
South Bay Community Center

Board of Directors MeetingMinutes

03.18.2024

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

**Absent:**

**Guests:** Chuck Snead

**Call to Order:** 6:00 pm

**Approval of Minutes:** Board Meeting 02.26.2024 M/GK S/GD to approve minutes. Carried

**Office Manager’s Report:** Valerie Darnell reports 2 more rentals for a total of 5 for April with 4 Saturdays and 1 Sunday reserved. Needs to know who is to open/close and clean up for each event as part of weekend preparations no later than Tuesday. Further discussion re: reponsibilities of Office Manager & Board President. M/GK S/GD to move the issue of waiver of deposit for renters other than the four permanent represented organizations to the Finance Committee. Carried

**President’s Report:** Cherrie Katayama- no report

**CFO Report & Review of Financials:** Gary Dove presents the financial reports for February reflecting lower rental income and a net loss for the month. M/RM S/CK to accept financial report with direction to the Bookkeeper to move the interest earned on CDs to income and that the transaction report be provided monthly as requested by the Finance Committee. Carried

CD has matured at Edward Jones. M/GK S/GD to invest 4.85% for a term of two (2) years per recommendation of the Financial Advisor. Carried with 1 NO vote (RM)

Presentation of proposed format for an annual budget for the organization as there is no prior format established. Referred to the Budget Committee for further action

**Member Organization Reports:**

* **People Helping People:** Rep. Richard Margetson- no report
* **Rotary Club of Los Osos:** Rep. Dick Pacaoan- The Rotary Board approved the donation of $700 to be used for repairs & maintenence projects including the programmable thermostat under consideration. The BBQ Rib Take Away Dinner for scholarships will be May 5th at SBCC
* **LOBP Chamber of Commerce:** Rep. Gary Dove- Annual LOBP Chamber Awards Dinner will be held May 11th at SBCC
* **Kiwanis of Bay Osos:** Rep. Gary Katayama- the Kiwanis Annual Easter Egg Hunt is Saturday March 30th. Help is needed. Steve Auslander is the lead for Kiwanis. April 10th is a tri-tip BBQ for a Special Olympics fundraiser at ASH

**Standing Committee Reports:**

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

 Budget Development 2024-25`-GD Meeting to be held in early April so a draft can be presented at the Annual Meeting to be held on April 15th

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

Update List of Projects & completions

 Painting of building exterior- contract has been signed and power washing to be done Friday 3/22. Painting scheduled to begin Monday 3/25 if prep is complete and weather permits. PHP agrees to donate paint

 Facility Checklist for post-rental inspection- recommendations given for the committee to consider and reconcile with language in the rental contract

 Programmable thermostat- GD continues to research options suitable for the building

 Facilities Report Form- modifications made to draft. MF will make changed and print a master for use in making copies

 Rot at front of building near the doors will be fixed as a donation from Bob Crizer

 Upcoming projects/Anticipated repairs: Security camera(s) GK researching. Cracked/damaged floor tiles to be researched for options/costs by the committee

RM volunteers to submit an article to the Estero Bay News highlighting the recent improvements/repairs & non-profit status of SBCC

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

 Proposed activities: Bingo Night/Pasta Dinner Committee meeting TBA

* **Shared office space/staffing with LOBP Chamber of Commerce**- CK, GD, RM, GK, Curtis Armstrong, Annie Wahler- on hold Sup Gibson'ds Admin Asst, Blake Fixler, informs that the master lease prohibits using space for an office by an external entity

 MOU revisions-n/a

**Ongoing Business:**

⦁ Emergency Center at SBCC update- GK reports the project is on hold pending County Review. Deferred to LOCAC until action needed by SBCC Board

⦁ Private off-site storage of SBCC documents- update CK. Some additional documents have been submitted as of today by Chuck Snead which have not yet been reviewed and added to the files.

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

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

* Security Camera for side entrance- GK states a minimum of four cameras would be needed. Bids received for a system that would provide video of activity online powered over ethernet connection ranging from $2038-$3467. M/GK S/GD to refer to Facilities Committee. Further discussion regarding what the committee would do without more direction from the Board. Motion withdrawn by GK. M/GK S/GD to install security system. Further discussion regarding financial priorities. Motion Failed
* Polling Place designation- report of recent voting- CK reports the County felt it went well. CK will work with Meals that Connect staff to lower noise level when voting taking place as a cjourtesy to voters for November election

**New Business:**

* Attorney General’s Guide for Charities; Articles of Incorporation; SBCC Bylaws - has been distributed to all. Each member is requested to read and use as reference going forward
* MF informs that the Executive Board to work on compliance to contracts for groups with written agreements for ongoing use beginning with PHP, Meals that Connect and Early Risers. RM suggests that revisions may have been made by the Board at various times that are not refelcted in addendums to the contract but would be found in Board Minutes. Question posed by MF as to how that research might be carried out as those documents are not available for long periods from the past.
* Preparation for Annual Meeting on April 15th; Nominations for Executive Board- CK calls for nominations: GK nominates PH for Vice President and GD for CFO. GD nominates CK for Presidnet and MF for Secretary. All accept nomination. Additional nominations must be made in advance of the Annual Meeting to allow those nominated to accept or decline.

**For The Good of The Organization:**

* PH requests update on rat infestation**-** RM reports it has been largely controlled as food storage has been improved. PHP is paying the cost of pest control services.
* Valerie Darnell reports payroll issues dating to Sept 2023. An error in QuickBooks has been corrected.

**Adjourn: 7:53 pm**

**Next Meetings: Executive Board May 13th 2:00 SBCC**

 **General Board May 20th 6:00 SBCC**