A black and white logo with a building and trees

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

**DRAFT**

Board of Director’s Meeting Minutes

June 16, 2025

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

**Guests:** Approx 3 dozen guests on the issue of the People Helping People (PHP) contract renewal

**Call to Order: 6:00p by President Gary Katayama**

**M/GK S/MF to move the PHP contract renewal item to the top of the agenda. Carried**

RM expresses concern that the proposed renewal does not contain the previous language for the PHP option to have an option to extend for an additional 10 years at the end of the contract under consideration. RM also expresses disagreement with the proposed rate increase to $400 which had been approved by the PHP Board at $350. MF reminds that the PHP Board approval was for a counter proposal, not a final contract, which lies with the SBCC Board to approve. RM also questions the presence of item #9 on the standard contract which does not apply to PHP.

**M/KS S/CC** to eliminate item #9, insert the option to extend language as stated in the expiring sublease and set the rate at $350 per month. Carried with one opposed (JD)

A number of guests addressed the Board to express their support of PHP, its programs, and the Needs & Wishes Event which supports The Noor Clinic and 40 Prado Homeless Shelter, pointing out the positive benefit to the SBCC in providing the space at no cost and the many lives impacted by the funds raised.

**Approval of Minutes 05.19.2025**:

**M/CC S/KS** to approve the minutes as written. Carried

**Oﬃce Manager’s Report (VD): no report**

**President’s Report:** Gary Katayama

Thanks expressed to Pam Hostetter for the facilitation and donation of the repairs to the BBQ, and the hole at the front step. Board agreement and acknowledgement.

**CFO Report & Review of Financials:** Keith Swanson announces his resignation as CFO due to the amount of time required being much more than realized when accepting the nomination.

SBCC has received a letter from the IRS regarding a required form which had not been submitted for payroll taxes from December 2021. VD working with the Accountant to file the appropriate form to avoid issues with the not-for-profit status

GK reports this is no longer an issue going forward as it is now done automatically when the payroll is generated.

**Member Organization Reports:**

• **People Helping People:** Rep. Richard Margetson- Rummage Sale was very successful. One third of the proceeds are donated to the SBCC, with a check presented for just over $1300

**Rotary Club of Los Osos:** Rep, Dick Pacaoan- still planning to clean the inside windows when the SBCC is not in use

• **LOBP Chamber of Commerce:** Rep. Gary Dove- no report

• **Kiwanis of Bay Osos:** Rep. Cherrie Katayama- BBQs carried out for fundraisers at Baywood School, Surf Camp, Rock to the Pier Race, and a Memorial Day celebration at Los Osos Cemetery

**Standing Committees:**

• **Budget & Finance** Chair: KS Members: CC, GD, RM

No report pending initial meeting

• **Facilities** Chair: Members: BC, PH, GD, GK

No report pending initial meeting

• **Fundraising** Chair: Members: VV, PH, JD, CK

No report pending initial meeting

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

No report pending initial meeting

* **Program** Chair: Members: VV

No report pending initial meeting

* **Bylaws:** Chair: Members: KS, CK, MF

No report pending initial meeting

• **Contract Renewal Committee** Chair: GK Members: JD, KS, MF

PHP sublease renewal for approval. See first item

**Ongoing Business:**

Conﬂict of Interest Statement & Board Job Description signatures- VD to review files for those still needing to read & sign

**New Business:**

CSD Building Access Code & Keys for use to open the SBCC in emergencies being requested as part of the Community emergency preparedness plan M/VV S/DP to provide two keys/codes and log the individuals who will have them. Carried

Statement of Cooperation w/CSD for Emergency Center operation. GK reports a request has been received from a member of the CSD Emergency Preparedness Committee expressing support for obtaining a generator for the SBCC. Many questions were raised by the group. Item tabled pending additional information and formal request from the CSD Committee. RM & GK to follow up

**For The Good of The Organization:**

PH reports the blue recycle bins are still outside and full of general trash & garbage. GK will follow up with VD on having them removed by WM

RM report the Noor Clinic will put out a public acknowledgement regarding the SBCC providing space for Need & Wishes and the Mobile Clinic

JD announcement that Grocery Outlet wine sale is almost over with 20% off for those considering giving wine for the upcoming Wine Raffle

CC announces that he will be away from 6/27 for several weeks

**Adjourn: 7:50pm by GK**

**Next Meetings:**

**Executive Committee July 14th 2:00 at SBCC**

**General Board July 21st 6:00 at SBCC**