  
 South Bay Community Center

Board of Directors Meeting

Agenda 6.17.2024

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

**Guests:**

**Call to Order:**

**Approval of Minutes:** Board Meeting 04.15.2024

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

Anticipated usage for next two months

Dumpster Capacity vs pick up frequency (? 1x/wk) & signage to deter unauthorized use; possible lock options

**President’s Report:** Cherrie Katayama

Requests for Use: Library, Girl Scouts, Dance Group, Legal presentation for Seniors

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

Review of Financials, two new reports, P&L and YTD performance to budget

Payroll taxes as deductions from revenue & payroll expenses line item- GK

**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 Reports:**

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

Bookkeeper fees for January 2025 contract renewal (Nov)

Meeting frequency & date(s):

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

Update List of Projects & completions

Facility Checklist for post-rental inspection- implementation update

Thermostat cover(s)- PH update

Outside outlet repair & seperate breaker update- GK

Upcoming projects/Anticipated repair:

Floors

Carpet in Green Room

Curtain replacement

Termite Report

Meeting frequency & date(s):

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

Proposed activities: Bingo Night/Pasta Dinner

Meeting frequency & date(s):

* **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

Meeting frequency & date(s):

* **Contract Renewal Committee** Chair: Members:

Add use of storage to contracts & determine fee

Meeting frequency & date(s):

**Ongoing Business:**

Custodian Staffing process to insure adequate servicing - CK/VD

Assignment of open/close & custodial staff and possible supplemental support by Board members for short duration bookings- VD

Estero Bay News article on recent repairs & improvements - update PH

Website updates- GK

Quilter's contract renewal- update CK

SBCC Newsletter- update GK/VD

Use of Rotary sign to promote SBCC Rentals- GD

**New Business:**

Board Code of Conduct renewal- discussion of frequency of review MF

**For The Good of The Organization:**

**Adjourn:**

**Next Meetings:**

**Executive Committee July 8th 2:00 SBCC**

**General Board July 15th 6:00 SBCC**