

South Bay Community Association (SBCA)  
Board of Directors Meeting  
December 12, 2024

Minutes - Draft 1.0

1. Call to Order 9:30 am
2. Determination of Quorum
  - Board of Directors Present
    - Bob Gilbert
    - Michael Stuber
    - John Cacho
    - Carolyn O’Keeffe
    - Mark Schwendener
    - Howard Weiner
  - General Manager
    - Mark Torres - Present
  
  - Board of Directors NOT Present
    - Randy Edwards
3. Approval of Agenda
  - ➡Approved by voice vote
4. Approval of Prior Meeting Minutes for November 14, 2024
  - ➡Approved by voice vote
5. President’s Remarks
  - Elevated activity for December
    - Holiday activities
    - Planned replacement of equipment is almost completed
  - Staffing is a continuing challenge
    - There is both scheduled and unscheduled (sick) time off December
  - Web site task force continues its work
  - CTA is on hold
    - Filing deadline of December 31, 2024 is stayed
    - \*\* Post meeting note - filing deadline re-instate to January 13, 2025
6. Manager’s Report (Mark Torres)
  - See written Report (attached)
7. Treasurers Report
  - Thru November 30 (Second month of Second Quarter)
    - YTD net income over expense as compared to budget is \$37,200 ahead

- Facilities committee has been tasked with determining which items should be on the reserve expenditure list for the 25/26 fiscal year
8. Board communication
- There is a complaint that will be referred to the HR committee
9. Committee Reports
- A. ARC - See Manager's Report (attached)
- B. Activities
- Holiday Decorations
    - Completed by 15 volunteers on the Tuesday before Thanksgiving
    - Removal and clean-up scheduled for January 7, 2025
  - Working on an Activities Proposal form
  - Will do a "Trivia" dry run during the January 10, 2025 Member Social
  - Kare Sargent added to the committee
    - ➔ Approved by voice vote
- C. Communication
- Web site task force continues its review
- D. Facilities
- Woodshop is in shape with some final touch-ups
  - Pool Dehumidification discussion
  - The Committee is reviewing facilities projects and items to validate the reserve list components
- E. Finance
- Treasurer has been obtaining validation data from the bank as requested by the auditors
  - Budgeting for 25/26 has started
    - including a more robust staffing model
- F. Health and Fitness
- Minimal report
  - Question: what is the status of the old bench?
  - Question: is there a procedure for notifying gym users to clean up after themselves?
- G. Human Resources
- HR recommended a set of year end star bonuses
    - ➔ Approved by voice vote
  - There is an HR complaint in review

#### H. Strategic Planning (SP)

- Howard and Michael have met with individual committee chairpeople to request they investigate items that may be considered for upgrades or downgrades
  - The Chairman will assign to their committees and then return data to SP
  - It is assumed many of the items will have cross committee content
- After initial review, SP will reconvene to prepare a more robust report and set assignments if needed
- After more consideration, SP will invite wider community input

➔ Reports Accepted by voice vote

#### 10. Old Business

- None

#### 11. New Business

- None

#### 12. PLVC Report

- New Board of 11 members
- The Board will have a retreat on January 10, 2025
- Have raised \$20,000 in voluntary donations
  - 164 donors out of 1790 homes
  - This should be sufficient for one year's operation

#### 13. Member Comments

- Questions: What's with the camper in the parking lot? Mark T. will address today

#### 14. Adjourn

➔ Motion to Adjourn approved by voice vote

Next SBCA Board Meeting: January 9, 2025

Mark Torres, SBCA General Manager

Active Projects:

