

# SAN BRUNO

## Community Foundation

### *Board of Directors*

Emily Roberts, *President* • Jim Ruane, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*  
Raul Gomez • Nancy A. Kraus • Malissa Netane-Jones  
Leslie Hatamiya, *Executive Director*

---

**GOVERNOR'S EXECUTIVE ORDER N-25-20\*\*\*\*  
CORONAVIRUS COVID-19  
AND SAN MATEO COUNTY HEALTH DIRECTIVE  
FROM MARCH 14, 2020**

*On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the CDC's social distancing guidelines which discourage large public gatherings, the Board of Directors of the San Bruno Community Foundation is now holding meetings via Zoom.*

*If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, you may address the Council orally during the meeting, or you may email us at [info@sbcf.org](mailto:info@sbcf.org). The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Foundation Board of Directors, posted on the Foundation's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Foundation Board of Directors and filed with the agenda packet becoming part of the public record for that meeting.*

*Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Leslie Hatamiya, Executive Director, 48 hours prior to the meeting at (650) 763-0775 or by email at [info@sbcf.org](mailto:info@sbcf.org). Notification in advance of the meeting will enable the San Bruno Community Foundation to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.*

## AGENDA

### SAN BRUNO COMMUNITY FOUNDATION

#### Regular Meeting of the Board of Directors

**September 1, 2021**

**7:00 p.m.**

#### ***Zoom Meeting Details:***

<https://us02web.zoom.us/j/83013770816?pwd=NmVucGQ4L1VkQ2hsUW9jaHFNOGISZz09>

Webinar ID: 830 1377 0816

Passcode: 066718

Dial-in: (669) 900-6833

# SAN BRUNO

## Community Foundation

### *Board of Directors*

Emily Roberts, *President* • Jim Ruane, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*  
Raul Gomez • Nancy A. Kraus • Malissa Netane-Jones  
Leslie Hatamiya, *Executive Director*

---

### 1. Call to Order/Welcome

### 2. Roll Call

3. **Public Comment:** Individuals are allowed three minutes. It is the Board's policy to refer matters raised in this forum to staff for research and/or action where appropriate. The Brown Act prohibits the Board from discussing or acting upon any matter not agendaized pursuant to State Law.

### 4. Presentations

- a. Recognition of Pcyeta Stroud, Former Director of the Bay Area Entrepreneur Center of Skyline College, for her service to the San Bruno community and her support of the San Bruno Community Foundation
- b. Recognition of Outgoing SBCF Program Manager Stephanie Rutgers for her service to the San Bruno Community Foundation and the San Bruno community

5. **Approval of Minutes:** July 7, 2021, Regular Board Meeting, and July 28, 2021, Special Board Meeting

### 6. Executive Director's Report

7. **Consent Calendar:** All items are considered routine or implement an earlier Board action and may be enacted by one motion; there will be no separate discussion unless requested by a Board Member or staff.

- a. Adopt Resolution Canceling the October 6, 2021, Regular Meeting of the Board of Directors
- b. Receive and Approve Treasurer's Report (June and July 2021 Financial Statements)

### 8. Conduct of Business

- a. Receive Report from Investment Committee and Presentation from Sand Hill Global Advisors, LLC, Regarding SBCF's Investment Portfolio
- b. Receive Report on the Small Business Recovery and Assistance Program (COVID-19 Relief Grant) from the Bay Area Entrepreneur Center of Skyline College

# SAN BRUNO

## Community Foundation

### *Board of Directors*

Emily Roberts, *President* • Jim Ruane, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*  
Raul Gomez • Nancy A. Kraus • Malissa Netane-Jones  
Leslie Hatamiya, *Executive Director*

---

- c. Receive Report on Other Programs (Community Grants Fund, Crestmoor Scholarship, and Other Strategic Grants)
- d. Receive Report from the Ad Hoc Committee on Strategic Planning Process
  - i. Adopt Resolution Approving Strategic Plan 2.0
  - ii. Adopt Resolution Creating and Appointing Members to Ad Hoc Committee on Program Development
- e. Receive Report from San Bruno Community Foundation Board Nomination Ad Hoc Committee
- f. Discuss Upcoming Officer Elections for 2022 Term

### **9. Board Member Comments**

**10. Adjourn:** The next regular meeting of the Board of Directors is scheduled for Wednesday, November 3, 2021, at 7:00 p.m.

# SAN BRUNO

## Community Foundation

### *Board of Directors*

Emily Roberts, *President* • Jim Ruane, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*

Raul Gomez • Nancy A. Kraus • Malissa Netane-Jones

Leslie Hatamiya, *Executive Director*

---

## MINUTES

### SAN BRUNO COMMUNITY FOUNDATION

#### Regular Meeting of the Board of Directors

July 7, 2021

7:00 p.m.

#### Meeting Conducted via Zoom

1. **Call to Order/Welcome:** President Roberts called the meeting to order at 7:00 p.m.
2. **Roll Call:** Board Members Roberts, Ruane, McGlothlin, Ross, Kraus, and Netane-Jones, present; Board Member Gomez, excused.
3. **Public Comment:** None.
4. **Approval of Minutes:** June 2, 2021, Regular Board Meeting, June 15, 2021, Special Board Meeting, and June 23, 2021, Special Board Meeting: Vice President Ruane moved to approve the minutes of the June 2, 2021, Regular Board Meeting, June 15, 2021, Special Board Meeting, and June 23, 2021, Special Board Meeting, seconded by Board Member Kraus, approved unanimously by roll call vote.
5. **Consent Calendar**
  - a. Adopt Resolution Canceling the August 4, 2021, Regular Meeting of the Board of Directors
  - b. Receive and Approve Treasurer's Report (May 2021 Financial Statements)

Board Member Kraus moved to accept the Consent Calendar as presented, seconded by Secretary McGlothlin, approved unanimously by roll call vote.

#### 6. Conduct of Business

- a. Conduct Strategic Planning Discussion on Investment Strategy, Process Recommendations from Community Listening Campaign 2.0, Process for Annual Program Budget Allocations, and Process to Evaluate and Select Priorities to Fund through Strategic Grants, and Provide Direction to Staff

# SAN BRUNO

## Community Foundation

### *Board of Directors*

Emily Roberts, *President* • Jim Ruane, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*  
Raul Gomez • Nancy A. Kraus • Malissa Netane-Jones  
Leslie Hatamiya, *Executive Director*

---

Public Dialogue Consortium (PDC) President and Senior Consultant Shawn Spano, Ph.D., facilitated the strategic planning discussion. The Board first discussed and considered several of the process recommendations from the Listening Campaign to ensure diversity of the Board as well as of decisionmakers for grants and scholarships, to broaden outreach and engagement to increase visibility, awareness, and transparency of the Foundation's work, and to continue to invest wisely to ensure broad community benefits. The Board agreed to continue to prioritize diversity - broadly defined to include experience, skills sets, and demographics - in the makeup of its Board and review panels. The Board also voiced support for continuing its current staff-driven communications model, with input and support from the Board as needed.

After Dr. Spano reviewed the Board's investment strategy discussion from the second strategic planning session in June, Kristin Sun, Senior Wealth Manager at Sand Hill Global Advisors, LLC, the Foundation's investment management firm, presented sample spending scenarios for a quasi-endowment that is spent down over 15, 20, and 25 years. After considerable discussion of the possible investment strategies, the Board tentatively reached consensus on a 20-year time horizon with a starting endowment size of \$25 million, which would allow for an ongoing annual budget of approximately \$1.7 million and the likely opportunity to spend at least \$5 million outright on larger strategic initiatives. The Board also expressed a preference for the Foundation to revisit the investment strategy on a regular basis (at least every five years). The Board tasked the Investment Committee with reviewing the proposed strategy in light of the current Investment Policy Statement and expressed a desire to formally approve a final strategy through resolution at a future Board meeting.

Finally, Dr. Spano reviewed how the Board currently makes budget and funding decisions and inquired whether any changes are desired by the Board. The Board tentatively agreed to continue the annual budget allocations process and to create an ad hoc committee to revisit the strategic grant decision-making process and identify strategic community needs going forward.

**7. Board Member Comments:** Board Member Netane-Jones thanked Dr. Spano and the Public Dialogue Consortium for facilitating the strategic planning discussions and leading Community Listening Campaign 2.0.

Board Member Kraus noted that former Board Member Regina Stanback Stroud, while president of Skyline College, created the Promise Scholars Program to assist community college students in achieving their educational goals. She said that as a result of the success of the program, the San Mateo County Community College District has committed \$6.75 million to expand the program, including at Skyline.

**8. Adjourn:** Vice President Ruane moved to adjourn the meeting at 8:56 p.m., seconded by Board Member Kraus, approved unanimously.

# SAN BRUNO

## Community Foundation

*Board of Directors*

Emily Roberts, *President* • Jim Ruane, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*  
Raul Gomez • Nancy A. Kraus • Malissa Netane-Jones  
Leslie Hatamiya, *Executive Director*

---

Respectfully submitted for approval at the Regular Board Meeting of September 1, 2021, by Secretary John McGlothlin and President Emily Roberts.

---

John McGlothlin, Secretary

---

Emily Roberts, President

# SAN BRUNO

## Community Foundation

### *Board of Directors*

Emily Roberts, *President* • Jim Ruane, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*

Raul Gomez • Nancy A. Kraus • Malissa Netane-Jones

Leslie Hatamiya, *Executive Director*

---

## MINUTES

### SAN BRUNO COMMUNITY FOUNDATION

#### Special Meeting of the Board of Directors

**July 28, 2021**

**4:00 p.m.**

**Meeting Conducted via Zoom**

1. **Call to Order/Welcome:** Vice President Ruane called the meeting to order at 4:05 p.m.
2. **Roll Call:** Board Members Ruane, McGlothlin, Ross, Gomez, Kraus, and Netane-Jones (arrived at 4:07 p.m.), present; Board Member Roberts, excused.
3. **Public Comment:** None.
4. **Conduct of Business**
  - a. Adopt Resolution Appointing Members to the San Bruno Community Foundation Board Nomination Ad Hoc Committee

Vice President Ruane explained that the terms of several Board members will conclude at the end of 2021, and to fill those Board openings, the San Bruno City Council has created a two-step process. First, an ad hoc committee consisting of two Councilmembers and two SBCF Board members (named the “San Bruno Community Foundation Board Nomination Ad Hoc Committee”) will agree upon the announcement brochure and application, which the City Clerk's office will distribute, and then review applications, conduct interviews, and make a recommendation to the City Council. Then, the City Council will receive the joint committee's recommendation, decide on its review process, which could include interviewing the recommended slate or other applicants, and then make its appointments to the Foundation Board.

He noted that the resolution before the Board would appoint President Roberts and Board Member Netane-Jones to serve as the Foundation’s representatives on the Board Nomination Ad Hoc Committee.

# SAN BRUNO

## Community Foundation

*Board of Directors*

Emily Roberts, *President* • Jim Ruane, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*  
Raul Gomez • Nancy A. Kraus • Malissa Netane-Jones  
Leslie Hatamiya, *Executive Director*

---

Board Member Kraus moved to adopt the resolution appointing members to the San Bruno Community Foundation Board Nomination Ad Hoc Committee, seconded by Board Member Gomez, approved unanimously by roll call vote.

Board member Netane-Jones arrived at the meeting in the middle of this agenda item and was present for the vote on the resolution.

**5. Adjourn:** Prior to adjourning the meeting, Vice President Ruane recognized the memory of Judy Puccini, longtime San Bruno community volunteer who recently passed away, acknowledged her many contributions over the years, and then asked for a moment of silence. Board Member Kraus moved to adjourn the meeting in Ms. Puccini's memory at 4:12 p.m., seconded by Secretary McGlothlin, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of September 1, 2021, by Secretary John McGlothlin and President Emily Roberts.

---

John McGlothlin, Secretary

---

Emily Roberts, President



# SAN BRUNO

## Community Foundation

### Memorandum

---

**DATE:** August 27, 2021

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Executive Director's Report

Since the June 2, 2021, Board meeting, I have continued to focus on administering the Community Grants Fund and Crestmoor Scholarship programs, monitoring and developing strategic projects, preparing for the FY2020-2021 audit, and supporting the Investment, Strategic Planning, and Board Nomination committees, all of which will be covered during the business portion of the September 1, 2021, regular Board meeting. In addition, I have handled a variety of other matters, including the following:

#### **1. Fiscal Year 2021-2022 Budget**

At a special meeting on June 9, I presented the Foundation's fiscal year 2021-2022 budget, which the Foundation Board approved on June 3, to the San Bruno City Council. On June 22, the City Council formally approved the budget as part of its Consent Calendar. The budget includes \$46.4 million in direct program disbursements for the new Recreation and Aquatic Center project (the RAC construction grant was approved by the Board on June 15 but will not be recorded in the Foundation's accounting records until the grant agreement is executed), the Crestmoor Neighborhood Memorial Scholarship, the Community Grants Fund, and other strategic grant initiatives. At the June 9 City Council meeting, I also gave a brief presentation on the Foundation's highlights over the past year.

