  
South Bay Community Center

Board of Director’s Meeting Agenda

November 18, 2024

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

**Absent**:

**Guests:** Violeta Vallin, Angela Frank, Chuck Cribbs, Keith Swanson, Chuck Snead

**Call to Order:** 8:20 pm

**Approval of Minutes**: 09.16.2024 M/GK to approve S/GD Carried w/1 abstention

**Office Manager’s Report: unavailable**

Anticipated usage for next two months:

SBCC Sign postings update: completed

Custodian Staffing: Resignation received from Jeffery Greenwood. Discussion of re-activating/re-hiring former employee. Position to be open to additional applicants.

**President’s Report:** Cherrie Katayama

Requests for Use for Board Review: none

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

Review of Financials, P&L and YTD performance to budget for Sept & October: Reviewed. Concerns expresses that net revenue doesn’t reflect the significant repairs & maintenance projects completed over the past year, but the donations made toward those projects is reflected making the numbers misleading in a positive way.

M/RM to have a Capitol Repairs & Maintenance, over $3000, provided on an itemized report monthly with a running total. S/DP. Carried

CD reinvestment update- unavailable. GD to report next meeting

GK encourages Board members to come in for induvial review of financial reports in the Quick Books program

**Member Organization Reports:**

* **People Helping People:** Rep. Richard Margetson- Annual Needs & Wishes fundraiser for 40 Prado & Noor Clinic is next month. Possible $10K matching for donations (not including sales). Free hot dogs will be provided to attendees. Salvation Army bell ringing campaign starts Monday.
* **Rotary Club of Los Osos:** Rep. Dick Pacaoan announces the RCLO has donated $250 towards the recent plumbing repair for SBCC. The Club will tour SLO Roast Coffee this week in support of local businesses. The annual Senior Holiday Dinner is scheduled for December 19th at the SBCC.
* **LOBP Chamber of Commerce:** Rep. Gary Dove reports the Chamber is pleased with the results of the recent Oktoberfest
* **Kiwanis of Bay Osos:** Rep. Gary Katayama reports the annual online See’s Candy sales have begun online with the booth at the Post Office opening Dec 2nd

**Standing Committee Reports:**

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

Bookkeeper fees for January 2025 contract renewal will be addressed with an RFP for alternatives due to concern about pricing.

Budget revision to reflect projected capital for next budget year to help set fundraising goals

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

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

Orientation for Board members for open/close process has been completed

Facility Checklist for post-rental inspection- implementation is now the responsibility of the Office Manager

Upcoming projects/Anticipated repair- GK

Carpet in Green Room- RM offer to arrange cleaning-update

Curtain replacement- last estimates for replacement are outdated. M/GK S D/P to go forward with getting new estimates. Carried with PH abstain

Kitchen painting- pending PHP completing the project- no update

Floor buff/clean- completed this week but will need touch-up. Cost $2000 with $1000 donated by the Hostetters

Grease trap replacement has been competed at a cost of $2520

Solar proposal- deferred

Breaker replacement update- PH reports estimate to replace all breakers will be $1360 to be covered by a donation from the Hostetters and is scheduled for 11/22

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

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

Inactive

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

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

DRAFT Custodian Job Evaluation presented for review. One correction noted. M/DP S/CK to approve. Carried. Next step is to develop a P&P for the employee evaluation process

Meetings 2nd Thursday 2:00

**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- to be handled at monthly meeting

**Ongoing Business:**

LOBPCOC Shared Office Space: Joint Committee formation with representatives from each organization is next step. GD will represent the Chamber and abstain from voting as part of the SBCC Board to avoid a conflict of interest. SBCC will have other reps on the committee

Oktoberfest booth-CK & PH were there all day with JD & MF assisting. Opportunity to promote the SBCC and fundraise. Consensus that it should be an annual activity.

Wine Raffle-CK reports a total of $2716 in proceeds. Best ticket sales were at Concerts on the Green and Oktoberfest. M/MF S/DP to make this an annual event tied to the concerts & Oktoberfest. Carried Fundraising Committee to assume the project

**New Business:**

3CE Utility- MF reports the upcoming transition for PG&E customers as of January 1st, including commercial customers like SBCC. Materials distributed; MF will try to arrange presentation for the next meeting.

**For The Good of The Organization:**

**None**

**Closed Session:**

**Two Board Applicants:** Keith Swanson; Chuck Cribbs. M/RM S/GK to waive probationary meetings as each has already attended more than the two meeting minimum prior to submitting a written application. Carried

Chuck Cribbs- approved Keith Swanson-approved

**Adjourn: 7:45 pm**

**Next Meetings:**

**Executive Committee January 13th 2:00 at SBCC**

**General Board January 20th? 6:00 at SBCC**