1. Club operations:
  - a. Staffing/HR:
    - i. Denica Huff has delayed her moving date. She has extended her role serving as a relief custodial (during Marie's days off). Her ability to continue in her role is timely, as Mary Burke has resigned from her relief custodial role due to health issues. She will be on-call to help with the Member's Lounge once the service resumes in mid-January. After the holidays, I will be searching for a new custodial relief person to work on Marie's days off.
    - ii. David at the Front Desk will be taking 1-2 weeks of medical leave beginning December 15.
    - iii. Edie (Member's Lounge) has started cross-training at the Front Desk. She will serve as an on-call support and weekend support at the Desk.
    - iv. HR & Finance have received and reviewed my proposal for Staff Holiday Bonuses. One or both Committees will provide additional information and recommendations later during Committee reports.
  - b. Pancake Breakfast: There was no pancake breakfast fundraiser this month, due to the intense event activity (holiday parties) occurring during this holiday season.
  - c. Tri-Area Annual Fundraiser: We began the annual fundraiser in November as we traditionally do. The fundraising effort ended just prior to Thanksgiving. The SBCA raised nearly \$6,000 for the Foodbank. The funds were provided to Peggy Thuotte to present to the Food Bank earlier last week. Since 2016 the SBCA has donated nearly \$70K to the Tri-Area Foodbank.
  - d. The SBCA "Holiday Gala" is tomorrow evening. We have nearly 60 people attending. We will provide appetizers, wine, champagne, a 3-course plated meal and entertainment. The cost is \$60 per person.
  - e. As a reminder: The Bay Club will be closed on Christmas Day and New Year's Day. The Bay Club will close early (at 4pm) on Christmas Eve and New Year's Eve.
2. Bay Club equipment/active projects.
  - a. The spa sand filter failed at the end of last month and caused the spa to close until repairs were completed. A new filter was ordered and installed. The spa was offline for about a week.
  - b. The new elliptical arrived and was installed. The old elliptical was offered (for sale, best offer) to SBCA members. A member offered \$100, and the offer was the "winning bid". The SBCA member picked up the unit last weekend.
  - c. A new kiln has been ordered. Apparently the anticipated 3–5-week delivery time has been delayed to 4-8 weeks. At this time, I do not have an estimated date for delivery. We have confirmed all required for compatible power is in place. Once the item arrives it will be plugged-in, tested, then confirmed ready for use by the Members. An announcement will be sent to members when the kiln is confirmed "read-to-go".
  - d. The Member's Lounge service is on hiatus until after the holidays. Service is expected to resume on Wednesdays beginning mid-January.
  - e. There are two large hazard trees that will be addressed later this month. The trees are in a condition and size that could threaten two different units in Inner Harbor. One is located on the Gazebo property (area) and the other is just outside the Auditorium. Fields Tree Care will be the arborist that will resolve the issues for the SBCA. Inner Harbor Board and the SBCA ARC Committee Chair have been advised of the remediation action.
3. Administrative Projects.
  - a. The CPA firm, Newman Certified Public Accountants, are nearing completion on the SBC audit. Once the 2023-2024 fiscal year is fully audited, the firm will also submit our annual tax returns as well. I am hoping to receive the draft audit by end of the month.

ARC Committee Report (November meeting): There were eight applications submitted for November. All were approved. No other items were addressed, no action items for the Board.

SBCA Governing Committees (as of 12/12/2024)

	Board	ARC	Activities	Communi- cations	Facilities	Finance	Health & Fitness	Human Resources	Strategic Planning	Woodwork ers
Gilbert, Bob	President							CHAIR		
Edwards, Randy	Vice Pres					Member	CHAIR			
Stuber, Michael	Secretary		Member	CHAIR				Member		
Cacho, John	Treasurer	Member				CHAIR				
O’Keeffe, Carolyn	Director	Member			CHAIR		Member			
Schwendener, Mark	Director		CHAIR							
Weiner, Howard	Director								CHAIR	
Boock, Mike								Member		
Colosky, Bill					Member					
Darrow, Dan						Member				
Hamilton, Rob										Member
Hanson, Jeannette							Member			
Lang, Geoff			Member	Member						
Leach, J.		CHAIR								
Meier, Larry					Member					
Olson, Diane							Member			
Reineke, David							Member			
Rivers, Adina			Member							
Rosenthal, Dean							Member			
Ross, Ted					Member					
Salmassy, Eric				Member						
Kare Sargent			Member	Member						
Schwendener, Katie			Member							
Shadrick, Susan			Member		Member			Member		
Shaffer, Cynthia								Member		
Spagle, Christine						Member		Member		
Stafford, Rick										Member
Thuotte, Peggy		Member								
Sweet, Barb							Member			
Sweet, John							Member			
Twohey, Sheila		Member								
Wagoner, Laureen			Member							
York, Rob					Member					CHAIR