#### **2. Annual Report**

The Foundation's Annual Report is typically mailed to all San Bruno addresses right before Labor Day. This year, I have delayed the publication by at least month, with mailing planned by mid-October, so that we can include photos of the Recreation and Aquatic Center groundbreaking ceremony in late August and a summary of the strategic planning process, which the Board will formally consider on September 1. I am also planning to increase the length of the 2021 Annual Report to 12 pages (vs. eight pages in previous editions), to provide sufficient space for the strategic plan summary and highlights from Community Listening Campaign 2.0.

# SAN BRUNO

## Community Foundation

### Memorandum

---

#### **3. Program Manager**

I am pleased to announce that Lorin Lee has accepted the Foundation's offer to serve as our next Program Manager, handling the day-to-day administration of the Community Grants Fund and Crestmoor Scholarship programs. A resident of San Bruno's Merimont neighborhood and the current president of the Portola PTA, Ms. Lee has significant work experience in human relations at Kaiser Permanente, including the creation and implementation of the Information Technology Department's college internship program, as well as experience as an elementary school teacher.

Ms. Lee's first day will be Monday, August 30. Outgoing Program Manager Stephanie Rutgers has agreed to overlap with Ms. Lee for about two weeks to assist with Ms. Lee's onboarding and training in the position.

#### **4. Email Newsletter and Website Hits**

Since the June 2 Board meeting, I have sent out six email blasts to the Foundation's email distribution list. One reported on the June 2 Board meeting (highlighting the Crestmoor Scholars presentation and the approval of the Tanforan Memorial strategic grant), a second announced the June 15 Board meeting (featuring consideration of the Recreation and Aquatic Center construction grant), and a third announced the June 23 strategic planning session. The fourth blast announced the launch of the Community Grants Fund application period as well as the July 7 Board meeting (final strategic planning session), while a fifth blast announced the July 28 special meeting. The sixth invited potential applicants to attend a Grant Workshop and announced the opening of the application period for serving on the Foundation Board. Of the approximately 760 emails sent each time, 27%-41% of the recipients opened the email.

According to Google Analytics, activity on the sbcf.org website has had minor spikes over the past three months, most likely as potential grant applicants have begun working on their Community Grants Fund applications. Between June 3 and August 22, more than 1,000 users engaged in 1,400 sessions on the Foundation website. The most visited pages were the home page, pages related to the Community Grants Fund, and the Board/staff page on which the Program Manager job opening was listed.

# SAN BRUNO

## Community Foundation

### Memorandum

---

**DATE:** August 27, 2021

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Consent Calendar for the September 1, 2021, Regular Board Meeting

For the September 1, 2021, Regular Meeting of the Board of Directors of the San Bruno Community Foundation, the Consent Calendar includes two items related to administrative and operational functions of the Foundation:

**1. Adopt Resolution Canceling the October 6, 2021, Regular Board Meeting**

The Board is scheduled to have a regular monthly meeting on October 6, 2021 (the first Wednesday of the month). At this time, we do not anticipate the Foundation facing any pressing matters that would require Board attention or action. In consultation with the Board President, I recommend that the Board approve the resolution canceling the October Board meeting as part of the Consent Calendar.

**2. Receive and Approve Treasurer's Report (June and July 2021 Financial Statements)**

The June and July 2021 financial statements each consist of a Budget Report and Balance Sheet. The Budget Narratives provide a thorough explanation of the financial statements. The June Budget Report includes the budget figures for the 2020-2021 fiscal year, and the Budget Report for July reflects the 2021-2022 fiscal year budget figures approved at the June 2, 2021, Board meeting.

I recommend that the Board approve the resolution and the Treasurer's Report as part of the Consent Calendar.

Attachments:

1. Resolution Canceling the October 6, 2021, Regular Board Meeting
2. June and July 2021 Financial Statements

**RESOLUTION NO. 2021-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
CANCELING THE OCTOBER 6, 2021, REGULAR BOARD MEETING**

**WHEREAS**, the October Regular Meeting of the San Bruno Community Foundation's Board of Directors is scheduled for October 6, 2021; and

**WHEREAS**, no business items requiring Board action are anticipated for this meeting.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors cancels the Regular Board Meeting of October 6, 2021.

Dated: September 1, 2021

ATTEST:

---

John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2021-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 1<sup>st</sup> day of September, 2021, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

# SAN BRUNO

---

## Community Foundation

June 2021

### Budget Narrative

This report primarily describes amounts in column a (Actual Year to Date) of the monthly Budget Report. This is the final report of the fiscal year.

#### INCOME

**Line 1 Transfers from Quasi Endowment** – \$295,681 is 100% of budget.

**Line 2 Transfers from Strategic Pool** – Only transfer of the year, \$15,250,000, is 96.1% of and \$611,933 less than budget.

**Line 3 Transfers from Liquidity RAC** – This budgeted transfer amount of \$340,000 was not utilized.

**Line 4 Donations** – Unbudgeted \$179,336 received includes: \$100,000 from Tides Foundation for Community Grants; \$70,000 from Joseph W Welch Jr Foundation, \$7,349 from San Mateo County Realtors Foundation, and \$1,000 from Allan & Mary Johnson designated for scholarships; and \$987 in unrestricted gifts.

**Line 5 Interest Income** – \$71,753 is 274.8% of and \$45,637 over budget. Liquidity Pool – Operating balance is currently \$13,716,111.

**Line 6 Miscellaneous Income** – \$6,718 unbudgeted amount is almost entirely (\$6,611) from Home Internet grants payable write off.

#### EXPENSES

**Line 8 Crestmoor Scholarships** – \$195,000 is 121.9% of budget, which was increased \$35,000 as approved by Board.

**Line 9 Community Grants** – \$300,000 is 100% of budget.

**Line 10 Strategic Grants** – \$2,065,438 used for: \$1,123,438 RAC 7 – Parking Lot Renovation; \$375,000 RAC 5 – Temporary Facilities grant; Covid-19 relief grants of \$357,000 (small business recovery - \$257,000; and childcare - \$100,000); \$150,000 Tanforan Memorial; and \$60,000 RAC 6 – Business Plan grant. The total represents 4.5% of the budget.

**Line 11 Other Grants** – \$10,000 is 100% of budget and was used for 10<sup>th</sup> Anniversary Public Engagement Kiosk.

**Line 13 Salaries & Wages** – Expense is 102.3% of and \$5,137 over budget. Second employee came on payroll in October and corresponding hours worked are variable and depend on program demands.

**Line 14 Payroll Taxes & Benefits** – Expense (\$26,803) is 106.1% of and \$1,546 over budget. Social Security/Medicare (\$13,551) and retirement (\$9,896) are the largest costs. Other costs include vacation (\$2,157), and workers' compensation (\$985) and life (\$214) insurance.

**Line 16 Occupancy** – Only cost is office lease (\$15,063). Amount is 100% of budget.

**Line 17 Insurance** – Total (\$22,584) is 98.5% of and \$346 less than budget and includes Directors & Officers (\$18,276), crime (\$3,115), and commercial liability (\$1,193) policies.

**Line 18 Telecommunications** – Cost (\$2,527) is 101.1% of and \$27 over budget and includes cell phone (\$1,124), internet (\$1,050), and land line (\$353) services.

**Line 19 Postage & Shipping** – Cost (\$4,239) is 212% of and \$2,239 over budget. 87% of the total (\$3,709) has been for Annual Report (\$1,452) and unbudgeted Community Listening Campaign postcard (\$2,257) postage.

**Line 20 Marketing & Communications** - \$11,546 expense is 84.3% of and \$2,154 under budget. 62% of the total (\$7,208) is for Annual Report design & printing. Amounts also incurred for: communications software/applications (\$1,366); Community Listening postcard design and printing (\$1,141); 2021 scholarships flyers and posters (\$905); and 2021 community grants flyers and posters (\$641).

**Line 21 Office Supplies & Equipment** – Total of \$2,963 is 56.5% of and \$2,277 under budget. 63% of the total (\$1,873) has been used for new employee computer.

**Line 22 Legal Fees** – \$41,334 expense is 99.1% of and \$359 less than budget. \$18,692 incurred for City Attorney cost; \$11,025 for review of employee handbook and employment issues; \$3,115 for retirement plan modifications; \$6,552 related to Strategic Grants; \$1,440 for Community Grants; and \$510 related to Scholarships.

**Line 23 Accounting & Payroll Fees** – Total (\$31,945) is 92.4% of and \$2,615 under budget with \$20,880 for Accounting Consultant, \$9,500 for auditor, \$1,135 for payroll service fees, and \$430 for accounting software.

**Line 24 Other Consultants** - Cost (\$62,283) is 125.6% of and \$12,688 over budget; and is for Community Listening consultant (\$34,977), DEI training (\$15,000), Program Support (\$7,123), and Technology consultant (\$5,183). Costs for Community Listening and DEI consultants were underestimated in the budget.

**Line 25 Travel, Meetings & Conferences** – \$1,068 expense is 25.4% of and \$3,142 under budget and includes \$1,025 for Zoom online meeting application.

**Line 26 Miscellaneous** – Cost (\$1,383) is 52.5% of and \$1,250 under budget. 75% of the total (\$1,040) is for organizational memberships.

### **SUMMARY**

Excluding Scholarships & Grants, total expenses are 102.2% of and \$9,494 over budget. This is more than explained by \$38,375 in un- and under-budgeted Community Listening expenses.

The Fidelity Liquidity Pool – RAC, was created with a \$10 million July 2018 transfer. The balance as of June 30, 2021, is \$10,634,000, including market value decrease of \$1,580 in June.

Total June Investment net gain or increase in value is \$534,738. This came from Strategic Pool (\$251,177) and Quasi Endowment (\$284,540) gains less Liquidity Pool – RAC loss (\$1,580). Year-to-date net investment gain is \$7,741,652.

Overall organization year-to-date net income or increase in net assets is \$4,979,725.

Total Net Assets, as of June 30, 2021, are \$74,863,396 with \$22,908,701 in Quasi Endowment; \$51,853,495 in general Unrestricted funds; and \$101,200 in Donor Restricted Net Assets.

# SAN BRUNO

## Community Foundation

### June 2021 2020-2021 Budget Report

	(a)	(b)	(c)	(e)
	Actual Year to Date	Budget	Actual as % of Budget (a/b)	Budget Variance (a - b)
<b>INCOME &amp; TRANSFERS</b>				
1 Transfers from Quasi Endowment	\$ 295,681	\$ 295,681	100.0%	\$ -
2 Transfers from Strategic Pool	15,250,000	15,861,933	96.1%	(611,933)
3 Transfers from Liquidity RAC	-	340,000	0.0%	(340,000)
4 Donations	179,336	-	-	179,336
5 Interest Income	71,752	26,115	274.8%	45,637
6 Miscellaneous Income	6,718	-	-	6,718
<b>7 Total Available for Operations</b>	<b>15,803,487</b>	<b>16,523,729</b>	<b>95.6%</b>	<b>(720,242)</b>
<b>EXPENSES</b>				
8 Crestmoor Scholarships	195,000	160,000	121.9%	35,000
9 Community Grants	300,000	300,000	100.0%	-
10 Strategic Grants	2,065,438	42,292,892	4.9%	(40,227,454)
11 Other Grants	10,000	10,000	100.0%	-
<b>12 Subtotal Direct Program Expenses</b>	<b>2,570,438</b>	<b>42,762,892</b>	<b>6.0%</b>	<b>(40,192,454)</b>
13 Salaries & Wages	225,557	220,420	102.3%	5,137
14 Payroll Taxes & Benefits	26,803	25,257	106.1%	1,546
<b>15 Subtotal Personnel Expenses</b>	<b>252,360</b>	<b>245,677</b>	<b>102.7%</b>	<b>6,683</b>
16 Occupancy	15,063	15,063	100.0%	-
17 Insurance	22,584	22,930	98.5%	(346)
18 Telecommunications	2,527	2,500	101.1%	27
19 Postage & Shipping	4,239	2,000	212.0%	2,239
20 Marketing & Communications	11,546	13,700	84.3%	(2,154)
21 Office Supplies & Equipment	2,963	5,240	56.5%	(2,277)
22 Legal Fees	41,334	41,693	99.1%	(359)
23 Accounting & Payroll Fees	31,945	34,560	92.4%	(2,615)
24 Other Consultants	62,283	49,595	125.6%	12,688
25 Travel, Meetings & Conferences	1,068	4,210	25.4%	(3,142)
26 Miscellaneous	1,383	2,633	52.5%	(1,250)
<b>27 Subtotal Non-Personnel</b>	<b>196,935</b>	<b>194,124</b>	<b>101.4%</b>	<b>2,811</b>
<b>28 Total Expenses</b>	<b>3,019,733</b>	<b>43,202,693</b>	<b>7.0%</b>	<b>(40,182,960)</b>
<b>29 Net Surplus/(Loss)</b>	<b>\$ 12,783,754</b>	<b>\$ (26,678,964)</b>		<b>\$ 39,462,718</b>

