South Bay Community Center

Board of Directors Meeting

May 18, 2026

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Minutes May 18, 2026

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

Absent: Valerie Darnell, Office Manager

Guests: Chuck Snead, Elaine Watson

Call to Order: 6:00 by President GK, a quorum being present

Approval of Minutes April, 2026 M/ to approve S/ Carried

Office Manager's Report (VD)

Oven update- GK reports the problem was identified and fixed by the Gas Company service person who fixed an issue of wired touching behind the control panel on the lower oven. Additionally, he reports that something is stuck in the convection fan in the upper oven which makes an intermittent metallic crackling sound but is not impacting the function. VD has been assigned to contact the gas company commercial appliance specialist who will come out at no charge.

President's Report: Gary Katayama

Cancellation notices to contracted renters- due to issue with just a few days' notice when the contract for the added full rent event that had been initiated some time earlier. There is a 30 cancellation clause in the long term rental contracts which she has been reminded to honor

New stage curtains- The new side panels have been installed with screws & washers so they can be easily taken down when needed and avoid damage to the fabric. They are meant to be on rods which will be a future project. GK introduces the idea of painting the back wall of the stage area black to function as blackout curtains. Issue referred to the Facilities Committee

Review of Financials: Keith Swanson, Financial Committee Chair

March 2026 - KS suggests more description on certain line items and consolidation of some categories on the reports. GK points out that they are Quick Books designations. Finance Committee to review. KS recommends that the Charter bundle for internet and phone be reviewed for potential savings and/or costing out services from other vendors. Clarifies that the "furnishings" entry of $3500 was for the stage curtain side panels, which GK confirms. A loss of $171 was incurred last month with Fiscal YTD standing at a loss of $2700

Member Organization Reports:

• People Helping People: Rep. Richard Margetson- reports that the extra rummage sale mentioned a few months ago will be held 6/5-6/6 if the dates are available. RM also informs the Board that PHP is assuming the rental cost of the SBCC for Meals That Connect until the finances of that program improve, in order to keep the program in Los Osos

- Rotary Club of Los Osos: Rep, Dick Pacaoan- will be cleaning the exterior windows on May 9th at 9 a.m. all welcome to join, just bring a squeegee, all other supplies will be provided.

• LOBP Chamber of Commerce: Rep. Gary Dove the chamber is having to relocate the Beer Garden due to construction of a new building at the location used for the last number of years. Other former locations have new landscaping and/or new ownership. This is a big revenue generator for the Chamber, so work continues

• Kiwanis of Bay Osos: Rep. Cherrie Katayama- BBQs upcoming at Baywood elementary and the Morro Bay fire Department with proceed for that one to go to the Kiwanis scholarship fund for MBHS students

Standing Committees:

• **Budget & Finance** Chair: KS - see Finance Committee

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

PHP and SBCC Executive Board agreement on financial turnover- GK requests meeting of the two Boards on turnover plans in order to present a joint plan to the Board of Supervisors. GK to send draft document of issues to RM

Meeting with county Counsel-RM reports the meeting is now to be with the County Real Property Division of the Parks & Rec Department. Need a letter of introduction from PHP first

Attorney Retainer for dissolution of 401c3- GK Not to that point yet

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

Parking lot drainage issue with County-RM insists that it has never been asked of the SBCC before, GK points out the clause in the lease being cited by the County. GK to send an email to Callie Beard for clarification.

Parking lot lighting-GK thinks it's been fixed, but longer daylight hours may mean it hasn't been an issue

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

Postcard mailing- update. New drafts for review discussed. DP points out that full color increases costs. Sending to the entire 93402 Zip Code costs $3339. Discussion about focusing in on the zones with businesses as that has been more successful, also eliminate those with few addresses.

M/GD S/JD to get quote for color cost to add business sections with a cap of $4000. Carried

Wine Raffle- schedule for 2026- needs to end at Oktoberfest- TBD based on mailing fundraiser results

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

No meeting. Membership will change after the Executive Committee changes for next fiscal year.

Code of Conduct- Draft in review

Short notice rental- add to rental process P&P

Frequent renter security deposit requirements

• **Program Committee** Chair: VV Members: VV

New Community Classes follow up report: VV reports classes ongoing T/Th and now being added on M/W. Working with Cuesta college to see if card games and such can be added. Trying to schedule in such a way that participants could stay for in-person lunch with Meals that Connect

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

Inactive- no business for the projects at present

- **Ongoing Business:**

Solar proposal for SBCC as Emergency Center update- RM pending PHP & SBCC work on the operation of the building under consideration

Replacement of tables/ additional rummage sale- update RM See PHP report

New Business:

None

- **For The Good of The Organization:**

RM reports that the Right partition is very hard to move. GK will direct VD to follow up for a service call.

JD reports the “panic door” is being left in the “Open” position by users which means anyone can enter at any time. GK to arrange orientation to the building for all new users and Board members

Annual Meeting:

Election of Officers: The ballot was presented to all Board Members in attendance to complete and submit in an envelope with results as follows:

Three unopposed positions: President GK

Treasurer: CK (non-signatory for banking)

Secretary: VV

Vice President: JD over KS with a vote of 8-3

Presentation of Annual Budget 2026-27- deferred

Adjourn: 7:15 pm

Next Meetings:

Executive Committee June 11th, 2:00 at SBCC

General Board June 18th , 6:00 at SBCC