  
 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**