# SAN BRUNO

## Community Foundation

### Statement of Financial Position as of June 30, 2021

#### ASSETS

Cash, Wells Fargo General	\$ 152,331.93	
Cash, Wells Fargo Payroll	32,053.97	
Cash, Fidelity Liquidity Pool - Operating	13,716,111.13	
<b>Total Cash</b>		13,900,497.03
Investments, Fidelity Liquidity Pool - RAC	10,634,000.23	
Investments, Fidelity Strategic Pool	31,902,059.66	
Investments, Fidelity Quasi-Endowment	22,908,700.87	
<b>Total Investments</b>		65,444,760.76
Prepaid Rent	1,291.48	
Prepaid Insurance	18,762.00	
<b>Total Other Current Assets</b>		20,053.48
Deposits	909.45	
<b>Total Other Assets</b>		909.45
<b>TOTAL ASSETS</b>		\$ 79,366,220.72

#### LIABILITIES & NET ASSETS

##### LIABILITIES

Accounts Payable	21,412.41	
Accrued Grants Payable	4,151,188.03	
Accrued Scholarships Payable	315,000.00	
Accrued Employee PTO	15,224.00	
<b>Total Liabilities</b>		4,502,824.44

##### NET ASSETS

Unrestricted, Non-QE 7/1/2020 Balance	51,436,041.24	
Transfer from Quasi-Endowment	295,681.00	
Year to Date Net Income from Operations	(2,761,927.46)	
Year to Date Strategic Investment Income	2,883,700.63	
<b>Total Non-QE Unrestricted Net Assets</b>		51,853,495.41
Quasi-Endowment 7/1/2020 Balance	18,346,430.11	
Transfer to Liquidity for Operations	(295,681.00)	
Year-to-date QE Investment Income	4,857,951.76	
<b>Total QE Unrestricted Net Assets</b>		22,908,700.87
<b>Total Unrestricted Net Assets</b>		74,762,196.28
Donor Restricted Net Assets 7/1/2020 Balance	101,200.00	
Year to Date Donor Restricted Net Income	-	
<b>Total Donor Restricted Net Assets</b>		101,200.00
<b>Total Net Assets</b>		74,863,396.28
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>		\$ 79,366,220.72



# SAN BRUNO

---

## Community Foundation

July 2021

### Budget Narrative

This report primarily describes amounts in column a (Actual Year to Date) of the monthly Budget Report. When projections vary from Budget (column b), the changes will be reflected in columns d (Final Projected Amount) and e (Change in Budget) and be explained. First month equals 8.3% of the fiscal year.

### INCOME

**Line 1 Transfers from Quasi Endowment** – Transfers planned for later in the year, coinciding with Community Grants and Scholarships payments.

**Line 2 Transfers from Strategic Pool** – Transfers planned for later in the year.

**Line 3 Transfers from Liquidity RAC** – Transfer planned for later in the year.

**Line 5 Interest Income** – \$3,522 is 9% of budget. Liquidity Pool – Operating balance is currently \$13,719,633.

### EXPENSES

**Line 12 Subtotal Direct Program Expenses** – There have been no Grant or Scholarship expenses in July.

**Line 13 Salaries & Wages** – Expense is under budget at 8.1%.

**Line 14 Payroll Taxes & Benefits** – Expense (\$2,303) is 9.3% of budget. Social Security/Medicare tax (\$1,382) is the largest cost and will be lower at the end of the calendar year. Other costs include retirement (\$825).

**Line 16 Occupancy** – Only cost is office lease (\$1,292). Amount is 8.2% of budget.

**Line 17 Insurance** – Total (\$1,934) is 8% of budget and includes Directors & Officers (\$1,601) and crime (\$231) policies.

**Line 18 Telecommunications** – Cost (\$242) is 8.5% of budget.

**Line 19 Postage & Shipping** – Cost (\$31) is 0.9% of budget.

**Line 20 Marketing & Communications** - \$32 expense is 0.2% of budget.

**Line 21 Office Supplies & Equipment** – Cost (\$103) is 1.7% of budget.

**Line 22 Legal Fees** – \$1,870 expense is 4.5% of budget. The entire amount has been related to Strategic Grants.

**Line 23 Accounting & Payroll Fees** – Total (\$2,170) is 6.1% of budget with \$2,079 for Accounting Consultant.

**Line 24 Other Consultants** – No expense incurred in July.

**Line 25 Travel, Meetings & Conferences** – \$15 expenses is 0.4% of budget.

**Line 26 Miscellaneous** – Cost (\$126) equals 4.1% of budget.

**SUMMARY**

Excluding the budget for Scholarships & Grants, total expenses are at 6.7% of budget, which is well below 8.3% benchmark for the first month of the year. In terms of dollars, the \$28,189 in first month expense is \$7,056 less than the one-month budget allocation.

The Fidelity Liquidity Pool – RAC, was created with a \$10 million July 2018 transfer. The balance as of July 31, 2021 is \$10,636,731, including market value gain of \$2,731 in July.

Total July Investment net income or increase in value is \$494,593. This came from the Strategic Pool (\$321,872), Quasi Endowment (\$169,990), and Liquidity Pool – RAC (\$2,731).

Overall organization year to date net income or increase in net assets is \$469,926.

Total Net Assets, as of July 31, 2021 are \$75,333,322 with \$23,078,690 in Quasi Endowment; \$52,153,432 in general Unrestricted funds; and \$101,200 in Donor Restricted Net Assets.

# SAN BRUNO

## Community Foundation

### July 2021 2021-2022 Budget Report

	(a)	(b)	(c)	(d)	(e)
	Actual Year to Date	Budget	Actual as % of Budget (a/b)	Final Projected Amount	Change in Budget (d - b)
<b>INCOME &amp; TRANSFERS</b>					
1 Transfers from Quasi Endowment	\$ -	\$ 312,932	0.0%	\$ 312,932	\$ -
2 Transfers from Strategic Pool	-	26,456,233	0.0%	26,456,233	-
3 Transfers from Liquidity RAC	-	10,631,501	0.0%	10,631,501	-
4 Donations	-	-	-	-	-
5 Interest Income	3,522	39,173	9.0%	39,173	-
6 Miscellaneous Income	-	-	-	-	-
<b>7 Total Available for Operations</b>	<b>3,522</b>	<b>37,439,839</b>	<b>0.0%</b>	<b>37,439,839</b>	<b>-</b>
<b>EXPENSES</b>					
8 Crestmoor Scholarships	-	160,000	0.0%	160,000	-
9 Community Grants	-	300,000	0.0%	300,000	-
10 Strategic Grants	-	45,964,454	0.0%	45,964,454	-
11 Other Grants	-	10,000	0.0%	10,000	-
<b>12 Subtotal Direct Program Expenses</b>	<b>-</b>	<b>46,434,454</b>	<b>0.0%</b>	<b>46,434,454</b>	<b>-</b>
13 Salaries & Wages	18,071	223,600	8.1%	223,600	-
14 Payroll Taxes & Benefits	2,303	24,636	9.3%	24,636	-
<b>15 Subtotal Personnel Expenses</b>	<b>20,374</b>	<b>248,236</b>	<b>8.2%</b>	<b>248,236</b>	<b>-</b>
16 Occupancy	1,292	15,758	8.2%	15,758	-
17 Insurance	1,934	24,248	8.0%	24,248	-
18 Telecommunications	242	2,851	8.5%	2,851	-
19 Postage & Shipping	31	3,500	0.9%	3,500	-
20 Marketing & Communications	32	17,200	0.2%	17,200	-
21 Office Supplies & Equipment	103	6,100	1.7%	6,100	-
22 Legal Fees	1,870	41,556	4.5%	41,556	-
23 Accounting & Payroll Fees	2,170	35,332	6.1%	35,332	-
24 Other Consultants	-	20,870	0.0%	20,870	-
25 Travel, Meetings & Conferences	15	4,220	0.4%	4,220	-
26 Miscellaneous	126	3,063	4.1%	3,063	-
<b>27 Subtotal Non-Personnel</b>	<b>7,815</b>	<b>174,698</b>	<b>4.5%</b>	<b>174,698</b>	<b>-</b>
<b>28 Total Expenses</b>	<b>28,189</b>	<b>46,857,388</b>	<b>0.1%</b>	<b>46,857,388</b>	<b>-</b>
<b>29 Net Surplus/(Loss)</b>	<b>\$ (24,667)</b>	<b>\$ (9,417,549)</b>		<b>\$ (9,417,549)</b>	<b>\$ -</b>

# SAN BRUNO

## Community Foundation

### Statement of Financial Position as of July 31, 2021

#### ASSETS

Cash, Wells Fargo General	\$	83,632.88	
Cash, Wells Fargo Payroll		11,758.83	
Cash, Fidelity Liquidity Pool - Operating		13,719,633.28	
<b>Total Cash</b>		13,815,024.99	13,815,024.99
Investments, Fidelity Liquidity Pool - RAC		10,636,730.93	
Investments, Fidelity Strategic Pool		32,223,932.18	
Investments, Fidelity Quasi-Endowment		23,078,690.35	
<b>Total Investments</b>		65,939,353.46	65,939,353.46
Prepaid Rent		1,291.48	
Prepaid Insurance		16,732.00	
<b>Total Other Current Assets</b>		18,023.48	18,023.48
Deposits		909.45	
<b>Total Other Assets</b>		909.45	909.45
<b>TOTAL ASSETS</b>			\$ 79,773,311.38

#### LIABILITIES & NET ASSETS

##### LIABILITIES

Accounts Payable		10,256.33	
Accrued Grants Payable		4,149,508.80	
Accrued Scholarships Payable		265,000.00	
Accrued Employee PTO		15,224.00	
<b>Total Liabilities</b>		4,439,989.13	4,439,989.13

##### NET ASSETS

Unrestricted, Non-QE 7/1/2021 Balance		51,853,495.41	
Year to Date Net Income from Operations		(24,666.73)	
Year to Date Strategic Investment Income		324,603.22	
<b>Total Non-QE Unrestricted Net Assets</b>		52,153,431.90	
Quasi-Endowment 7/1/2021 Balance		22,908,700.87	
Year-to-date QE Investment Income		169,989.48	
<b>Total QE Unrestricted Net Assets</b>		23,078,690.35	
<b>Total Unrestricted Net Assets</b>			75,232,122.25
Donor Restricted Net Assets 7/1/2021 Balance		101,200.00	
Year to Date Donor Restricted Net Income		-	
<b>Total Donor Restricted Net Assets</b>		101,200.00	101,200.00
<b>Total Net Assets</b>			75,333,322.25
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>			\$ 79,773,311.38

# SAN BRUNO

## Community Foundation

### Memorandum

---

**DATE:** August 27, 2021

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report from Investment Committee and Presentation from Sand Hill Global Advisors, LLC, Regarding SBCF's Investment Portfolio

The September 1, 2021, Board meeting will include a report from the Investment Committee regarding its recent quarterly meeting and a presentation from the Foundation's investment adviser, Sand Hill Global Advisors, LLC.

#### **1. Investment Committee Report**

Investment Committee Chair Tim Ross will give a report from the Investment Committee's most recent quarterly meeting, which took place on August 18, 2021.

At the meeting, Sand Hill Global Advisors CEO Brian Dombkowski, Senior Portfolio Manager Meghan DeGroot, and Senior Wealth Manager Kristin Sun discussed the effects of the COVID-19 pandemic on the economy, gave an overview of the firm's investment outlook and economic forecast for the third quarter of 2021, and presented the second-quarter performance of the Foundation's investment portfolio. As of June 30, 2021, the Foundation's three investment accounts had the following balances: \$22,915,741 for the Quasi-Endowment, \$31,922,419 for the Strategic Pool, and \$24,351,470 for the Liquidity Pool, for a total of \$79,189,630.

The Committee also discussed cash flow strategies related to the San Bruno Recreation and Aquatic Center (RAC) grants. As of the end of the 2020-2021 fiscal year, the Foundation Board approved eight grants totaling the full \$50 million commitment to the project, and of that amount, just over \$44 million had yet to be paid to the City. I reported that SBCF recently received an updated RAC cash flow timeline from the City, based on its project and construction manager's best estimates of the construction process. This updated cash flow timeline estimates that SBCF will need to make RAC grant payments totaling approximately \$21,688,125 in fiscal year 2021-2022, \$22,255,048 in fiscal year 2022-2023, and \$217,245 in fiscal year 2023-2024.

