



South Bay Community Center
Board of Director's Meeting Minutes
January 27, 2025

Present: Pam Hostetter (PH), Gary Dove (GD), Jill Dubois (JD), Bob Crizer (BC), Chuck Cribbs (CC), Keith Swanson (KS), Richard Margetson, (RM), Dick Pacaoan (DP), Valerie Darnell (non-voting)

Absent: Cherrie Katayama, Gary Katayama

Guests: Bob Rice, Chuck Snead, Violetta Vallin

Call to Order: 6:02 pm by VP Pam Hostetter in the absence of President Cherrie Katayama

Approval of Minutes: 12.16.2024 M/GD to approve S/KS Carried with 1 abstain (DP)

Office Manager's Report: Valerie Darnell

Anticipated usage for next two months: report attached which shows light activity for January, picking up in the upcoming few months

Other: None

President's Report: Cherrie Katayama

No report submitted

CFO Report & Review of Financials: Gary Dove

P&L for December – not presented

YTD performance to budget by month – not presented

Capital Repairs & Maintenance report- not presented

P&L for calendar year 2024 reviewed.

Member Organization Reports:

- **People Helping People:** Rep. Richard Margetson- Needs & Wishes netted a record \$72,154 for Noor Clinic and 40 Prado. Bell Ringing for The Salvation Army brought in \$13,139 which is among the top two results in the County. Annual Rummage Sale to be planned for March or April once sufficient donations have accumulated.
- **Rotary Club of Los Osos:** Rep. Dick Pacaoan-Blood Drive scheduled for March 5th at the Grocery Outlet parking out. 30 advance registrations needed to confirm the date/time. Super Bowl Pool for Polio underway. Rotary does the food for the Community Dinner February 26th
- **LOBP Chamber of Commerce:** Rep. Gary Dove- Chamber recently held a planning retreat with a new fundraiser being looked at for Summer. New members have been added recently

- **Kiwanis of Bay Osos:** Rep. Gary Katayama- no report

Standing Committee Reports:

- **Budget & Finance** Chair Gary Dove Members: CK, MF, RM, DP, GK, CC, KS
 Bookkeeper RFP for possible replacement as a cost saving measure. Proposal from Hathaway Accounting received at a discounted rate of \$300/month on a month-to-month basis. M/MF S/KS to approve contract with the stipulation that the Finance Committee continue to look at a plan for bringing some activities in-house and using the contracted CPA for remainder. Carried
 2025-26 DRAFT budget: GD presents initial draft based on last calendar year actuals. The Finance Committee will continue work looking at anticipated changes in revenue and expenses.
- **Facilities** Chair: Pam Hostetter Members: GD, CK, DP, GK
 Curtain replacement estimates- GK continues to seek bids
 Kitchen painting- pending PHP completing the by the end of this week- RM
 Solar proposal- GK/PH Discussion of cost/benefit and priorities for large ticket projects. PH reports PG&E has grant program which would require writing a grant proposal and requests direction from the Board as to whether to pursue this. Consensus that other projects should come first. M/MF S/PH to put the project on hold for the Board at this time. Carried. Facilities Committee will continue to look at it.
 PH reports the track mechanism for the folding partition were recently lubricated at a cost of \$138. It was recommended that it be done every 6 months. Office Manager VD charged to add this to the routine maintenance schedule
- **Fundraising** Chair: Cherrie Katayama Members: CK, JD, PH, DP, RM
 Donation mailer DP estimates accost of approx. \$1500 and will work with the Fundraising Committee with a detailed proposal
 RM brings the idea of a concert and silent auction fundraiser for the purpose of replacing the stage curtains with any remaining proceeds toward the Emergency Center upgrade for the SBCC. He offers to Chair the event before the Summer music season starts in earnest around Memorial Day. Looking at March or April, possibly early May. Will ask Board members to contribute three auction items and help with the event. M/MF S?DP to approve the planned fundraiser. Carried
 Next meeting date: _____
- **Operations** Chair: Michelle Feldman Members: MF, CK, GK, VD
 DRAFT P&P Performance Evaluation process presented. M/DP S/CC to accept. Carried
 Meeting monthly 2nd Thursday 2:00
- **Contract Renewal Committee** Chair: CK Members: Executive Committee: PH, GD, MF, VD
 Contract Template- DRAFT presented by MF on behalf of the committee. Revisions and corrections made. M/DP S/KS to approve the template with modifications made. Carried

MF reports Contract Renewals are due by January 31st for Meals that Connect, Early Risers, Quilters & Dancers but more time is needed to implement the new contract. M/KS S/GD to extend current contracts by one month with written notification to each group.
LO Cares renewal due in October
PHP due in May. Work to start soon on the new contract.

Ongoing Business:

New Board Member orientations/materials/committee assignments/code of conduct and duties; BC has not yet received the SBCC documents binder. PH/VD to provide.

New Business:

Website security issue- MF reports the SBCC was hacked when being accessed with the user being redirected. GK was notified and engaged the website manager. Security software was installed with immediate fix. Cost of \$10/month for the additional security. M/PH S/GD to approve subscription ongoing. Carried

Proposed Office Manager schedule change from current M-T-TH to M-W-F to have support for weekend event set up. VD states she is able to adjust to the change. M/MF S/DP to approve schedule change Carried

Board Meeting date for February falls on President's Day- change. Consensus of the members present to keep the meeting as scheduled.

MF suggests reviewing meeting dates at Annual meeting in April for upcoming year to make needed changes & approve the annual calendar with the agreement of the group

For The Good of The Organization:

Guest Violetta Vallin asks when her Board membership is official. It was found that her application had been submitted but not processed out to the Board for a review and vote. VD & MF will ensure it is included for the next meeting

KS request the Board agenda & minutes be sent in PDF format for easier viewing fro devices. MF agrees to make that change going forward.

Adjourn: 7:45 by VP PH

Next Meetings:

Executive Committee February 10th 2:00 at SBCC

General Board February 17th 6:00 at SBCC