A black and white logo with a building and trees

AI-generated content may be incorrect. South Bay Community Center

Board of Director’s Meeting Agenda

May 19, 2025

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

**Guests:**

**Call to Order:**

**Approval of Minutes**: 04.21.2025

**Office Manager’s Report:**

Anticipated usage for next two months:

Requests for Use for Board Review: Cassandra Bodlak, Certified Fitness Instructor,

Reverse Mortgage program

Other:

**President’s Report:** Gary Katayama

Function & process of sub-committees

Bylaws vs Policy & procedure

**CFO Report & Review of Financials:** Keith Swanson

Review of Financials; P&L for April

YTD performance to budget by month

Year-end closing 2024-25

Capital Repairs & Maintenance report

**Member Organization Reports:**

* **People Helping People:** Rep. Richard Margetson-

**Rotary Club of Los Osos:** Rep. Dick Pacaoan- Repair Café co-sponsorship by RCLO

* **LOBP Chamber of Commerce:** Rep. Gary Dove
* **Kiwanis of Bay Osos:** Rep. Cherrie Katayama

**Standing Committees:**

* **Budget & Finance**  Chair: Members:
* **Facilities**  Chair: Members:

Curtain replacement estimates- GK

Rotary/Kiwanis workday to clean windows & power wash porches- update DP/GK

Kitchen painting- update- RM

Gutter repair

BBQ Repair

* **Fundraising**  Chair: Members:

Donation mailer – DP- update

Wine Raffle- update

**Operations** Chair: Members:

DRAFT: P&P handling cash & deposits

DRAFT: Payroll Policy

* **Contract Renewal Committee** Chair: Members:

PHP draft sublease extension: update-Michelle Feldman

* **Other**

**Ongoing Business:**

3CE Utility transition- bill comparison

Committees- committee formation & chairs 2025-26; add Bylaws Committee - GK

Conflict of Interest Statement, Code of Conduct & Board Job Description for signature

County Office of Emergency Services Facility Use Agreement

**New Business:**

Freezer Replacement- report

Board Contact List

Website document hub(s) for Board members

**For The Good of The Organization:**

**Adjourn:**

**Next Meetings:**

**Executive Committee June 9th 2:00 at SBCC- ?move to June 12/13?**

**General Board June 16th, 6:00 at SBCC**