

SAN BRUNO

Community Foundation

Board of Directors

Malissa Netane-Jones, *President* • Jim Ruane, *Vice President* • Raul Gomez, *Secretary* • Pak Lin, *Treasurer*
Melissa Moreno • Supriya S. Perry • Irving Torres
Leslie Hatamiya, *Executive Director*

MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

November 2, 2022

7:00 p.m.

Meeting Conducted via Zoom

- 1. Call to Order/Welcome:** President Netane-Jones called the meeting to order at 7:00 p.m.
- 2. Roll Call:** Board Members Netane-Jones, Ruane, Gomez, Lin, Moreno, and Perry, present; Torres, excused.
- 3. Public Comment:** Sadana Traxler, owner of Twice as Nice on San Mateo Avenue, expressed a desire for more support from the City and the Foundation for downtown San Bruno. Noting that downtown San Bruno was high on the list of needs identified in the Foundation's Community Listening Campaign 2.0, she said that the development of Centennial Park is a great start and encouraged additional community events downtown and the funding of the City's Streetscape Plan.
- 4. Presentation:** "Heart of San Bruno" Pin Presentation to the San Bruno Community Foundation Board of Directors by the City of San Bruno's Community Services Department

City of San Bruno Community Services Director Ann Mottola thanked past and present SBCF Board members for the Foundation's partnership and commitment to supporting recreational opportunities in San Bruno and presented them with "Heart of San Bruno" pins as a demonstration of the City's appreciation. Board members thanked Ms. Mottola and the Community Services Department for the recognition.

- 5. Approval of Minutes:** October 5, 2022, Regular Board Meeting: Treasurer Lin moved to approve the minutes of the October 5, 2022, Regular Board Meeting, seconded by Board Member Perry, approved unanimously by roll call vote (Torres absent).

6. Executive Director's Report

Executive Director Leslie Hatamiya reported on several items. First, she reminded Board members of the regular Board meeting schedule and noted that the Board may need to schedule a special meeting in

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January for a diversity, equity, and inclusion (DEI) study session. She also noted that Governor Newsom has announced his intention to end the COVID-19 state of emergency on February 28, 2023, and that the Board will likely need to return to an in-person or hybrid meeting format after that point.

Ms. Hatamiya reported that she has met with the Foundation's fundraising consultants at the Partnership Resources Group and that their goal is to complete their research by the end of 2022 and present their findings to the Board in early 2023. She also reported that she has selected Jana Kiser of Libertiva as the DEI consultant to partner with the Foundation to continue the work the Board during its 2021 strategic planning process. She said that Ms. Kiser intends to complete individual trainings with the four new Board members and the program manager by the end of 2022 and facilitate on Board study session in early 2023.

7. Consent Calendar

- a. Adopt Resolution Declaring the Continued State of Emergency and Need for the San Bruno Community Foundation Board of Directors and Other Foundation Legislative Bodies Subject to the Ralph M. Brown Act to Continue to Teleconference in Order to Ensure the Health and Safety of the Public Pursuant to AB 361
- b. Receive and Approve Treasurer's Report (September 2022 Financial Statements)

Vice President Ruane moved to accept the Consent Calendar as presented, seconded by Board Member Moreno, approved unanimously by roll call vote (Torres absent).

8. Conduct of Business

- a. Receive Report from Audit Committee and Presentation from Novogradac & Company LLP Regarding the San Bruno Community Foundation's Audited Financial Statements for the Year Ended June 30, 2022, and Adopt Resolution Approving the Foundation's Audited Financial Statements for the Year Ended June 30, 2022

Audit Committee Chair Gomez reported that Executive Director Hatamiya and Accounting Consultant Frank Bittner successfully closed the fiscal year 2021-2022 accounting books over the summer and provided all necessary records to the team at Novogradac & Company handling the Foundation's audit. He then introduced Lance Smith, the Novogradac partner in charge of the Foundation's audit. Mr. Smith thanked Ms. Hatamiya and Mr. Bittner for their assistance with the audit. He said he was pleased to issue a clean opinion of the Foundation's financial statements for the year ended June 30, 2022.

