
 South Bay Community Center

 Board of Directors Meeting & Annual Meeting

 Minutes 04.15.2024

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

**Absent:**

**Guests:** Chuck Snead

**Call to Order:** 6:05 pm

**Approval of Minutes:** Board Meeting 03.18.2024 completed two items with group recall. M/PH S/ DP to approve as corrected. Carried

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

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

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

Review of Financials question raised re: balance of Edward Jones accounts vs last month. GD to follow up. M/DP S/GD to accept report Carried

**Member Organization Reports:**

* **People Helping People:** Rep. Richard Margetson reports the potluck Bingo for PHP members will be this Thursday
* **Rotary Club of Los Osos:** Rep. Dick Pacaoan invites Board members to attend a Rotary meeting on Friday mornings. Announces the BBQ Rib dinner for scholarships will be held at SBCC on May 5th. Tickets available now.
* **LOBP Chamber of Commerce:** Rep. Gary Dove announces the annual Chamber awards dinner will be held at SBCC on May 11th. Tickets available. New Chamber brochure is being distributed.
* **Kiwanis of Bay Osos:** Rep. Gary Katayama reports new Board members to be elected next week at annual dinner meeting. Finished with tri-tip events for now.

**Standing Committee Reports:**

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

 Two new reports, P&L and YTD performance to budget reveiwed M/MF S/DP to include in monthly reports to the Board. Carried

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

Update List of Projects & completions

 Painting of building exterior- update . PH reports the project is complete and invoice to be paid. RM objects to payment due to his observation that two coats were done the same day vs waiting longer between coats and the number of coats of paint on the pergola also called to question. No action. Additional rot/termites have been found in the pergola and repaired with costs covered by additional donations from the Hostetters and Katayamas.

 Facility Checklist for post-rental inspection updated/revised to reflect language used in rental agreement. SBCC Rep who opens for a rental will complete upon open and will also be completed at close or clean up. M/GK S/GD to accept the form for implementation. Carried

 Programmable thermostat(s)- PH reports Pacific Heating found current thermostats are programmable and set an initial progam for known use hours. Adjustments may be needed. New covers to lock the units were als suggested. Estimate to be requested for Board consideration.

 Electrical box lock- compliance to code (RM)- no report as RM states Fire Chief is still unavailable

 CK reports the termite inspection is scheduled for tomorrow

 Upcoming projects/Anticipated repair: Floors, curtain replacement, carpet in green room needs to be replaced/deep cleaned

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

 no report

**Ongoing Business:**

Private Off-site storage of SBCC documents- CK reports receipt of outstanding materials from Chuck Snead. Item now completed

 Janitorial Supply inventory/ordering system with par levels- CK reports it has been completed

 Attorney General’s Guide for Charities; Articles of Incorporation; SBCC Bylaws - committee to work on compliance-MF reports no activity yet.

 Contract Compliance Audit by Executive Board beginning with PHP, Meals that Connect, Early Risers- RM raises question as to who should conduct this review. M/GK S/GD to establish an Operations Committee chaired by MF to address this and the Attorney General Guidlines. Carried with one abstension (MF)

 Estero Bay News article on recent repairs & improvements- RM has not yet submitted a draft to the Board. He will do so now that painting is complete

**New Business:**

Access to outside power- GK reports multiple cracks in the rear breaker due to frequent turning on/off. He is working on a resolution

 Website updates- GK reports Office Manager has not yet assumed this function. He will meet with her and provide needed training.

 Listing of prior service contractors- CK reports previous list has been found & shared with Facilities Committee & Office Manager

 Dumpster capacity & use by park users vs larger dumpster w/costs-RM reports the 2 yard dumpter currently in place is frequently overfilled. M/GK S/RM to assign Office manager to research pricing for larger dumpster. Carried

Noor Clinic Mobile Clinic- RM presents the request by the Noor Clinic to utilize the SBCC facilities for power and restroom access for a new moblie clinic program, which includes Los Osos, consisting of monthly clinics by appointment & limited walk-ups. M/GK S/CK to approve access. Carried

**Annual Meeting:**

 **Expiring Terms: none this year**

 **Election of Executive Committee Members by written vote:**

 **President:Cherrie Katayama; Vice President: Pam Hostetter; CFO: Gary Dove; Secretary: Michelle Feldman**

 **Annual Budget 2024-25: Revision made to draft to have the 12 month period begin with May 1st as it is the beginning of the SBCC fiscal year. M/MF S/CK to approve. Carried**

**For The Good of The Organization:**

Standing Committees: CK suggests each committee have a minimum number of meetings per year established. M/RM S/CK with ammendment added that the Board may direct additional meetings when needed. Carried

 Advertising- PH suggests that availability of the facilities be posted on the website and other local media outlets e.g. Nextdoor

 LOCAC is requesting the use of the front porch area on May 4th along with access to restrooms for their annual election/voting. M/GK S/GD to allow the access with stipulation that no renters would be interfered with. Carried

**Adjourn: 7:17 pm**

**Next Meetings:**

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

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