In the Foundation's fiscal year 2021-2022 budget, at the Investment Committee's recommendation, the Board (and City Council) approved transfers from investment accounts

# SAN BRUNO

## Community Foundation

### Memorandum

covering the entire balance of the remaining RAC grant payments to allow the greatest flexibility in the event that payment demands in the construction contract are front-loaded. The approved budget resolution included transferring the entire balance of the Liquidity-RAC subaccount to Liquidity-Operating and closing the subaccount.

Source of Funds for RAC Grants Approved in FY2021-2022 Budget	\$
Carry Forward from FY2020-2021	\$13,363,019
Strategic Payout Specifically for RAC	\$20,165,898
Liquidity-RAC Payout (balance as of 4/30/21)	\$10,631,501
<b>Total Funds Available for RAC Grant Payments</b>	<b>\$44,160,418</b>

The Committee agreed with my recommendation that the Foundation use the Carry Forward from fiscal year 2020-2021 and the balance of the Liquidity-RAC subaccount (thereby closing that subaccount), which together total approximately \$23,994,520, to cover the estimated \$21,688,125 in RAC grant payments that the Foundation will need to pay this fiscal year. If updated RAC budget projections from the City (which we expect as construction starts and the project progresses) increase beyond 2021-2022 grant payments of \$24 million, then the Foundation would transfer an appropriate portion of the approved Strategic Payout to cover the overage. As funds are drawn from the Liquidity-Operating subaccount throughout fiscal year 2021-2022, the Committee and staff will revisit the question of additional transfers from Strategic to Liquidity on a quarterly basis.

Finally, at the Board's request, the Committee discussed the investment strategy proposal under consideration as part of the strategic planning process: a 20-year time horizon with a starting endowment size of \$25 million, which would allow for an ongoing annual budget of approximately \$1.7 million and the likely opportunity to spend at least \$5 million outright on larger strategic initiatives. The Board also expressed a preference for the Foundation to revisit the investment strategy on a regular basis (at least every five years). The Committee and the Sand Hill team found the Board's approach to be a reasonable strategy focused on ensuring the Foundation continues to make a meaningful impact in San Bruno, rather than on continuing in perpetuity. Given that the Board seemed more concerned about sustaining an annual budget that allows for meaningful community investment, rather than existing for a precise number of years, the Committee recommends that, in describing the strategy, the Board call for a \$1.7 million annual payout, adjusted for inflation, which may allow the Foundation to continue for approximately 20 more years. Since the \$1.7 million figure appears to be somewhat discretionary, based on the spending scenarios Ms. Sun had run for the Board, the Committee discussed whether it might make more sense to round the target to a cleaner number like \$1.75 million, \$1.8 million, or even a maximum of \$2 million, which would also allow a future Board some flexibility in setting the annual budget in a given year based on community needs at that time. In addition, the Committee noted that in the first year under the new strategy (likely to

# SAN BRUNO

## Community Foundation

### Memorandum

---

be fiscal year 2023-2024), the payout would likely be under the 7% maximum quasi-endowment payout under the current Investment Policy Statement (IPS). As a result, the Committee recommends that any necessary updates to the IPS and the Investment Operating Plan (the Foundation's agreement with Sand Hill) take place close to the beginning of that fiscal year. The Committee conducts an annual review of both documents at its May meeting, and it suggests that it conduct a thorough review in light of the upcoming investment strategy in May 2022 and then again in May 2023, with the goal of making recommendations to amend the documents to the Board at that time.

#### **2. Presentation from Sand Hill Global Advisors**

On September 1, Mr. Dombkowski will give Sand Hill's annual presentation to the Board. Under the Investment Operating Plan, Sand Hill is obligated to present to the Board on an annual basis. This presentation typically takes place at the September Board meeting, following the Investment Committee's meeting in the quarter following the end of the fiscal year. This timing allows Sand Hill to cover the Foundation's investment portfolio performance for the previous fiscal year (which ends on June 30) as well as give its plans for the Foundation's portfolio and its perspective on the economic outlook for the current fiscal year.

The attached set of PowerPoint slides gives a preview of Sand Hill's presentation, which will cover (a) Sand Hill's investment outlook, (b) the structure of the Foundation's investment portfolio, (c) the performance of the Foundation's investment portfolio, and (d) an update on Sand Hill.

#### Attachment:

1. Slides for Sand Hill Global Advisors' 2021 Annual Report to the SBCF Board of Directors



# 2021 Annual Report to the SBCF Board of Directors

September 1st, 2021



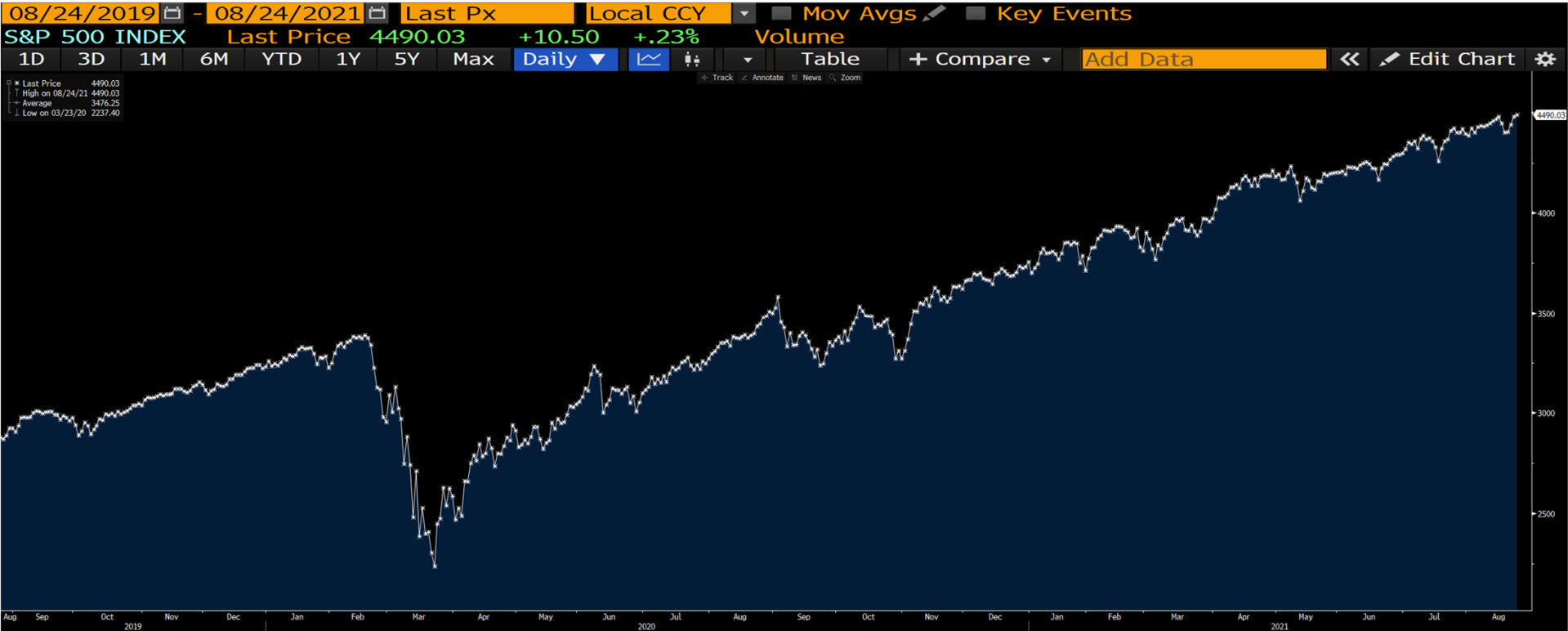
# Our Forecast of Economic Scenarios

	SCENARIO	POTENTIAL OUTCOME
	<p><b>V-Shaped Economic Recovery:</b> <i>The global economy dramatically accelerates as the private sector ignites. The economy snaps back to above-average 3+% growth rates, driven by a surge in investment spending, inventory build-up and a recovering consumer. The slack in the economy keeps inflation from picking up despite the growth surprise.</i></p>	<p><b>Equities and Risk Assets:</b> <i>Stocks outperform significantly on the back of strong earnings, accommodative policy and relative valuations.</i></p> <p><b>Fixed Income:</b> <i>Bonds struggle as deflationary assumptions do not play out and defensive fixed income assets become a source of capital.</i></p>
	<p><b>Moderate Recovery:</b> <i>The global economic recovery finds firmer footing as we distance ourselves from the event-driven shock of CV19. Growth remains positive although the disruptive nature of a post-pandemic world lingers. The recovery posts modest 2-3% growth as structural headwinds restrict economic potential.</i></p>	<p><b>Equities and Risk Assets:</b> <i>Stocks post positive returns consistent with prior post-recessionary periods, interrupted by short-lived consolidations.</i></p> <p><b>Fixed Income:</b> <i>Bond yields rise but not dramatically as modest growth and low inflationary pressure result in a modest normalization.</i></p>
	<p><b>New Normal Environment:</b> <i>The global economy and markets continue to improve but at a glacial pace. Stimulus measures taper off post-election and an effective vaccine fails to materialize. The private sector perseveres but the economy muddles through with 1-2% growth.</i></p>	<p><b>Equities and Risk Assets:</b> <i>Stocks post modest returns against a backdrop of higher-than-average volatility in a “muddle through” environment.</i></p> <p><b>Fixed Income:</b> <i>Bond yields remain lower for longer as investors continue to seek stability and capital preservation in an uncertain environment.</i></p>
	<p><b>Deflation/Double-Dip Recession:</b> <i>Stimulus measures provide a temporary boost to demand but a resurgence or mutation in the virus leads to an extended quarantine. Deflationary forces take the upper hand with significant economic consequences, including higher unemployment and falling investment demand fallings.</i></p>	<p><b>Equities and Risk Assets:</b> <i>Stocks correct as economic growth slips into the negative column and corporate results are disappointing.</i></p> <p><b>Fixed Income:</b> <i>Bond yields make new lows and provide positive, if anemic, returns to investors. Calls of a bond market bubble fade.</i></p>
	<p><b>Stagflation:</b> <i>Policy missteps lead to a combination of rising price levels and weak economic follow-through. A weakening dollar and an elevated trade war that drives onshoring drives domestic prices generally higher, setting an inflationary process in motion. Inflation expectations become entrenched resulting in policy tightening in the face of declining demand.</i></p>	<p><b>Equities and Risk Assets:</b> <i>Stocks suffer as falling revenues, a lack of pricing power and rising input costs depress profitability.</i></p> <p><b>Fixed Income:</b> <i>This scenario poses challenges to most financial assets, including bonds, which enter the period from vulnerable levels.</i></p>



# An Extraordinary Market Environment

## S&P 500 Index - 2 Year Chart



Source: Bloomberg



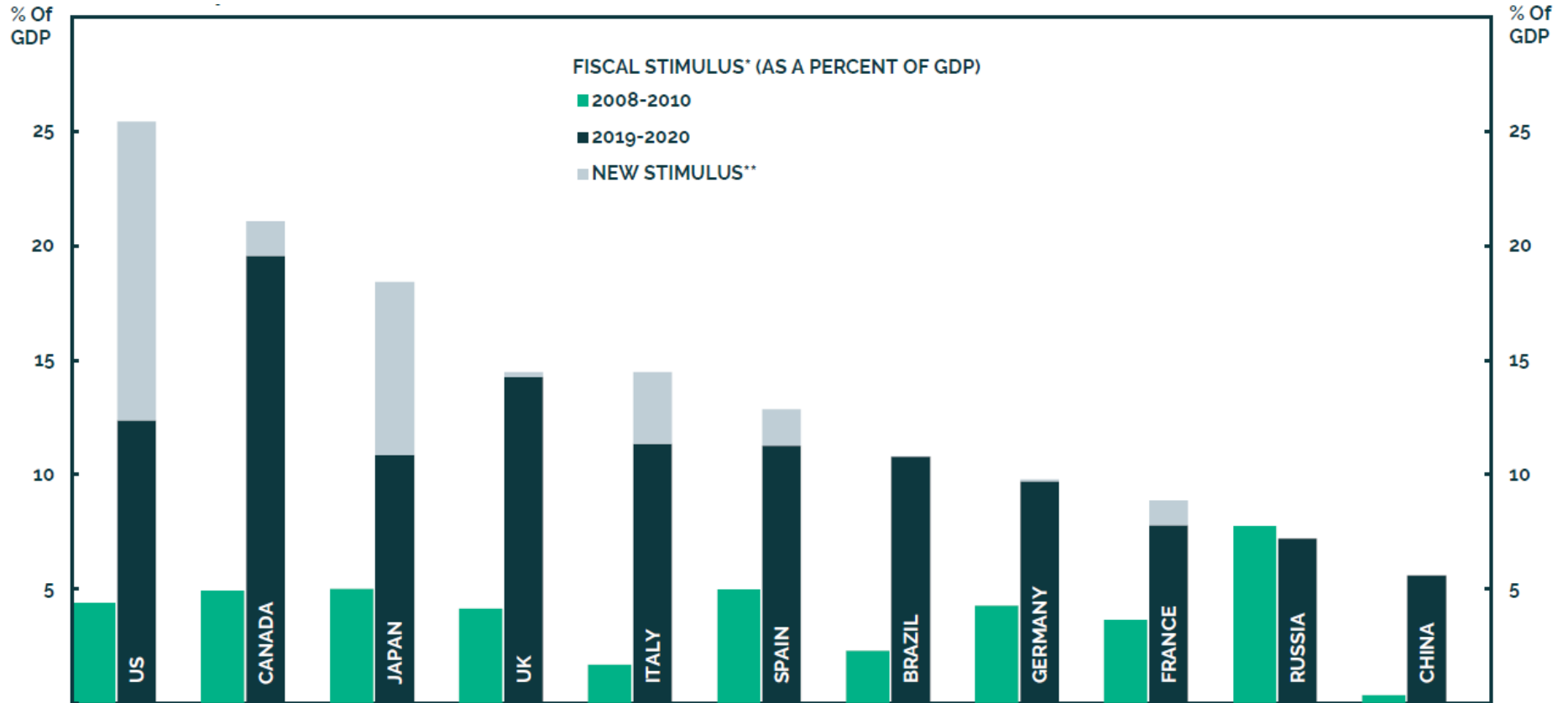
# Key Thematics Driving the Current Market Environment

