
 South Bay Community Center

 Board of Directors Meeting

 Minutes 6.17.2024

**Present:**  (CK), Pam Hostetter (PH), Gary Dove (GD), Michelle Feldman (MF), Richard Margetson, Gary Katayam (GK) **Absent:** Jillian DuBois, Dick Pacaoan

**Guests:** Chuck Snead, Michael Williams

**Call to Order:** 6:01 pm

**Approval of Minutes:** Board Meeting 05.20.2024

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

 Anticipated usage for next two months: June has 5 weekend event rentals; July with 4 at this time

 Dumpster Capacity vs pick up frequency 1x/wk: 4yd dumpster would cost $133.07 M/GK S/MF to change to 4yd dumpster with Monday pick up. Carried

 Signage to deter unauthorized use of dumpster and label for recycling discussion

 Dumpster lock options discussed - no action to go forward

**President’s Report:** Cherrie Katayama

 Requests for Use: Library for two hour program on reptiles. M/GK S/GD to provide SBCC at no cost. Carried. GD to open/close.

 Girl Scouts request use 1x/mo 1-2:30 on Sundays in the conference room. CK directed to offer Thursday use due to lighter use vs a weekend

 Dance Group: CK to get further information on nature of the group, etc

 Legal presentation for Seniors by the County on wills & trusts. M/MF S/GK to allow use at no charge. Carried

**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**