  
South Bay Community Center

Board of Director’s Meeting Agenda

September 16, 2024

**Present:** **Absent**:

**Guests:**

**Call to Order:**

**Approval of Minutes**: 08.19.2024

Office Manager’s Report:

Anticipated usage for next two months:

SBCC Sign postings update:

Custodian Staffing process to ensure adequate servicing: Assignment of open/close & custodial staff implemented.

Facility Checklist for post-rental inspection- implementation

**President’s Report:** Cherrie Katayama

Requests for Use for Board Review:

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

Review of Financials, P&L and YTD performance to budget:

CD has matured. Decision for action needed

**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)

Budget revision to reflect projected capital for next budget year

Meeting frequency \_\_\_\_\_\_\_\_\_\_ Next meeting date: \_\_\_\_\_\_\_\_\_\_\_\_

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

Update List of Projects & completions

Breaker replacement- GK

Upcoming projects/Anticipated repair- GK

Repair of broken vinyl tiles is estimated at $464.

Carpet in Green Room- offer to donate cost by PH

Curtain replacement- on hold for budget reasons

Stage Resurfacing- deferred due to cost

Kitchen painting- pending PHP completing the project

Floor buff/clean- bids underway

Meeting frequency \_\_\_\_\_\_\_\_\_\_ Next meeting date: \_\_\_\_\_\_\_\_\_\_\_\_

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

Proposed activities:

Direct mail Campaign

CK reports meeting to be set this week

Meeting frequency \_\_\_\_\_\_\_\_\_\_ Next meeting date: \_\_\_\_\_\_\_\_\_\_\_\_

* **Operations** Chair: Michelle Feldman Members: TBD

Attorney General’s Guide for Charities; Articles of Incorporation; SBCC Bylaws compliance

Contract Compliance Audit by Executive Board beginning with PHP, Meals that Connect, Early Risers

Standard Operating Procedures: handling cash & deposits; payroll process, contract revisions, report pay,

Employee handbook

Next projects: Custodian Job description review; employee evaluation process

Meeting frequency monthly 2nd Thursday 2:00 Next meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Review & any suggested revisions- CK. Committee to be convened.

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

Meeting frequency & date(s): Oct/Nov

**Ongoing Business:**

Supplemental support by Board members for short duration bookings open/close- Board members’ pertinent keys, codes and orientation to the process update

Website updates- GK

Quilter's contract renewal contract signature- CK

SBCC Newsletter- update

LOBPCOC Shared Office Space:

Board of Supervisors approval process

Possible next steps

**New Business:**

Wine Raffle

**For The Good of The Organization:**

**Adjourn:**

**Next Meetings:**

**Executive Committee October 7th 2:00 SBCC**

**General Board October 14th 6:00 SBCC**