  
South Bay Community Center

Board of Director’s Meeting Agenda

November 18, 2024

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

**Guests:**

**Call to Order:**

**Approval of Minutes**: 09.16.2024

**Office Manager’s Report:**

Anticipated usage for next two months:

SBCC Sign postings update:

Custodian Staffing

Stanfill party cleaning issues/refund consideration

**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 reinvestment update

**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

Orientation for Board members for open/close process

Facility Checklist for post-rental inspection- implementation & proposed revision

Breaker replacement update- GK

Upcoming projects/Anticipated repair- GK

Carpet in Green Room- offer to donate cost by PH-update

Curtain replacement- on hold for budget reasons

Stage Resurfacing- deferred due to cost

Kitchen painting- pending PHP completing the project

Floor buff/clean-

Floor replacement “concrete spalling”-

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

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

Proposed activities:

Inactive

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

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

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

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

DRAFT: Custodian Job Description

DRAFT: Payroll Process Policy & Procedure

Next projects: Employee evaluation process, handling cash & deposits

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

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

Contract Compliance Audit by Executive Board beginning with PHP, Meals that Connect, Early Risers, LO Cares, Quilters, Dancers- ***meeting needed soon***

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

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

Meeting date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 for consent to sublease

Legal Counsel letter

Possible next steps

Oktoberfest booth

Wine Raffle

Financial Information distribution issue

**New Business:**

**For The Good of The Organization:**

**Adjourn:**

**Next Meetings:**

**Executive Committee November 11th 2:00 at SBCC**

**General Board November 18th 6:00 at SBCC**