



South Bay Community Center  
Board of Director's Meeting Minutes  
October 21, 2024

**Present:** Cherrie Katayama (CK), Pam Hostetter (PH), Jill Dubois (JD), Richard Margetson (RM), Gary Katayama (GK), Michelle Feldman (MF)      **Absent:** Gary Dove (GD), Dick Pacoan (DP)

**Guests:** Chuck Snead, Keith Swanson, Chuck Cribbs

**Call to Order:** 6:07 pm by President CK

Rental issue brought to the Board by members of the Corinna Rojas party including problems with access, tables, decorations being removed and customer service from the Office Manager whom they state, "told them there is no one else to talk to so you can show up to the Board meeting". Requesting full refund of deposit due to the extra time effort and stress to get the event underway as planned. M/GK to refund full deposit S/CK Motion carried

**Approval of Minutes:** M/CK S/JD to approve minutes Carried w/one abstain due to absence from meeting.

Office Manager's Report: submitted in writing

Anticipated usage for next two months: October well booked as is November

SBCC Sign postings update: Sign has been rearranged by GK & GD

Custodian Staffing process to ensure adequate servicing:

Issues with the Stanfill rental detailed by MF including no one to open, no cleaning had been done after previous event and there was no set-up. The party requested tablecloths that were not on the rental. The open was done by MF and the set-up was done by Office manager & Custodian but decorating had been delayed. M/GK to waive tablecloth fees. Further discussion. M/amended by GK to add refund \$100 cleaning fee. Carried

Facility Checklist for post-rental inspection- implementation not yet fully in place. Recommended revisions introduced by Office Manager were not accepted by the Facilities Committee, therefore implementation to proceed with adopted form

**President's Report:** Cherrie Katayama

Requests for Use for Board Review: no report

**CFO Report & Review of Financials:** Gary Dove- no reports

Review of Financials, P&L and YTD performance to budget: GK reports the financials are not yet available due to additional information needed by Bookkeeper in order to close the month. He will follow up

CD reinvestment no report- carry over

### Member Organization Reports:

- **People Helping People:** Rep. Richard Margetson- Reports annual Needs & Wishes is scheduled in December. The PHP Annual Awards Dinner October 5th will be awarded a posthumous Lifetime Achievement Award to Jim Quesenberry accepted by his widow, Linda along with other family members. Donations to go to The Rotary Club of Los Osos Scholarship Fund in his name, per request of the family. Debbie Burke received Person of the Year; Clayton Done- Volunteer of the Year.
- **Rotary Club of Los Osos:** Rep. Dick Pacoan absent. MF announces the RCLO Senior Holiday Dinner on December 19<sup>th</sup> at SBCC.
- **LOBP Chamber of Commerce:** Rep. Gary Dove- no report
- **Kiwanis of Bay Osos:** Rep. Gary Katayama- Recent fundraiser for a local cancer patient was a big success

### Standing Committee Reports:

- **Budget & Finance** Chair Gary Dove Members: CK, MF, RM, DP, GK  
No Meeting  
Bookkeeper fees for January 2025 contract renewal (Nov)  
Budget revision to reflect projected capital for next budget year  
Meeting frequency \_\_\_\_\_ Next meeting date: \_\_\_\_\_
- **Facilities** Chair: Pam Hostetter Members: GD, CK, DP, GK  
Upcoming projects/Anticipated repair- PH  
Breaker replacement- GK has received a bid of \$40 each with a total of 40 breakers for replacement. Discussion as to whether all or some should be replaced based on condition, all being the same age. PH offers to donate the cost depending on the total estimate including labor.  
Carpet in Green Room- discussion of need for carpet for noise control vs a vinyl flooring replacement. RM to obtain estimate for cleaning vs replacement option.  
Curtain replacement- on hold for budget reasons  
Stage Resurfacing- deferred due to cost  
Kitchen painting- still pending PHP completing the project  
Floor buff/clean- bid brought forward after committee review is \$2040 M/GK No second, therefore motion fails. M/GK to do the flooring buff/clean with \$1000 donation by CK & GK. S/CK Carried 4-2 vote  
Floor replacement for "concrete spalling" deferred indefinitely due to extended period of useful life of existing flooring

Grease Trap- CK reports discovery that grease trap in the kitchen needs replacement after last repair to the drain at an estimate of \$2500M/GK S/PH authorize the work. Carried with 1 abstain (RM)

Meeting frequency \_\_\_\_\_ Next meeting date: \_\_\_\_\_

- **Fundraising** Chair: Cherrie Katayama Members: CK, JD, PH, DP, RM

**No meeting. Fundraising project will be brought to full Board in New Business**

Proposed activities:

Direct mail Campaign

Wine Raffle

Meeting frequency \_\_\_\_\_ Next meeting date: \_\_\_\_\_

- **Operations** Chair: Michelle Feldman Members: CK, GK, VD

Attorney General's Guide for Charities; Articles of Incorporation; SBCC Bylaws – committee to work on compliance-MF- working on priorities