---

- Stimulus, Accommodation and Federal Reserve Policy
- Pandemic Conditions, Vaccines and Variants
- Inflation – Structural or Transitory



# Fiscal Stimulus Has Substantially Outpaced the 2008 Experience



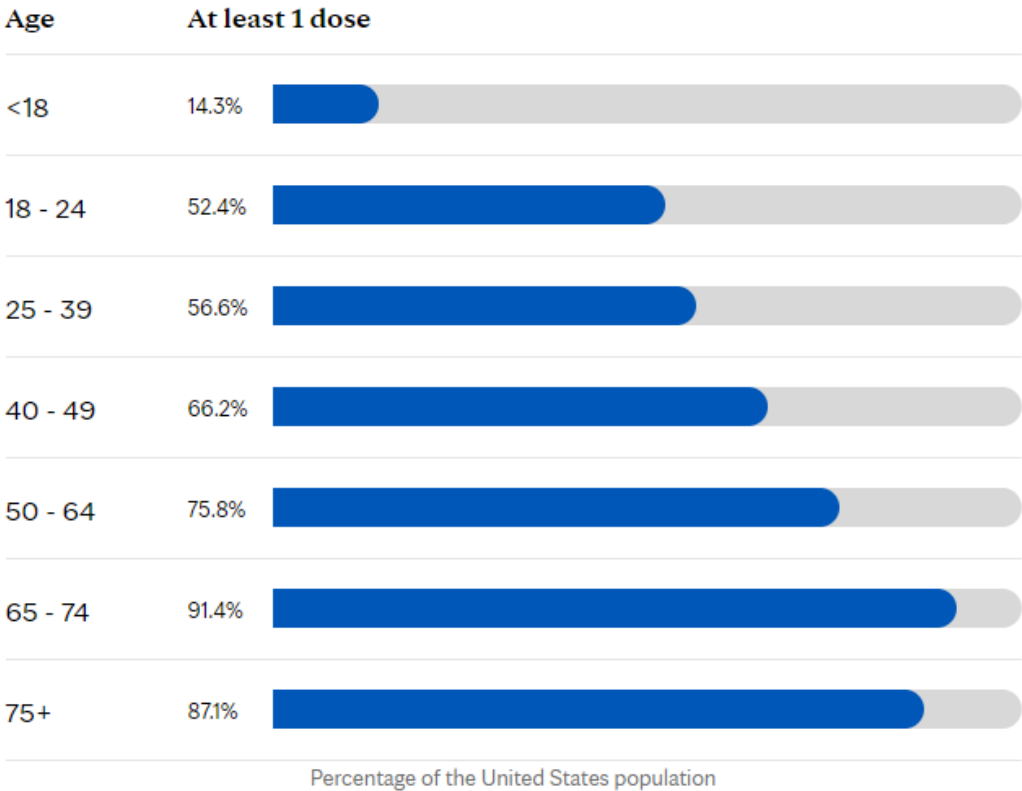
Source: IMF Fiscal Monitor and BCA Research Calculations



Sand Hill Global Advisors. All rights reserved. SHGA Economic and Market Overview.

# Vaccination Rates Among the Most Vulnerable Are High

Percentage of the U.S. Population That Has Received At Least One Vaccine Dose

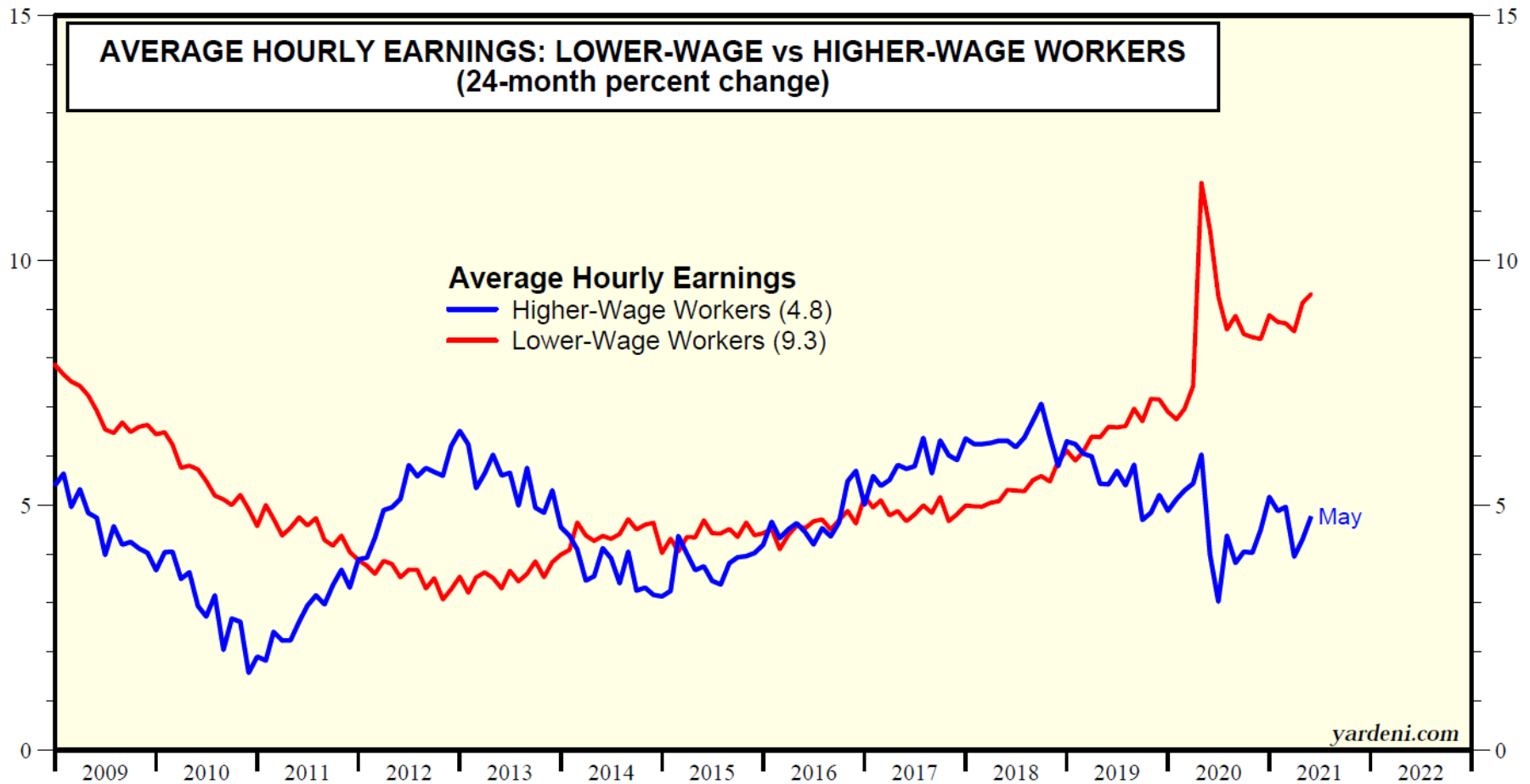


Source: MayoClinic.org (as of 7/27/21)



Sand Hill Global Advisors. All rights reserved.

# Wage Pressure May Be Structural, Not Transitory

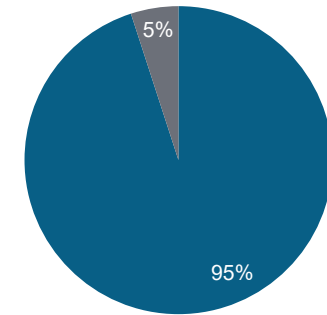
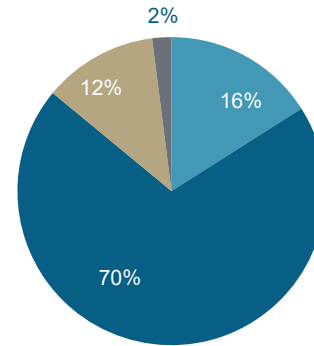
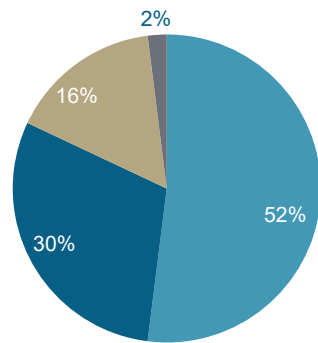
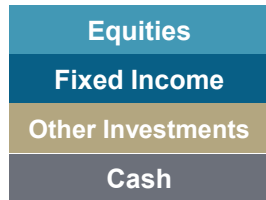


Source: Bureau of Labor Statistics.



Sand Hill Global Advisors. All rights reserved.

# SBCF Asset Allocation



*Initial Funding Value:*

**Quasi-Endowment  
Custom Balanced**

\$15,000,000

*Risk Tolerance:*

Moderately Conservative

*Time Horizon:*

Long-Term

*Cash Flows*

Up to 7% Per Year

*Objective(s):*

Capital Appreciation  
Capital Preservation

**Strategic Pool  
Custom Conservative**

\$53,528,384<sup>1</sup>

Conservative

Mid-Term

100% within next 4-7 Years<sup>2</sup>

Capital Preservation  
Capital Appreciation

**Liquidity Pool  
Short-Term Cash &  
Fixed Income**

\$1,345,290

Conservative

Short-Term

100% within 24 months

Capital Preservation



(1) SBCF's Initial funding took place over multiple dates. The value reflected is the aggregate of the May 31, 2016 statement values plus subsequent transfers into SBCF accounts.

(2) 4-7 Years from initial drafting of the Investment Policy Statement in 2016  
Sand Hill Global Advisors. All rights reserved.

Note: Pie graphics depict the Strategic Asset Allocation weightings for each strategy.

# SBCF Fiscal Year End Portfolio Update

	<u>Quasi-Endowment</u>		<u>Strategic Pool</u>		<u>Liquidity Pool</u>	
<i>6/30/21 Balance <sup>1</sup></i>	\$22,915,741		\$31,922,419		\$24,351,470	
<i>6/30/21 Allocation:</i>	<u>Current</u>	<u>Target</u>	<u>Current</u>	<u>Target</u>	<u>Current</u>	<u>Target</u>
<i>Stocks</i>	57%	52%	18%	16%	0%	0%
<i>Bonds</i>	27%	30%	66%	70%	98%	95%
<i>Other Assets</i>	13%	16%	14%	12%	0%	0%
<i>Cash</i>	2%	2%	1%	2%	2%	5%
<i>6/30/21 Performance:</i>						
<i>1 Year</i>	26.54%		9.03%		0.82%	
<i>Since Inception<sup>2</sup></i>	10.21%		4.98%		1.73%	
<i>Portfolio Within IPS &amp; IOP Guidelines:</i>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	



(1) The ending balances listed include late-posted dividends and trade date values. They may not directly reflect the custodian's statement value.  
 (2) Performance shown is net of fees. Annualized performance since inception. Inception date on all portfolios was 5/31/2016.  
 Sand Hill Global Advisors. All rights reserved.