Mr. Smith gave an overview of the audited financial statements and noted two highlights in the statements: the recording of the nearly \$40.5 million grant for the construction of the San Bruno Recreation and Aquatic Center (RAC) and a decrease in investments due to payment of the RAC grants and market losses. The firm issued a standard AU-C 260 letter, indicating no significant issues in working with management.

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Chair Gomez noted that Executive Director Hatamiya had distributed a draft of the fiscal year 2021-2022 tax returns to Board members for review prior to the meeting.

Board Member Perry moved to adopt the resolution approving the audited financial statements for the year ended June 30, 2022, seconded by Treasurer Lin, approved unanimously by roll call vote (Torres, absent).

- b. Receive Report from the Ad Hoc Committee on Centennial Plaza Project and Adopt Resolution Approving Strategic Grant Supporting the Centennial Plaza Improvement Project to the City of San Bruno in the Amount of \$500,000

On behalf of the Ad Hoc Committee on Centennial Plaza Project, Committee Chair Perry presented to the Board the Committee's recommendation for a strategic grant supporting the Centennial Plaza Improvement Project. She reported that after the Board received an initial presentation from the City and created the Committee in September, the City submitted a formal proposal for a strategic grant to support the project and that the Committee met in mid-October to discuss the proposal with City staff. She reported that Committee members expressed strong enthusiasm for the project and its potential to serve as a focal point and attractive gathering place in the downtown and that, because City staff's plan is to bring a funding request to the City Council for the remaining \$262,437 to fully fund the project after Foundation Board approval of a \$500,000 grant, Committee members expressed concern about providing the grant funds in the event that the City does not commit the balance of funding needed for the project to be completed. She said the Committee agreed to recommend that the full Board approve a strategic grant in the amount of \$500,000 to the City of San Bruno to support the Centennial Plaza Improvement Project, with payment of the grant contingent on the City Council approving use of City funds to fully fund the project. She also noted that the resolution before the Board included – at the Board's direction – language emphasizing the Foundation's commitment to supporting downtown San Bruno and highlighting the many grants the Foundation has already approved benefiting the downtown area.

Chair Perry then introduced Community Services Director Ann Mottola and Brian Fletcher of Callander Associates Landscape Architecture to give the Board an update on the City's plans for Centennial Plaza. Mr. Fletcher described the existing conditions on the site as well as the City's conceptual plans for the plaza, including trees to provide a buffer between the street and the plaza, a flexible upper plaza with a stage area, picnic tables, and festoon lighting, and a lower family space with seating and a play area for young children. Chair Perry mentioned previous questions raised by the Board and Committee about the project regarding the material used for the play structures, whether the seating will be secured, and whether adjacent businesses have been contacted. Mr. Fletcher responded that the play structure will be designed with material that will not get too hot and will have a safe, rubberized surface underneath. He said that the seating can be bolted down and the team will do additional research on moveable seating. Ms. Mottola said that the City will be sure to communicate with the neighboring businesses as the plans progress. Board members also asked questions about access to San Mateo Avenue from the rear parking lot and whether the construction will affect traffic on San Mateo Avenue.

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Board Member Moreno moved to adopt the resolution approving a strategic grant supporting the Centennial Plaza Improvement Project to the City of San Bruno in the amount of \$500,000, seconded by Secretary Gomez, approved unanimously by roll call vote (Torres absent).

- c. Receive Report from the City of San Bruno on the 2022 Community Day and Adopt Resolution Approving Strategic Grant Supporting the 2023 Community Day to the City of San Bruno in the Amount of \$30,000

President Netane-Jones noted that the Foundation has supported the City of San Bruno's Community Day celebration every year since 2016, except for 2020 and 2021, when the City was unable to hold the event due to the pandemic. She said that in 2022 the Foundation was the lead outside sponsor of the event with a \$30,000 strategic grant and that the City has begun preparations for the 2023 event and is requesting another \$30,000 grant.