Next projects Standard Operating Procedures: handling cash & deposits; contract revisions, report pay, employee evaluation process, employee handbook

Employee Evaluation- draft completed and submitted for review/approval. See New Business item

Custodian Job Description Draft presented. Revisions made. M/GK S/GD to approve as revised. Carried

Payroll Process Policy & Procedure reviewed & revised. M/GK S/CK to accept as revised. Carried

**Contract Renewal Committee** Chair: CK Members: Executive Committee: PH, GD, MF, VD

**CK to call Committee meeting as Los Osos Cares contract is up for renewal. Other contracts and due dates are: Meals That Connect – Feb 2025; Early Risers- January 2025; PHP- May 2025; Dancers-**

Add use of storage to contracts & determine fee, if any

Meeting frequency & date(s): Oct/Nov

### **Ongoing Business:**

Supplemental support by Board members for short duration bookings- Board members have been provided pertinent keys & codes. Walk – through orientation to the process to be scheduled next week.

Website updates- GK will continues to handle due to time constraints of OM work hours

SBCC Newsletter- GK will continue to manage this function

LOBPCOC shared office space with SBCC update- MF reports on communication with the County Board of Supervisors at the direction of the Board. TC with Blake Fixler of Supervisor Bruce Gibson's office to describe the action on the part of a few SBCC Board members without the authority from

that Board to do so, including the drafting of a lease signed by those parties without authority. Mr. Fixler stated that the BOS voted to a Consent to sublease to the LOBOCOC which allows the option to do so with the LOBPCOC. He stated that the Board would not be involved with approving the specific lease terms, and that it is now up to the two parties to exercise the option, or not. He referred MF to Deputy County Counsel Shannon Matuszewicz who spoke by phone and followed with a written statement (Attachment A).

Deep concern expressed by Board members about the process undertaken by the three members involved and request assurances that such an action will not occur again in the future with agreement by those in attendance.

Next steps: Joint committee to re-form as many original members are no longer active. GD is the Chamber Rep to this Board therefore will be asked to abstain for any related votes if/when the matter is brought back for consideration. An updated MOU is to be drafted for presentation to each Board.

Oktoberfest booth has been secured to promote the building rental, inform the public about the SBCC and projects recently completed and still needed. Display materials needed. MF, PH & GK will work on those

Wine Raffle fundraiser is underway. Sales table approved for Concerts on the Green at Sea Pines and the Oktoberfest. JD suggests a donation jar as well. MF will provide.

GK reports SBCC Financials information mis-send was found to be human error. No action required as information is not sensitive in nature

**New Business:**

**For The Good of The Organization:**

Meals That Connect reports four hotel pans are missing from their supplies after a private event. CK reports a renter inadvertently took them. M/RM S/CK to replace them Carried

**Adjourn: 8:00 pm**

**Next Meetings:**

**Executive Committee December 9<sup>th</sup> 2:00 SBCC**


**General Board December 16<sup>th</sup> 6:00 SBCC**


Attachment A

COPY email in response to telephone conversation between Michelle Feldman, Secretary SBCC and County Counsel regarding lack of SBCC Board of Directors approval of request to sublease and the lease document submitted on September 17, 2024

Shannon Matuszewicz <[smatuszewicz@co.slo.ca.us](mailto:smatuszewicz@co.slo.ca.us)>

 Reply

 Reply all

 Forward





To: You

Wed 9/25/2024 9:12 AM



**Flagged**



You forwarded this message on Tue 10/15/2024 3:10 PM

Michelle,

I wanted to follow up with our conversation last week. The County Board of Supervisors approved South Bay Community Center's (SBCC) request to sublease to the Los Osos Baywood Chamber of Commerce via a Consent to Sublease Agreement, which is required by the terms of the Master Lease between the County and SBCC. The Consent to Sublease Agreement was signed by the County, SBCC (through Gary Dove, CFO, and Cherrie Katayama, President), and Los Osos Chamber of Commerce. You report that Gary Dove and Cherrie Katayama also executed the Sublease on behalf of SBCC, even though the SBCC Board of Directors did not expressly authorize that action (and has not ratified the action by subsequent Board action). The County takes no position regarding the validity of the executed Sublease between SBCC and the Chamber.

SBCC may consider securing independent legal advice regarding whether the action taken on behalf of SBCC by the above-named individuals in fact bound SBCC to the Sublease and/or the Consent to Sublease Agreement, considering Corporations Code Section 313 and the presumptions which that statute creates regarding the authority to enter into a contract.

Sincerely,

**Shannon Matuszewicz | Deputy County Counsel | County of San Luis Obispo  
1055 Monterey Street, Suite D320 | San Luis Obispo, CA 93408  
Tel: (805) 781-5400 | Fax: (805) 781-4221 | Email: [smatuszewicz@co.slo.ca.us](mailto:smatuszewicz@co.slo.ca.us)**

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