# SBCF Portfolio Balance Update

## Balance History:

Initial Combined Funding Value:	\$69,873,674
Total Withdrawals Since Inception:	(\$10,987,081)
8/23/21 Combined Value:	\$79,298,708
Change in Portfolio Value Since Inception:	\$9,425,034

**Total Value Added Since Inception: \$20,412,115**

## Community Benefits Supported:

- Crestmoor Memorial Scholarships
- Community Grants Fund
- Recreation and Aquatics Center
- First Responder Effectiveness
- San Bruno Community Day
- Music Education Strategic Initiative
- Pedestrian Safety Initiative
- Florida Avenue Park Development
- SBPSD Schools Transformation Grant
- COVID-19 Relief Grants

## Current Balance Information<sup>1</sup>:

Quasi-Endowment Pool:	\$23,135,281
Strategic Pool:	\$32,218,974
Liquidity Pool:	\$23,944,453
Total Combined Value:	<b>\$79,298,708</b>

## Estimated Performance<sup>2</sup>:

	<u>Quarter To Date</u>	<u>2021 Year to Date</u>
Quasi-Endowment Pool:	0.9%	<b>10.0%</b>
Strategic Pool:	0.9%	<b>3.6%</b>
Liquidity Pool:	0.0%	<b>0.2%</b>



(1) Current balance information as of 8/23/21.

(2) Performance shown is net of fees. Estimated Performance as of 8/23/21.

Sand Hill Global Advisors. All rights reserved.

Note: The ending balances listed include late-posted dividends and trade date values. They may not directly reflect the custodian's statement value.

# Sand Hill Global Advisors: Firm Update

---

## Firm Updates Since Last Report:

- The firm is fully functioning in a hybrid office environment as pandemic conditions moderate.
- \$3.4 billion in Assets Under Management (AUM) as of June 30, 2021.\*
- 29 employees, including 13 internal shareholders.
- We remain committed to our role as an independent fiduciary.
- We are honored to continue to work on behalf of the Foundation and the San Bruno community.

\* Discretionary and Non-Discretionary Assets



Sand Hill Global Advisors. All rights reserved.

---

Thank You

# SAN BRUNO

## Community Foundation

### Memorandum

---

**DATE:** August 27, 2021

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report on Small Business Recovery and Assistance Program (COVID-19 Relief Grant)

At the September 1, 2021, regular Board meeting, the Board will receive a report on one of the Foundation's COVID-19 relief grants – the Small Business Recovery and Assistance Program (SBRAP) run by the Bay Area Entrepreneur Center (BAEC) – from Michael Kane, Dean of Business, Education, and Professional Programs at Skyline College, and Eva Zermeño, SBRAP coordinator.

As you will recall, in March the Board approved a second grant to the San Mateo County Community College District in the amount of \$157,000 to enable the Bay Area Entrepreneur Center of Skyline College (BAEC) to continue the San Bruno Small Business Recovery and Assistance Program. The BAEC launched the program in 2020 with an initial \$100,000 COVID-19 relief grant from SBCF. The program offers no-cost financial advising, business consulting, tax preparation support, translation services, valuable business tools, and a host of virtual workshops, as well as a micro grants component, to assist small businesses with navigating funding programs, pivoting areas of their business, managing their new financial picture and with exploring and understanding their options going forward in the face of COVID-19 impacts.

With our first grant, the BAEC provided \$4,000 micro grants to a first cohort of 16 San Bruno small businesses. Our second grant has enabled the BAEC to continue offering its workshops and coaching opportunities to a broad range of San Bruno small businesses, support a second cohort of 15 businesses with \$7,000 micro grants, and provide supplementary micro grants of \$3,000 to the 16 businesses in the first cohort. The City of San Bruno provided \$112,000 to the program (using federal American Rescue Act Funds (ARPA) COVID-relief funds), funding 16 micro grants so that the entire 31 eligible businesses that applied in the second cycle are receiving micro grants. The second cohort of businesses were celebrated at a virtual awards ceremony held on August 5; President Emily Roberts represented SBCF at the ceremony.

The second cohort of micro grant recipients funded by the second SBCF grant include the following San Bruno small businesses: Aesthetics by Kelsey Joy, Beauty Co, Big Mouth Restaurant, F45 Training, GG,777 Foot Massage, Las Selvas, Lovely Bump, Mayahuel Massage,

# SAN BRUNO

## Community Foundation

### Memorandum

---

Never Too Latte, Party 4 Less, Precision Auto Service, Radiant Nails Spa, San Bruno Framing, Sherryl Quang O.D., and The Bounce Place. The other 16 businesses whose micro grants are underwritten by the City's funding are: Aura Shyne Cleaning, Balance Health Nutrition, Big Saves Apparel, D'Angeles Construction, Dreams Hair and Beauty Salon, Hair Dreams, Hair Illusions, Mijouri Sushi Bune, Mo & Sha, Ocean Palace Chinese Restaurant, Pinot's Palette, San Bruno Cleaners, San Bruno Free Life Church, Sky Nails, Taqueria Leon, and Vibo Music.

On September 1, Dean Kane and Ms. Zermeño will provide an update on the program, highlighting the recent awarding of the second cohort of micro grants.

# SAN BRUNO

## Community Foundation

### Memorandum

---

**DATE:** August 27, 2021

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report on Other Programs (Community Grants Fund, Crestmoor Scholarship, and Other Strategic Grants)

At the September 1, 2021, Board meeting, I will give an update on the Community Grants Fund, Crestmoor Scholarship, and the Foundation's other strategic grants.

#### 1. Community Grants Fund

##### a. 2016-2017 Grant Cycle

In 2016, the Board approved a \$25,000 Community Grant to the San Bruno Lions Foundation for the renovation of the City of San Bruno-owned Belle Air Community Building. In late 2017, we extended the grant period to December 31, 2018, due to a delay in the project. In the fall of 2018, the Lions informed us that they and the City had decided to cease plans to rehabilitate the Belle Air Community Building and, in December, formally requested that the \$25,000 grant be redirected toward a new project in partnership with the City – the renovation of the City-owned Tom Lara Field grandstand and concession stand located in San Bruno City Park. I executed an amendment to the grant agreement with the Lions changing the Grant Purposes from renovations on the Belle Air Community Building to renovations on the Lara Field concession stand and extended the grant period to December 31, 2019. The project included a complete cleaning and water blasting of the exterior grandstand seating area, clearing out all water damaged equipment and material in the interior snack bar area, applying several coats of silicon coating to the exterior grandstand area to waterproof it, restoring and replacing equipment to interior snack bar, and undertaking other miscellaneous repairs.

This project was delayed when the City determined that the grandstand above the concession stand leaked and required additional upgrades prior to the Lions renovating the concession stand, and I executed a third amendment to the grant agreement with the Lions, extending the grant period another six months to June 30, 2020. With the support of Supervisors Dave Pine and David Canepa, the City sought and obtained \$150,000 in Measure K funding from the County of San Mateo for the site improvement work. However, the COVID-19 pandemic and City staff transitions caused further delays in the project, and I executed a fourth grant agreement amendment, extending the grant period to June 30, 2021. The City completed the

# SAN BRUNO

## Community Foundation

### Memorandum

---

grandstand renovations, and in January, the Lions confirmed that all necessary permits and approvals had been secured and that the Lions had begun work on the project. Under the terms of the grant agreement, we paid out the \$25,000 grant in early February, and the grant no longer shows up as an accrued grants payable liability on the SBCF balance sheet.

The Lions completed work on the snack bar this spring, and on July 8, 2021, the City held a community gathering at San Bruno City Park to mark the rededication of the Tom Lara Grandstand, Concession Stand, and Unity Sculpture. The ceremony included members of the San Bruno City Council and San Mateo County Supervisors Pine and Canepa. The picture below captures Board Member Raul Gomez and several members of the Lions Club in front of the renovated snack bar prior to the rededication ceremony.



#### b. 2019-2020 Grant Cycle

One of the 29 Community Grants approved in December 2019 was an \$8,000 grant to the City of San Bruno to support the City's sister city exchange program with Narita, Japan. The program was canceled in 2020 due to the pandemic, and in June 2020, we executed an amendment to the grant agreement extending the end of the grant period to December 31, 2021. With the continuing pandemic preventing the program from occurring in 2021, this past June the City and I executed a second amendment to the grant agreement extending the grant

# SAN BRUNO

## Community Foundation

### Memorandum

---

period a second year to December 31, 2022. The City is hopeful that health conditions will allow the program to return in 2022.

A second 2019-2020 grantee, Society of West-Coast Artists (SWA), recently requested a second extension of its grant period. SBCF awarded SWA a \$3,000 grant to host a month-long exhibition of visual artwork by art students at Skyline College and other local colleges at the SWA gallery in downtown San Bruno. Because COVID-19 prevented SWA from holding the exhibition in 2020, we extended the grant period through December 31, 2021. SWA recently learned from the Skyline College Art Department that many of its classes will remain online for the fall 2021 semester and therefore the college would not be able to provide the artwork for an exhibition this fall. We have agreed to extend the grant period through December 31, 2022, and are working with nonprofit counsel to draft a second amendment to the grant agreement.

#### c. 2021-2022 Grant Cycle

We launched the 2021-2022 cycle of the Community Grants Fund at the beginning of July. This cycle is following the same timeline as previous years – online application available at the beginning of July, a late September application deadline (Wednesday, September 22), and Board consideration of the review panel’s recommendations at the December Board meeting.

Program posters and flyers (see attached) have been posted around town since early July.

Thus far we have conducted one grant workshop on Zoom on August 17, which was well attended. A second grant workshop will be held on September 8 on Zoom at 12:00 p.m.

Staff has been assembling the volunteer Community Grant Review Panel, which will evaluate the completed grant applications and make a recommendation on grant awards to the Board for consideration in December. We expect to have a panel of at least 12 people consisting of community members and individuals with nonprofit grantmaking experience.

As you will recall, in June the Board approved a \$300,000 program disbursement budget for this year’s program. Of that amount, \$200,000 will be funded by SBCF quasi-endowment payout and \$100,000 will be funded by a donation made by YouTube and Google.org to the 2021-2022 Community Grants Fund. As a result, the Foundation plans to distribute a total of \$300,000 in Community Grants in December.

## 2. Crestmoor Neighborhood Memorial Scholarship

Over the summer, upon receipt of the proper documentation from each student, we distributed this year’s annual payments to 2018, 2019, 2020, and 2021 Crestmoor Scholars, as well as one 2017 Crestmoor Scholar who had previously received a one-year deferral. Each of



# SAN BRUNO

## Community Foundation

### Memorandum

---

the past year recipients provided a brief summary of their academics and activities over the past school year. To receive continued funding, students were required to provide a certificate of good standing from their college and proof of enrollment for the fall term. The 2021 Crestmoor Scholars had to provide proof of enrollment for the fall term to receive their first scholarship payments. We are still waiting for one 2021 Crestmoor Scholar to submit the necessary documentation to process her scholarship payment.

We made an adjustment to the scholarship payment schedule for one 2020 Crestmoor Scholar. This scholar, who was awarded a \$20,000 scholarship in the high school to four-year college category, had a change in her academic plans and left her original four-year college. She plans to attend community college this fall and then eventually return to a four-year college to complete her bachelor's degree. As she will be attending community college in the 2021-2022 academic year, we granted her request to defer the next payment of her Crestmoor Scholarship one year to 2022, contingent on her enrollment at a four-year college for the 2022-2023 school year.

The two 2020 Crestmoor Scholars, who, due to circumstances related to the COVID-19 pandemic, decided to take the 2020-2021 off, have both enrolled in college for this fall and received their scholarship payments after submitting proof of enrollment.

The 2022 Crestmoor Scholarship will launch in early December, and the application deadline will be in early March 2022.

### **3. Recreation and Aquatic Center**

As you know, the Foundation is funding the San Bruno Recreation and Aquatic Center (RAC) project through a series of grant agreements that cover specific portions of the project costs. On June 15, 2021, meeting, the Board approved the eighth and final RAC grant – \$40,464,454.15 for the construction of the facility in San Bruno City Park – fulfilling the \$50 million commitment made to the City in 2017. The Foundation's nonprofit (NEO Law Group) and construction/real estate (Cox, Castle & Nicholson) counsel assisted in drafting the grant agreement for the construction grant. I shared the grant agreement with City staff in mid-August and am awaiting their comments and signature.

For RAC Grants #2 (architectural services), #3 (project and construction management services), #4 (City compliance review), #5 (temporary facilities), and #7 (Tom Lara Field parking lot renovations), grant payments are being made on a quarterly basis, based on a progress report for each grant outlining incurred expenses submitted by the City after the end of each quarter. (RAC Grants #1 (conceptual design) and #6 (business plan) have been fully paid out.) At the end of July, the City submitted quarterly grant reports for the second quarter of 2021 for these

# SAN BRUNO

## Community Foundation

### Memorandum

grants, and the Foundation made grant payments in August totaling \$233,562.13. In all, the Foundation has paid out grant payments on all RAC grants totaling \$6,073,144.18.