She then asked Community Services Director Mottola to report on the 2022 Community Day and present the City's plans for the 2023 event. Ms. Mottola said that the City achieved its two goals for the event in 2022: to relocate the event from San Bruno City Park to San Mateo Avenue while the Recreation and Aquatic Center is under construction and to celebrate San Bruno's cultural diversity. She estimated that attendance was about 5,000, with a sustained crowd throughout the afternoon. She said that the main stage at Centennial Plaza was a hub of activity with cultural performances, while a smaller stage for acoustic musicians provided a more intimate setting. She also mentioned various activities for children, the Art Block with chalk art, artists, and vendors, and the "touch-a-truck" block. She also noted the signage throughout the area that thanked the Foundation for its support.

Ms. Mottola noted several lessons that the City learned with the 2022 event and the City's plans for addressing those issues in 2023, including moving to staff-led vendor coordination, increasing vendor participation, utilizing survey ambassadors to solicit feedback from attendees, and installing more barriers and barricades. She presented the 2023 event budget of \$91,075 and explained that expense increases are primarily attributed to inflation and extra costs for the barricades. She also noted that the City plans to actively solicit approximately \$20,000 in event sponsorships from local businesses.

In response to questions from Board members, Ms. Mottola said that construction on Centennial Plaza should not begin until after Community Day so that it will not affect the event, that the crowd estimate was verified by the Police Department, that the City will make some adjustments to the Kids' Zone and possibly add a beer garden, that feedback on food offerings from San Mateo Avenue restaurants was positive, and that the City's marketing efforts included email blasts, social media, and a card that was distributed at downtown businesses.

Jason Tecson, an owner of Catch 22 Salon and Boutique on San Mateo Avenue, thanked the City and the Foundation for their support of Community Day and said that the event was wonderful for local merchants and for promoting the downtown. He urged the Foundation to support the grant for the 2023 Community Day.

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Board Member Perry moved to adopt the resolution approving a strategic grant supporting the 2023 Community Day to the City of San Bruno in the amount of \$30,000, seconded by Vice President Ruane, approved unanimously by roll call vote (Torres absent).

- d. Receive Report on Other Programs (Community Grants Fund, Crestmoor Scholarship, and Other Strategic Grants)

Executive Director Hatamiya reported on the Community Grants Fund, the Crestmoor Neighborhood Memorial Scholarship, and the San Bruno Recreation and Aquatic Center project.

With regard to the Community Grants Fund, Ms. Hatamiya reported that the Foundation received 44 grant applications by the September 21 deadline and that the applications were in the process of being evaluated by a review panel of community volunteers. She said the Board will consider the panel's grant recommendations at the December 7 Board meeting and that, with a \$100,000 donation from Google.org/YouTube, the Foundation will award grants totaling \$300,000 this cycle.

Ms. Hatamiya reported that the 2023 Crestmoor Scholarship will launch in early December, when the online application will be accessible and updated marketing materials will be distributed to local schools and throughout the community. She said that the application deadline will be March 7, 2023.

Ms. Hatamiya then reported on recent grant reports and payments on the six ongoing grants related to the Recreation and Aquatic Center project. She said that the Foundation recently received quarterly grant reports from the City of San Bruno and is in the process of making grant payments totaling approximately \$8.34 million. She said that once those payments are made, the Foundation will have paid out a total of \$32.4 million in RAC grant payments, with a balance of just under \$17.6 million.

- e. Elect Officers for 2023: President, Vice President, Secretary, and Treasurer

President Netane-Jones opened up officer nominations for 2023.

Secretary Gomez nominated Malissa Netane-Jones for President, seconded by Vice President Ruane, approved unanimously by roll call vote (Torres absent).

President Netane-Jones nominated Jim Ruane for Vice President, seconded by Secretary Gomez, approved unanimously by roll call vote (Torres absent).

Treasurer Lin nominated Raul Gomez for Secretary, seconded by Board Member Moreno, approved unanimously by roll call vote (Torres absent).

Vice President Ruane nominated Pak Lin for Treasurer, seconded by Board Member Moreno, approved unanimously by roll call vote (Torres absent).

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9. Board Member Comments: None.

10. Adjourn: Board Member Moreno moved to adjourn the meeting at 8:38 p.m., seconded by Secretary Gomez, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of December 7, 2022, by Secretary Raul Gomez and President Malissa Netane-Jones.



Raul Gomez, Secretary



Malissa Netane-Jones, President