  
 South Bay Community Center

Board of Directors Meeting

Minutes 07.15.2024

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

**Guests:** Chuck Snead

**Call to Order:** 6:00

**Approval of Minutes:** Board Meeting 06.17.2024 M/GD S/GK Approved

**Office Manager’s Report:** Valerie Darnell- submitted in writing, presented by GK

Anticipated usage for next two months: low volume for July & August at this point. Weekend openings still available

Dumpster Capacity vs pick up frequency RM reports (1x/wk) seems to be working, will continue to monitor; signage to deter unauthorized use- not yet installed; item added to notify ongoing renters of recycling changes

SBCC Sign programming- still working on it

**President’s Report:** Cherrie Katayama

Requests for Use: Girl Scouts approved 1xmo on Sundays as available at no charge. CK will open/close, Dance Group- found another space

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

Review of Financials, P&L and YTD performance to budget. June was a strong month for rentals & related revenue

Payroll taxes as deductions from revenue & payroll expenses line item- update GK explained the process. RM with remaining questions. Bookkeeper will be consulted

Payroll expenses audit of apparent overstating on financial report- GK reports the issue relates to the wrong pay period entered. Correction will result in higher amounts for next month.

Maintenance & Repair expenses as capitol expenses vs operating expenses- GD/GK will work with Bookkeeper to meet requests of the Board for reporting in a way that will reflect actual cost of doing business, including maintenance & repair

**Member Organization Reports:**

* **People Helping People:** Rep. Richard Margetson- no report
* **Rotary Club of Los Osos:** Rep. Dick Pacaoan fundraising raffle underway. Annual Family Fun Fair is Sept 8th at SBCC & the park
* **LOBP Chamber of Commerce:** Rep. Gary Dove- Annual Festival of Flavors fundraiser is underway
* **Kiwanis of Bay Osos:** Rep. Gary Katayama- will provide food for sale at the big Rock to Pier event this Saturday benefitting Foster Care Association

**Standing Committee Reports:**

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

Bookkeeper fees for January 2025 contract renewal (Nov)

GD requests anticipated capitol expenses and revenues for the next budget

Rental rate increase recommendation of the committee will be brought to the next Board meeting

Meeting frequency & date(s):

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

Update List of Projects & completions- no report

Facility Checklist for post-rental inspection- implementation update- no report

Thermostat cover(s)- access to key in Manager’s office needed by any Board member doing open/close.

Breaker replacements- GK reports none of the requested bids have been received as yet

Upcoming projects/Anticipated repair:

Floors- bid of $464.10 to replace broken vinyl tiles

Carpet in Green Room- bid of $732 to replace

Curtain replacement- on hold for fundraising

Termite Report- recent issues resolved. Next report with regularly scheduled inspection

Stage lighting repairs done by GK/GD with use of lift, cost donated by GK & GD

Kitchen Painting- RM reports PHP will carry out & supply materials

Stage Resurfacing: Estimate of $3400. Discussion of resurfacing vs sanding/varnish. Committee will research

New project presented by GK to clean and strip the floors in the main area. Approx cost of $3000. Recent issues with products applied and slipperiness

Meeting frequency & date(s):

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

Proposed activities: Bingo Night/Pasta Dinner- no action. Direct Mail solicitation being considered

MF recommends repeating the Wine Raffle, held last year, as an annual event due to low cost and high returns. Requires tickets sales & wine donations w/help of Sponsoring Organizations. Could be held in conjunction with Oktoberfest if SBCC secures a display space.

MF presents a second suggestion of a Chili Cookoff in the January/February

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: payroll processing, employee evaluations, handling of payments/deposits, contract process. Employee evaluation is underway & will be presented to the Board next meeting

Meeting frequency & date(s): monthly 2nd Thursday 2:00

* **Contract Renewal Committee** Chair: CK Members: Executive Committee: PH, GD, MF, VD

Add use of storage to contracts & determine fee, if any

No activity

Meeting frequency & date(s): Oct/Nov

**Ongoing Business:**

Custodian Staffing process to insure adequate servicing: Assignment of open/close & custodial staff and possible supplemental support by Board members for short duration bookings- VD

Website updates- GK reports Office manager has received training and is ready to assume

Quilter's contract renewal has been drafted & retro payment has been received. CK will present to the Board for review- update & Board approval CK

SBCC Newsletter- update GK reports Office manager has been trained and is ready to go. Needs content from sponsoring Organizations

Use of Rotary sign to promote SBCC Rentals- MF reports the Rotary Board approved SBCC messaging one week/month on a space available basis at no charge/donation needed.

Request for Commissary Agreement- CK & GK went over specific request with applicant and presented to the Board. M/MF S/GD to deny the application. Carried

**New Business:**

**For The Good of The Organization:**

**Closed Session for contract dispute resolution**

**Adjourn:**

**Next Meetings:**

**Executive Committee September 9th 2:00 SBCC**

**General Board September 16th 6:00 SBCC**