RAC Grant #	For	Total Grant Amount	Total Grant Payments Made as of 8/31/2021	Balance to Pay
1	Conceptual Design	\$416,108.85	\$416,108.85	\$0.00
2	Architectural Services	\$5,420,388.00	\$4,606,172.79	\$814,215.21
3	Project & Construction Management Services	\$1,079,000.00	\$411,003.22	\$667,996.78
4	City Compliance Review	\$1,061,611.00	\$491,643.18	\$569,967.82
5	Temporary Facilities	\$375,000.00	\$77,093.04	\$297,906.96
6	Business Plan	\$60,000.00	\$60,000.00	\$0.00
7	Tom Lara Field Parking Lot	\$1,123,438.00	\$11,123.10	\$1,112,314.90
8	Construction	\$40,464,454.15	\$0.00	\$40,464,454.15
	<b>TOTAL</b>	<b>\$50,000,000.00</b>	<b>\$6,073,144.18</b>	<b>\$43,926,855.82</b>

On June 22, 2021, the City Council formally approved the RAC project funding plan as part of the City's fiscal year 2021-2022 operating and capital budget. In July, the City executed a construction contract with its selected general contractor, Lathrop Construction, for \$43,031,000. SBCF staff recently received an updated RAC cash flow timeline from the City, based on its project and construction manager's best estimates of the construction process. The City recently received all remaining permits and approvals and expects to begin construction in the very near future. Based on this likely time frame, the City has requested a more detailed budget timeline from Lathrop Construction, which will provide more accurate cash flow information.

In celebration of a significant milestone in the project, the City is holding a RAC Groundbreaking Ceremony on Friday, August 27, 2021, at 5:30 p.m. in San Bruno City Park. President Emily Roberts and Vice President Jim Ruane will participate in the ceremony on behalf of the Foundation.

#### 4. Tanforan Memorial

At its June 2, 2021, meeting, the Board approved a \$150,000 grant to the Tanforan Assembly Center Memorial Committee (TACMC) to support the installation of a permanent memorial, located at the San Bruno BART station, in honor of the nearly 8,000 Americans of Japanese descent interned at Tanforan during World War II. We executed the grant agreement in June and will release payment of the grant funds upon receipt of written confirmation that all necessary permits and approvals have been secured and the construction of the memorial has begun.

# SAN BRUNO

## Community Foundation

### Memorandum

---

Since June, TACMC has made significant progress towards beginning construction on the memorial. Architectural firm RHAA has finalized and submitted construction drawings to BART for approval and issuance of the construction permit. TACMC has been working with Landscape Forms, one of its suppliers, on the final details of the horse stall, the wall that will include the names of the former internees, and the wooden bench, and procuring the necessary materials to build them. It is in the process of selecting the cherry tree to be planted at the memorial, and it has selected a series of poems written by Japanese Americans that will be incorporated at the memorial. TACMC has also been finalizing the inscriptions on the donor paver stones as well as the location of and content on the educational signs throughout the memorial. TACMC is expecting to begin construction in October.

This summer TACMC has focused primarily on preparations for final approval and issuance of the construction permit from BART and other pre-construction work. While TACMC has received some donations from individuals and families over the past several months, it will redirect focus on fundraising efforts to raise the remaining funds needed to complete the construction budget.

TACMC plans to schedule a grand opening of the memorial in late April 2022 to coincide with the 80<sup>th</sup> anniversary of the opening of the Tanforan Assembly Center in 1942.

#### **5. Music Education Strategic Initiative**

I had originally planned to have representatives of the San Bruno Education Foundation (SBEF) and the Capuchino High School Alumni Association (CHSAA) provide an update on the Music Education Strategic Initiative at the September 1 Board meeting. With the recent passing of Judy Puccini, SBCF's liaison with the CHSAA and a dedicated community member, I have postponed this report, which will include an update on the final year of funding under the Initiative, to a future Board meeting (either November or December).

#### Attachments:

1. 2021 Community Grants Fund Poster
2. 2021Community Grants Fund Flyer



Second Harvest of Silicon Valley, a three-time recipient, distributes healthy food weekly at Skyline College.

## Grant Application Deadline:

Wednesday,  
September 22, 2021  
5:00 p.m.

If your community organization is enhancing the quality of life in San Bruno,  
**APPLY FOR A COMMUNITY GRANT**  
at [www.sbcf.org](http://www.sbcf.org)

# Community Grants Fund

Local organizations may apply for grants of up to \$25,000 to support programs and projects that benefit the San Bruno community

To learn about the Community Grants Fund, Eligibility Requirements, Program Guidelines, and the Application Process, visit [www.sbcf.org](http://www.sbcf.org) or email [grants@sbcf.org](mailto:grants@sbcf.org)

**TWO OPTIONAL GRANT WORKSHOPS OFFERED VIA ZOOM**

**Tuesday, August 17, 6:30 p.m. • Wednesday, September 8, 12:00 p.m.**

Zoom meeting details will be posted at [www.sbcf.org](http://www.sbcf.org) at least one week prior to each workshop date.

**SAN BRUNO**  
Community Foundation

The Community Grants Fund is funded with support from  YouTube  Google.org

# SAN BRUNO

Community Foundation

## COMMUNITY GRANTS FUND

**APPLICATION DEADLINE: WEDNESDAY, SEPTEMBER 22, 2021, 5:00 P.M.**

**APPLY ONLINE AT [www.sbcf.org](http://www.sbcf.org)**

The Community Grants Fund allows local community groups to apply, on an annual basis, for grant funding of up to \$25,000 for new or existing programs that **benefit the San Bruno community**. Such programs may include, but are not limited to, racial equity and social justice programs as well as programs addressing community needs related to COVID-19.

The Community Grants Fund is funded with support from  YouTube  Google.org

### APPLICATION CHECKLIST

- ✓ **Executive Summary:** Complete form with information about the Applicant Organization and the Community Grant Proposal
- ✓ **Narrative:** Respond to questions regarding:
  - Organizational Information
  - Purpose of Grant
- ✓ **Supporting Documentation:**
  - Marketing Collateral
  - Organization's Financial Statements from most recent fiscal year
  - Organization's Budget
  - Program Budget
  - Signature Page
  - *For 501(c)(3) public charities and 501(c)(4), 501(c)(5), and 501(c)(6) organizations:* Proof of federal tax-exempt status
  - *For 501(c)(4), 501(c)(5), and 501(c)(6) organizations:* Completed IRS Form 990, Schedule A, Part III and related documentation

### GRANT WORKSHOPS

To learn about the Community Grants Fund application process, attend an optional workshop to be held via Zoom:

**Tuesday, Aug. 17, 6:30 p.m.**

**Wednesday, Sept. 8, 12:00 p.m.**

Zoom meeting details will be posted at [www.sbcf.org](http://www.sbcf.org) at least one week prior to each workshop date

### ELIGIBLE ORGANIZATIONS

The Community Grants Fund is generally open to the following types of organizations that engage in activities that **benefit the San Bruno community**:

- 501(c)(3)\* public charities
- 501(c)(4), 501(c)(5), and 501(c)(6) organizations that meet the public support tests described in 509(a)(2)
- Governmental units that are described in 170(b)(1)(A)

\*All numerical references are to specific sections of the Internal Revenue Code.

The Foundation recommends that any organization with questions about eligibility for a grant in connection with the Community Grants Fund, particularly 501(c)(4), 501(c)(5), and 501(c)(6) organizations, contact Foundation staff at [grants@sbcf.org](mailto:grants@sbcf.org) prior to completing an application.

### GRANT AWARDS

For the 2021-2022 grant cycle, the Foundation intends to award, in connection with the Community Grants Fund, multiple grants totaling \$300,000 that benefit a diverse cross-section of the San Bruno community. The number of grants provided will depend on a variety of factors, including the number and quality of applications received. Grants to an organization will not exceed \$25,000 in a grant cycle.

Grant awards are to be used within a one-year period (the 2022 calendar year for this grant cycle).

### ACTIVITIES ELIGIBLE FOR FUNDING

The Foundation offers two types of grant funding:

- Programmatic support
- Capacity-building support

### FUNDING PRIORITIES

Applications must be for programs that (1) **benefit the San Bruno community** and (2) fall within one of the Foundation's focus areas:

- Publicly owned community facilities
- Community health and safety
- Sports and recreation
- Education
- Youth activities
- Public spaces, parks, and open space
- Community building
- Human and social services for all
- Economic vitality
- Intra-San Bruno transit
- Healthy, stable, and affordable housing

### CRITERIA

Grant Applications will be evaluated on a variety of factors, including but not limited to:

- Benefits of the proposed program to the San Bruno community
- Proposal's alignment with one of the Foundation's focus areas
- Program methodology and budget
- Requested grant amount in relation to the anticipated community benefit
- Organization's track record, stability, and financial health

**Questions? Email [grants@sbcf.org](mailto:grants@sbcf.org) or call (650) 763-0775**

**For full program guidelines and to apply, please visit [www.sbcf.org](http://www.sbcf.org)**



# SAN BRUNO

Community Foundation

## EL FONDO DE SUBVENCIONES DE LA COMUNIDAD

**PLAZO PARA SOLICITAR: MIÉRCOLES 22 DE SEPTIEMBRE DE 2021, 5:00 P.M.**  
**SOLICITE EN LÍNEA: [www.sbcf.org](http://www.sbcf.org)**

El Fondo de Subvenciones de la Comunidad permite que los grupos locales soliciten, anualmente, subvenciones de hasta \$25,000 para programas nuevos o programas ya existentes que puedan **beneficiar a la comunidad de San Bruno**. Dichos programas pueden incluir entre otros, programas de igualdad racial y justicia social, así como programas que se dirijan hacia las necesidades de la comunidad relacionadas con el COVID-19.

El Fondo de Subvenciones de la Comunidad se financia con el patrocinio de  YouTube  Google.org

### LISTA DE REQUISITOS

- ✓ **Sumario Ejecutivo:** Completar el formulario con la información sobre la organización solicitante y de la comunidad propuesta subvención.
- ✓ **Narrativa:** Responder a las preguntas con respecto:
  - Información de la organización
  - Propósito de la subvención
- ✓ **Documentos de soporte:**
  - Materiales de mercadotecnia
  - Los estados financieros de la organización de año fiscal más reciente
  - Presupuesto de la organización
  - Presupuesto del programa
  - Hoja de firma
  - **Para 501(c)(3) caridades públicas y 501(c)(4), 501(c)(5), y 501(c)(6) organizaciones:** Prueba de exenta de impuestos federales
  - **Para 501(c)(4), 501(c)(5), y 501(c)(6) organizaciones:** Forma completa IRS 990, Planificar A, Parte III y documentación relacionada

### SEMINARIOS DE BECAS

Para saber más del proceso de solicitudes del Fondo de Subvenciones, asista a un seminario opcional que se realizará por Zoom:

**Martes 17 de agosto,  
6:30 p.m.**

**Miércoles 8 de septiembre,  
12:00 p.m.**

Los detalles de las sesiones de Zoom se publicarán en [www.sbcf.org](http://www.sbcf.org) al menos una semana antes de la fecha de cada seminario.

### ORGANIZACIONES ELEGIBLES

El Fondo de Subvenciones de la Comunidad está generalmente abierto a los siguientes tipos de organizaciones que se dedican a actividades en **beneficio de la comunidad de San Bruno**:

- 501(c)(3)\* caridad pública
- 501(c)(4), 501(c)(5), y 501(c)(6) organizaciones que cumplan con las pruebas públicas de apoyo descritas en 509(a)(2)
- Las unidades Gubernamentales que se describen en 170(b)(1)(A)

\* Todas las referencias numéricas son para secciones específicas del Código de Impuestos Internos.

La Fundación recomienda que cualquier organización con preguntas de derecho a una beca de conexión con el Fondo de Subvenciones de la Comunidad, en particular 501(c)(4), 501(c)(5), y 501(c)(6) organizaciones, se pongan en contacto con el personal de la Fundación en [grants@sbcf.org](mailto:grants@sbcf.org) antes de completar una aplicación.

### SUBVENCIÓN

Para el 2021-2022 ciclo de subsidios, la Fundación propone adjudicar, en relación con el Fondo de Subvenciones de la Comunidad, múltiples subvenciones por un total \$300,000 que se benefician de un grupo diverso de la comunidad de San Bruno. El número de subvenciones concedidas dependerá de varios factores, incluyendo el número y la calidad de las solicitudes recibidas. Subvenciones a una organización no excederán de \$25,000 en un ciclo de subsidios.

