



**South Bay Community Center
Board of Directors Meeting
Minutes March 16, 2026**

Present: Gary Katayama (GK), Cherrie Katayama (CK), Jill Dubois (JD), Gary Dove (GD), Bob Crizer (BC), Chuck Cribbs (CC), Keith Swanson (KS), Michelle Felsman (MF), Violetta Vallin (VV), Dick Pacoan (DP)

Absent: Richard Margetson (RM)

Guests: Chuck Snead, Elaine Watson

Call to Order: 6:00 pm by President GK with a quorum present

Approval of Minutes February 16, 2026 M/GD S/JD to approve with one correction.
Carried

Office Manager's Report (VD): Summarized form written report:

April bookings include all Saturdays and two Sundays. SLO Tease April 20-24 with shows on April 23 & 24

Mid-Coast Fire Inspection will be in tomorrow and setting off the alarm to test it.
Requesting the Cuesta Classes be notified by VV as she is the only contact person.

Los Osos Library is having three events and offered to pay a \$75 rental for each. They are usually given the space at no charge. VD accepted the arrangement and has received payment from the County in advance. Open/Close support needed for 4/16 and 6/26 close. 7/17 is during work hours.

Issue with the ovens was not reported to V, but an email was received from the Meals that Connect Program Manager that meals were impacted on 3/16. She requested that a service call be scheduled.

Eric, one of the two Custodians, worked his last day on 3/14 leaving Elmer as the primary custodian on staff. Former custodian Jeffrey will back up.

VD requests that the Board Member(s) acting as contact for Cuesta classes monitor the rental calendar for conflicts requiring cancellation of the classes.

VD dropped the tax papers to Stilts per direction of President GK, but he feels it was too soon. He will follow up.

President's Report: Gary Katayama

Low insurance cost for last financial report- GK looked into it as found that there were excess funds over the year so there was \$159 credit, but the rate has been increased to \$1300 for the new \$2M requirement from the County

Natural gas charges- increase was found to be based on usage and increased use rates

Review of Financials: Keith Swanson, Financial Committee Chair

February 2026 meeting was held with finding of a \$1900 loss over the last two months. Question about separate wage listing of \$327

Member Organization Reports:

- People Helping People: Rep. Richard Margetson- no report
- Rotary Club of Los Osos: Rep, Dick Pacoan- The annual BBQ Ribs Take-Away Dinner for Scholarships will be held at the SBCC on April 12th. Tickets on sale at the same \$50 cost as previous years for the same amount of food.
- LOBP Chamber of Commerce: Rep. Gary Dove = The new President is Dean Sullivan. GD reports few drop-ins at the new office, perhaps due to low visibility from LOVR.
- Kiwanis of Bay Osos: Rep. Cherrie Katayama- Annual Easter Egg Hunt is coming up on the Saturday before Easter.

Standing Committees:

- **Budget & Finance** Chair: KS - see Review of Financials

- **Executive Committee** Members: GK, JD, CK, MF Chair: GK

Need to schedule meetings with PHP and Executive Board for agreement on financial turnover once PHP Board has a vote to approve. That meeting is scheduled this Wednesday at 11:00 at the SBCC

Meeting with county Counsel-GK reports the meeting was cancelled and will be re-scheduled, possible next week.

Attorney Retainer ~ \$2500 for dissolution of 401c3. The Secretary of State dictates the terms to dissolve the 401c3 and further action depends on the outcome to the meeting with County Counsel. MF urges that the SBCC Board be represented at the meeting other than with the SBCC rep to this Board. GK will follow up.

- **Facilities:** Chair: GK Members: BC, GD

Parking lot drainage issue with County-GK reports there is disagreement with the County as to where the responsibility lies, but the County recently pointed out language in the lease that the SBCC is.

Parking lot lighting-GK reports the lighting is still not fixed by the County.

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

Postcard mailing- ne draft presented by DP as developed by the committee. M/GD S/VV to approve the draft, contingent on a proof being presented to the Board. Carried

Wine Raffle- schedule for 2026- needs to end at Oktoberfest- no start date has been set.

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

Code of Conduct- Draft in review- no update

Short notice rental- add to rental process P&P- no update

Frequent renter security deposit requirements- no update

- **Program Committee** Chair: VV Members: VV

Community classes follow up- VV reports she is waiting to hear back from cuesta on another new class. Special Board meeting may be needed to approve it in order to meet the target start date

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

Newly approved revisions have been made. MF distributed to all Board members with instruction to replace the existing copy in their binders. GK requests digital copy with signatures. MF will provide and send via email.

- **Ongoing Business:**

Conflict of Interest Statement & Board Job Description signatures- MF now complete

Solar proposal for SBCC as Emergency Center update- RM absent so no report. GK reports PHP has not signed off on it yet.

Replacement of tables- no update RM absent. MF asks if the third rummage sale has been held to finance the remaining replacements as agreed upon. PHP members report that is has not yet been held.

New Business:

Parks for Los Osos requests to borrow 100 chairs for community event on 4/25 from 2-6 pm. VD reports there is no current rental conflict. M/GD S/DP to approve. Carried

Renewing member application (JD) states intention to submit an application for a new term

Executive Committee nominees:

President: Gary Katayama nominated by VV & accepts

Vice President: Keith Swanson nominated by CC & accepts

Jill Dubois nominated by GK & accepts

Secretary: Violetta Vallin nominated by GK & accepts

CFO- Cherrie Katayama nominated by GK for a non-signing role & accepts

Ballot will be developed for a vote at the April Annual Meeting

For The Good of The Organization:

None

Adjourn: 6:37 pm

Next Meetings:

Executive Committee Apr 13th, 2:00 at SBCC

General Board Apr 20th , 6:00 at SBCC