 South Bay Community Center

**DRAFT**

 Board of Director’s Meeting Minutes

 May 19, 2025

**Present:** Gary Katayama (GK), Jillian Dubois (JD), Keith Swanson (KS), Michelle Feldman (MF), Cherrie Katayama (CK), Gary Dove (GD), Chuck Cribbs (CC), Pam Hostetter (PH), Violetta Vallin (VV), Valerie Darnell (VD) non-voting **Absent**: Dick Pacaoan (DP), Richard Margetson (RM)

**Guests:** Chuck Snead

**Call to Order: 6:03 pm**

**Approval of Minutes**: Meeting of 04.21.2025 M/GD S/KS to approve with two corrections noted. Carried

**Oﬃce Manager’s Report (VD):**

Anticipated usage for next two months: VD reports two Saturdays still open this month, June is booked all Saturdays & 2 Sundays, July 2 Sat & 2 Sun.

Requests for Use for Board Review: Cassandra Bodlak, Certiﬁed Fitness Instructor. VD has attempted to contact her without response.

Reverse Mortgage program: offered a rental application as it is a proprietary business and not eligible for other considerations. No response.

Other: Floor machine is not working. New cord $150 or extension cord $100. Two window screens need repair. Concern expressed about deliveries or work on the building being scheduled while renters have the use of the building. Consensus that the situation should be avoided

**President’s Report:** Gary Katayama

Function & process of sub-committees: Committees develop a proposed plan to present to the Board. The Board votes up or down. If more work needed the issue goes back to committee for development of a new or revised proposal to bring back to the Board. Committees have no decision-making authority but are advisory to the Board.

M/GK to continue with the same committees as last year. MF requests amended motion to add a By-laws Committee to update revise specific provisions. M/MF to approve amended motion S/CC Carried

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

Review of Financials; P&L for April reviewed. GK reports the new bookkeeper has made a few changes . Financials are being posted on the password-protected area of the SBCC website for easy access. GD reports that April had unexpected expenses coupled with low rental volume

YTD performance to budget by month review. M/GD to accept the financial report S/KS Carried

Year-end closing 2024-25 GD reports a net positive of $6000 for the year.

Capital Repairs & Maintenance report- no report

**Member Organization Reports:**

• **People Helping People:** Rep. Richard Margetson- Rummage Sale set for June 6-7. Accepting donations of items with some exclusions

**Rotary Club of Los Osos:** MF reports the Board of the rotary Club of Los Osos has decided to support the upcoming Repair Café by donating $375 to the SBCC to off-set the cost to the SBCC for providing the building at no cost during the busy rental season

• **LOBP Chamber of Commerce:** Rep. Gary Dove reports that Oktoberfest planning is underway along with the Festival of Flavors fundraiser coming soon

• **Kiwanis of Bay Osos:** Rep. Cherrie Katayama Kiwanis are providing tri tip sandwiches at Baywood School Open House and Memorial Day hot dog BBQ at the cemetery followed by food for Project Surf Camp

**Standing Committees:**

• **Budget & Finance** Chair: KS Members: TBD

GK reports new CFO KS will need to complete signatory set-up at Mechanics Bank and Edward Jones

• **Facilities** Chair: Members:

**Curtain replacement estimates**- GK has received an estimate of $3000 for replacing the side curtains only, 4 fixed panels 9x13 in black to avoid a color match with the main curtains. Awaiting swatches M/GK S/MF to send back to Facilities Committee for further work & recommendation to the Board. Carried w/1 opposed PH

 **Rotary/Kiwanis workday** to clean windows & power wash porches- update DP/GK- GK reports the outside windows were completed quickly with plenty of help and were done before the renters arrived. Indoor windows & power wash of the porches to be scheduled on a day with no rentals

**Kitchen painting**- update- RM- no report

**Gutter repair-** is actually overflow problem due to drain issues. Options discussed to re-routed the drainage M/GK S/CC to look at options/costs in the Facilities Committee Carried

**BBQ Repair-** PH reports the project needs two days and has been delayed due to work schedule of the tradesman

**Indoor Blinds-** replacement neededas most are original to the buildingand very fragile with several broken

• **Fundraising** Chair: Members:

Donation mailer – DP- no update

Wine Raﬄe- no update

Note made that the community will be facing two large fundraising campaigns with the possible Sunnyside School purchase and the purchase of Cuesta Inlet, now in escrow.

**Operations** Chair: Members:

DRAFT: P&P handling cash & deposits- deferred to next meeting

DRAFT: Payroll Policy- deferred to next meeting

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

 PHP draft sublease extension: update-Michelle Feldman reports the SBCC proposal has been reviewed with RM of PHP who will present it to the PHP Board at the next meeting. A counter proposal is expected and will be brought to committee for review and recommendation to the Board

**Ongoing Business:**

3CE Utility transition- GK reports bill comparison shows no significant change in costs after the transition

Committees- committee formation & chairs 2025-26; add Bylaws Committee - Board Member sign-up for committees completed for those present. GK will help get initial meetings set up

Conﬂict of Interest Statement & Board Job Description for signature should be completed by all Board members. The previous Code of Conduct cannot be located so the Ops Committee will develop one.

County Oﬃce of Emergency Services Facility Use Agreement- GK reports it had been completed and signed

**New Business:**

Freezer Replacement- GK reports the cost was about $1200 including removal of the old one, warranty & delivery fees.

Board Contact List- circulated for accuracy & approval received from all to share with the members with a notation “For SBCC use only, do not share”

Website document hub(s) for Board members: GK continues to work with members to get access set up

**For The Good of The Organization:**

Guest Chuck Snead states a concern about the blue recycle bins in the garbage & recycle collection area are full & smelly. He suggests they be eliminated as the SBCC has blue bins inside, therefore the outdoor placement is not needed. VD to follow up with Waste Management

GD offers to continue to work on the lights and audio for the SBCC

**Adjourn: 7:15pm**

**Next Meetings:**

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

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