  
 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**