
 South Bay Community Center

 Board of Directors Meeting

 Agenda 5.20.2024

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

**Guests:**

**Call to Order:**

**Approval of Minutes:** Board Meeting 04.15.2024

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

 Upcoming Usage report May/June

 Dumpster capacity increase w/costs

**President’s Report:** Cherrie Katayama

 Assignment of open/close & custodial staff

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

 Review of Financials and budget performance

**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 Review of Members/Chairs & Meeting frequency**

 **Reports:**

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

 Bookkeeper fees for January 2025 contract renewal

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

Update List of Projects & completions

 Painting of building exterior- update on expenses/donations

 Facility Checklist for post-rental inspection- implementation

 Programmable thermostat cover(s)- PH update

 Outside outlet repair- GK

 Upcoming projects/Anticipated repair:

 Floors

 Carpet in Green Room

 Curtain replacement

 Termite Report

 Electrical box lock- compliance to code (RM)

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

 Proposed activities: Bingo Night/Pasta Dinner

* **Operations** Chair: Michelle Feldman Members: TBD

 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

 Standard Operating Procedures

**Ongoing Business:**

 Custodian Staffing process to insure adequate servicing & recent issue with rental- PH/CK

 Noor Clinic Mobile Clinic- report of first use- RM

 Estero Bay News article on recent repairs & improvements

 Access to outside power- GK

 Website updates- GK

**New Business:**

Quilter's contract renewal

SBCC Newsletter

 Board Code of Conduct renewal

**For The Good of The Organization:**

**Adjourn:**

**Next Meetings:**

 **Executive Committee June 10th 2:00 SBCC**

 **General Board June 17th 6:00 SBCC**