



**DRAFT**

South Bay Community Center  
Board of Director's Meeting Minutes  
September 15, 2025

**Present:** Jill Dubois (JD), Gary Dove (GD), Dick Pacoan (DP), Chuck Cribbs (CC), Richard Margetson (RM), Violetta Vallin, Michelle Feldman (MF)

**Absent:** Valerie Darnell (VD), Gary Katayama (GK), Cherrie Katayama (CK), (Bob Crizer)

**Guests:** Chuck Snead

**Call to Order:** 6:00 by VP Jill Dubois in the absence of President Gary Katayama

**Approval of Minutes 08.18.2025:** M/ VV S/GD to approve. Carried

**Office Manager's Report (VD):**

**Board member weekend coverage for rental open/close**

**Signs on the divider- follow-up**

Proposal to extend rental hours

**President's Report:** Gary Katayama (absent) report by VP Jill DuBois

Board vacancy

Thanks to Pam Hostetter

Proposal to vacate Master Lease- draft letter to BOS

**Review of Financials:**

June & July 2025

YTD by month

Sewer tax- follow up

**Member Organization Reports:**

- **People Helping People:** Rep. Richard Margetson-
- **Rotary Club of Los Osos:** Rep, Dick Pacoan-
- **LOBP Chamber of Commerce:** Rep. Gary Dove
- **Kiwanis of Bay Osos:** Rep. Cherrie Katayama-

**Standing Committees:**

- **Budget & Finance** Chair: KS Members: CC, GD, RM, KS  
Tax Form submission for 2021  
IRS bill received for \$200+
- **Executive Committee**
- **Facilities** Chair: ~~PH~~ need new Chair Members: BC, PH, GD

No meeting

- **Fundraising** Chair: DP Members: VV, PH, JD, CK, DP

No meeting

Draft postcard mailing

Wine Raffle

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

Code of Conduct

Short notice rental- add to rental process P&P

- **Program** Chair: VV Members: VV  
Proposed Community classes follow up

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

- **Contract Renewal Committee** Chair: GK Members: JD, CK, MF

Will meet with Executive Committee

#### **Ongoing Business:**

Conflict of Interest Statement & Board Job Description signatures

#### **New Business:**

Solar proposal for SBCC as Emergency Center update- RM

#### **For The Good of The Organization:**

#### **Adjourn:**

#### **Next Meetings:**

**Executive Committee Oct 13<sup>th</sup>, 2:00 at SBCC (Columbus Day)**

**General Board Oct 20<sup>th</sup>, 6:00 at SBCC**