
 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**