  
South Bay Community Center

Board of Director’s Meeting Agenda

January 27, 2024

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

**Guests:**

**Call to Order:**

**Approval of Minutes**: 12.16.2024

**Office Manager’s Report:**

Anticipated usage for next two months:

Other:

**President’s Report:** Cherrie Katayama

Requests for Use for Board Review:

Other:

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

P&L for December

YTD performance to budget by month

Capital Repairs & Maintenance report

**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, CC, KS

Bookkeeper RFP for possible replacement

2025-26 DRAFT budget due by April Board meeting

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

Curtain replacement estimates- GK

Kitchen painting- pending PHP completing the project planned for January- RM

Solar proposal- GK/PH

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

Donation mailer DRAFT- DP

Next meeting date: \_\_\_\_\_\_\_\_\_\_\_\_

* **Operations** Chair: Michelle Feldman Members: MF, CK, GK, VD

DRAFT: P&P Performance Evaluation process

Meeting monthly 2nd Thursday 2:00

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

Contract Template- DRAFT

Proposed Contract Renewals due in January for Meals that Connect, Early Risers, Quilters & Dancers

LO Cares in October- extend to January

PHP due in May

**Ongoing Business:**

New Board Member orientations/materials/committee assignments/code of conduct and duties

**New Business:**

Website security issue

Proposed Office Manager schedule change

Board Meeting date for February falls on President’s Day- change?

Review meeting dates at Annual meeting in April for upcoming year to make needed changes & approve the calendar

**For The Good of The Organization:**

**Adjourn:**

**Next Meetings:**

**Executive Committee February 10th 2:00 at SBCC**

**General Board February 17th 6:00 at SBCC**