan (DP)

**Guests:** Chuck Snead

**Call to Order:** 6:00

**Approval of Minutes:** Board Meeting 01.22.2024 M/GD S/GK Carried

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

**President’s Report:** Cherrie Katayama

Printer replacement necessary to replaced failed printer. Cost $450 with cartiridge

SBCC Emergency Center Fund account has been established for purpose of seperate accounting of designated donations

**CFO Report & Review of Financials:** Gary Dove

Review carried out with improved bottom line. Extensive discussion about varied formats of financial reports provided by GD & the SBCC Accountant.

**Member Organization Reports:**

* **People Helping People:** Rep. Richard Margetson- in the interest of time, no report
* **Rotary Club of Los Osos:** Rep. Dick Pacaoan- absent. MF reports the recent Super Bowl Pool for Polio raised $2000 for the Rotary effort to erradicate Polio which is matched 2:1 by the Gates Foundation; RCLO is sponsoring a Blood Drive on 3/6 from 2-6 pm in the GO parking lot. Sign-ups encouraged, walk-ins welcome. Annual Scholarship BBQ Rib Take Away Dinner set for 5/5 at SBCC
* **LOBP Chamber of Commerce:** Rep. Gary Dove reports Annual Awards Dinner set for 4/20 at SBCC
* **Kiwanis of Bay Osos:** ReturningRep. Gary Katayama reports multiple tri-tip BBQ events upcoming in cluding SeaPines for LOMS Awards Dinner; 3/23 at MBHS & LOMS following on Tickets through a Kiwanis member.

**Standing Committee Reports:**

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

Report of meeting with Bookeeper regarding fees. Contract through January 2025 at $500 base rate based on number of "transactions." The number of transactions has increased, partly due to accounting for deposits seperate from revenue until event occurs. Some new reoprts will be included in monthly report at no additionalcharge. RM will research options for lower cost services as contract renewal approaches as part of the Finance Committee

Budget Development 2024-25`-GD no activity as yet. No committee meeting scheduled at this time. Discussion of purpose and format for a budget

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

Updated List of Projects & completions reviewed

Window & leak repair- work is incomplete with some exposed raw wood and nail heads which could cause problems. CK will request contractor complete the work

Painting of building exterior- PH reports new bid reveived. M/GK to accept bid from Paul's Precision Painting in the amount of $7250 to include the South & West sides and handrails on front & West of building S/GD Carried w/RM abstension for lack of stipulation of when the painting should be done.

Enclosure of area under back landing being completed by PH as a dpnation to SBCC

Kitchen Deep Cleaning- completed with good results. Donation by Rotary Club of Los Osos paid for the project

Facility Checklist for post-rental inspection: draft distributed for feedback prior to next Board meeting

Programmable thermostat to reduce heating costs and electricity use. Models available at retail stores discussed with question as to requirements for the large commercial system in use at SBCC. Question also raised as to need to use an electrical contractor for public safety/liability vs a volunteer for installation. MF offers to bring the cost to Rotary for potential donation

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

Proposed activity of Bingo Night/Spaghetti Dinner possibly end of April on a Friday evening. Committee will continue working on detail

**Ongoing Business:**

⦁ Shared office space/staffing with LOBP Chamber of Commerce- CK committee report GD represents the Chamber has identified two obstacles in the path, one being its insurance carrier, but feels that will be resolved with a new policy set to be signed the following day identifying the SBCC as it's new address. After discussion that it is premature to do so as there is no MOU or approval by the County, GD will intervene to stop the action before that occurs. Also, the County has stipulated that a new sublease will be required but that staff will not be assigned for several months due to other priorities. Agreement to continue work on the MOU while awaiting action by the County.

⦁ Emergency Center at SBCC update- GK reports an "Emergency Transfer Switch" is required by PG&E to use a generator in a building such as SBCC. That requires the use of an electrical engineer to determine the exact need/requirements

⦁ Storage of opened and unopened alcohol- update- CK reports seperate storage with a unique key has been established and all supply has been moved

⦁ Private off-site storage of SBCC documents- update CK reports letter was sent via email with a few respondants. Chuck Snead states to the Board that he will comply with request for fiancial and administrative records in his possesion

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

⦁ Janitorial Supply inventory/ordering system- update CK not yet addressed

* Security Camera for side entrance M/MF that bids for a motion detector security camera system w/DVR backup be obtained by GK S/PH Carried
* Requirements for receiving not-for-profit rental rate- CK M/MF S/GD that all renters requesting the not-for-profit rate must provide TAX ID for 501c3 to receive the reduced rate S/GD Carried

**New Business:**

* Attorney General’s Guide for Charities; Articles of Incorporation; SBCC Bylaws for each Board member- MF PH has made copied & compiled biders for each Board member. Members are to become familiar with the documents as they apply to SBCC as they will be used as a basis for policies & operations going forward
* Exclusive us of SBCC electronic payment system- MF requests a Board vote to formalize the position that the electronic payment system tied to the SBCC accounts is for exclusive use of SBCC for transactions by/for SBCC and that it cannot be shared with other entities. S/GD Carried

**For The Good of The Organization:**

* **CD coming due March 9th:** GD will consult with Deann Richards, Edward Jones FAand will bring recommendations to the next Board meeting
* RM points out that there is a new lock installed on the electrical box in the janitorial closet & questions the rationale & safety. The installation was the result of tampering with the circuit breakers by renters. Discussion off safety & potential emergencies. RM to research with Fire Dept if that action is acceptable

**Adjourn: 7:50 pm**

**Next Meetings:**

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

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

**REspectfully subitted as true and correct,**

**Michelle Feldman, Secretary**