La concesión de subvenciones se van a utilizar dentro de un período de un año (para el año 2022 del calendario para este ciclo de subsidios).

### ACTIVIDADES ELEGIBLES

La Fundación ofrece dos tipos de subvenciones:

- Apoyo programático
- Apoyo para la creación de capacidad

### LAS PRIORIDADES DE FONDOS

Las solicitudes deben ser para programas que (1) **beneficiará a la comunidad de San Bruno** y (2) dentro de una de las áreas de enfoque de la Fundación:

- Propiedad pública equipamientos comunitarios
- La salud y la seguridad de la comunidad
- Deportes y recreación
- Educación
- Actividades de los jóvenes
- Espacios públicos, parques y espacios abiertos
- Construir una comunidad
- Servicios humanos y sociales para todos
- Vitalidad económica
- Intra-San Bruno tránsito
- Vivienda económica, sana y estable

### CRITERIOS

Las solicitudes de subvención se evaluarán a partir en una variedad de factores, incluyendo pero no limitado a:

- Beneficios del programa propuesto para la comunidad de San Bruno
- La alineación de la propuesta con una de las áreas de enfoque de la Fundación
- Metodología del programa y presupuesto
- Importe de la subvención solicitada en relación con el beneficio colectivo previsto
- Historia de la organización, la estabilidad y la salud financiera

**¿Preguntas? Email [grants@sbcf.org](mailto:grants@sbcf.org) o llame al (650) 763-0775**  
**Para la guía del programa completa, por favor visite [www.sbcf.org](http://www.sbcf.org)**

# SAN BRUNO

## Community Foundation

### Memorandum

---

**DATE:** August 27, 2021

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report from the Ad Hoc Committee on Strategic Planning Process

The September 1, 2021, Board meeting will include a report from the Ad Hoc Committee on Strategic Planning Process. As Committee chair, President Emily Roberts will give the report. Board Members Nancy Kraus and Malissa Netane-Jones also serve on the Committee. The Committee will review the result of the Board's strategic planning deliberations and ask the Board to approve two resolutions – one outlining a new investment strategy and another creating the Ad Hoc Committee on Program Development.

#### **1. Three-Part Strategic Planning Process**

In 2019, the Board expressed a desire to begin a new strategic planning process on the future of the Foundation once the Foundation has fully disbursed \$50 million to the City of San Bruno for the design and construction of a new Recreation and Aquatic Center for the San Bruno community. In January 2020, the Board created the Ad Hoc Committee on Strategic Planning, charged with leading a strategic planning process for the Foundation's next phase.

In the second half of 2020, at the suggestion of the Ad Hoc Committee, the Board embarked on a three-part strategic planning process that launched at the end of December:

- Diversity, equity, and inclusion (DEI) training for the Board to examine internal biases/leanings and adopt practices that promote diversity, equity, and inclusion in the Foundation's decision-making processes and communications.
- Community listening campaign 2.0 to solicit from members of the San Bruno community feedback on the Foundation's programs thus far and input on current community needs and a vision for the Foundation going forward.
- Strategic planning deliberations by the Board to develop a forward-looking plan articulating the Foundation's program and investment strategies once its investment portfolio decreases after the Recreation and Aquatic Center is funded, its role in the community, and the size and scope of its ongoing operations.

# SAN BRUNO

## Community Foundation

### Memorandum

---

The DEI component included an exploration of DEI concepts and what it means for a community foundation to be DEI-focused at two Board study sessions in January and February, individual self-inventory assessments, and individual meetings with the Foundations' DEI consultant, Dr. Rona Halualani of Halualani & Associates. The ideas that emerged from these discussions will be revisited during the strategic planning deliberations that are about to begin.

With the Board's approval, in December the Foundation contracted with the Public Dialogue Consortium (PDC) to manage the community listening campaign and strategic planning components. PDC is the firm that conducted the Foundation's original community listening campaign in 2015 and is very familiar with the Foundation and the San Bruno community. Community Listening Campaign 2.0, with three main components – an online survey open to the entire community, seven focus groups by invitation, and two virtual town hall meetings – launched on February 22 and concluded in late April.

#### **2. First Strategic Planning Session Recap (May 12)**

On May 12, the Board began the third phase of the process: strategic planning deliberations informed by the information gathered through the DEI training and Community Listening Campaign 2.0. To open this discussion, I provided the Board with a recap of the Foundation's origins, the original 2015 Listening Campaign, and the program strategy and investment policies that resulted from the Listening Campaign.

The Board then received substantive presentations from two guest presenters: (a) a presentation by PDC Consultant Shawn Spano on the findings of the just completed Community Listening Campaign 2.0, and (b) a presentation by Kristin Sun of Sand Hill Global Advisors, LLC, SBCF's investment management firm, on quasi-endowment scenarios. Dr. Spano presented PDC's report documenting the community input received throughout Community Listening Campaign 2.0, including appreciations, process recommendations, and input on current community needs, investment strategies, and program strategies.

Ms. Sun covered the reasons why the Foundation might want to set aside funds as a quasi-endowment, the potential trade-offs between putting funds in a quasi-endowment and designating funds for near-term one-time expenditures, key principles in understanding endowments, the assumptions built into the quasi-endowment scenario model, the benefits of a smoothing formula, and, most important, sample quasi-endowment payout scenarios.



# SAN BRUNO

## Community Foundation

### Memorandum

---

#### **3. Second Strategic Planning Session Recap (June 23)**

The Board's second strategic planning session on June 23 was led by Dr. Spano and focused on the Foundation's investment strategy going forward. First, the Board reviewed and affirmed the Foundation's purpose statement, vision statement, mission statement, guiding principles, funding criteria, including focus areas, and "three bucket" program strategy.

Dr. Spano then reviewed the Community Needs identified in the Foundation's Community Listening Campaign 2.0, highlighting the proposed ideas likely to cost at least \$1 million.

The Board discussed and considered one of the process recommendations from Listening Campaign 2.0 to "actively attract additional funds" through fundraising, grants, and corporate donations. Dr. Spano noted the Foundation's current program focused business model and the projected costs of transitioning to a model that is both program and fund development focused, which would likely require the hiring of a development director. In agreeing to stay with the current program-focused model, Board members noted the Board's original decision not to fundraise to avoid competing with other local nonprofits, the costs of building up a fundraising operation, and the fact that grantees including the City might be better positioned to fundraise than the Foundation.

The Board then reviewed the results from Listening Campaign 2.0 on the community's views of the investment strategy, the 2021-22 budget breakdown, and strategic grants that have been awarded by year for background and context. Ms. Sun presented sample spending scenarios for a quasi-endowment that continues on in perpetuity and one that is spent down over 25 years.

Dr. Spano led a discussion of the pros and cons of each of three main options:

- Spend all of the remaining funds in the near-to-mid-term (within the next five years or sooner)
- Spend down remaining funds over the next 25 years (with the option to spend some portion of the funds in the near term)
- Follow an endowment model, under which the Foundation is sustained in perpetuity using investment income so that the purchasing power of the principal is maintained (with the option to spend some portion of the funds in the near term)

The Board engaged in an extensive discussion of the possible investment strategies, including the time horizon and starting investment principal. No Board member favored the endowment-in-perpetuity strategy, as several Board members noted the modest annual

# SAN BRUNO

## Community Foundation

### Memorandum

---

budgets allowed by that model. A majority of the Board preferred a 25-year time horizon as a flexible approach, with the qualification that it will be assessed regularly and changed depending on emerging circumstances. Board members expressed interest in exploring a shorter time horizon, such as 15 or 20 years, and Ms. Sun agreed to run those scenarios for the Board to consider. One Board member proposed no longer than a five-year horizon, with the Foundation investing significantly in the community in the short term. Some Board members noted the importance of the Community Grants Fund and Crestmoor Scholarship program, while others emphasized the impact of strategic grants in addressing community needs. The Board agreed to revisit the investment strategy question on July 7.

#### **4. Third Strategic Planning Session Recap (July 7)**

At the third strategic planning session, again facilitated by Dr. Spano, the Board considered other process recommendations from the Listening Campaign to ensure diversity of the Board as well as of decisionmakers for grants and scholarships, to broaden outreach and engagement to increase visibility, awareness, and transparency of the Foundation's work, and to continue to invest wisely to ensure broad community benefits. The Board agreed to continue to prioritize diversity - broadly defined to include experience, skills sets, and demographics - in the makeup of its Board and review panels. The Board also voiced support for continuing its current staff-driven communications model, with input and support from the Board as needed.

After Dr. Spano reviewed the Board's investment strategy discussion from the second strategic planning session in June, Ms. Sun presented sample spending scenarios for a quasi-endowment that is spent down over 15, 20, and 25 years. After considerable discussion of the possible investment strategies, the Board tentatively reached consensus on a 20-year time horizon with a starting endowment size of \$25 million, which would allow for an ongoing annual budget of approximately \$1.7 million and the likely opportunity to spend at least \$5 million outright on larger strategic initiatives. The Board also expressed a preference for the Foundation to revisit the investment strategy on a regular basis (at least every five years). The Board tasked the Investment Committee with reviewing the proposed strategy in light of the current Investment Policy Statement and expressed a desire to formally approve a final strategy through resolution at a future Board meeting.

#### **5. Investment Committee Review**

At its August 18, 2021, meeting, the Investment Committee discussed the investment strategy proposal under consideration as part of the strategic planning process. As reported in the staff memo related to the Investment Committee Report in the September 1 Board meeting packet, the Committee and the Sand Hill team found the Board's approach to be a reasonable strategy

# SAN BRUNO

## Community Foundation

### Memorandum

---

focused on ensuring the Foundation continues to make a meaningful impact in San Bruno, rather than on continuing in perpetuity. Given that the Board seemed more concerned about sustaining an annual budget that allows for meaningful community investment, rather than existing for a precise number of years, the Committee recommends that, in describing the strategy, the Board call for a \$1.7 million annual payout, adjusted for inflation, which may allow the Foundation to continue for approximately 20 more years. Since the \$1.7 million figure appears to be somewhat discretionary, based on the spending scenarios Ms. Sun had run for the Board, the Committee discussed whether it might make more sense to round the target to a cleaner number like \$1.75 million, \$1.8 million, or even a maximum of \$2 million, which would also future Board some flexibility in setting the annual budget in a given year based on community needs at that time.

In addition, the Committee noted that in the first year under the new strategy (likely to be fiscal year 2023-2024), the payout would likely be under the 7% maximum quasi-endowment payout under the current Investment Policy Statement (IPS). As a result, the Committee recommends that any necessary updates to the IPS and the Investment Operating Plan (the Foundation's agreement with Sand Hill) take place close to the beginning of that fiscal year to ensure. The Committee conducts an annual review of both documents at its May meeting, and it suggests that it conduct a thorough review in light of the upcoming investment strategy in May 2022 and then again in May 2023, with the goal of making recommendations to amend the documents to the Board at that time.

#### **6. Adoption of Strategic Plan**

Based on the feedback from the Investment Committee and the preliminary decisions the Board made at the previous strategic planning sessions, on September 1 the Board will consider the attached resolution formally endorsing the Strategic Plan, as summarized in Exhibit A. The Strategic Plan covers three areas: Program Strategy, Investment Strategy, and Operations.

I recommend that the Board adopt the resolution approving Strategic Plan 2.0, which includes updates to the program strategy, investment strategy, and operations.

#### **7. Creation of Ad Hoc Committee on Program Development**

One of the key action items arising out of Strategic Plan 2.0 (item 3.f. of the Strategic Plan 2.0 Proposal) is the creation of a new ad hoc committee to review the community needs and program ideas identified in Community Listening Campaign 2.0, recommend to the Board priority areas for both larger (at least \$1 million) and smaller (under \$1 million) Strategic Grants, and assess proposals and opportunities for Strategic Grants in the near- and mid-term.

# SAN BRUNO

## Community Foundation

### Memorandum

---

The attached resolution would create the Ad Hoc Committee on Program Development and appoint Vice President Jim Ruane as chair and Board Members Raul Gomez and Nancy Kraus as committee members.

I recommend that the Board adopt the resolution creating and appointing members to the Ad Hoc Committee on Program Development

The adoption of Strategic Plan 2.0 and the creation of the Ad Hoc Committee on Program Development are the most immediate actions the Board needs to take to memorialize and put into action the results of the strategic planning process. Additional actions, most notably amendments to the Investment Policy Statement and the Investment Operating Plan to reflect the investment strategy updates that are part of Strategic Plan 2.0, will come before the Board at the appropriate time in the future.

#### Attachments:

1. Resolution Approving Strategic Plan 2.0
2. Exhibit A: San Bruno Community Foundation Strategic Plan 2.0
3. Resolution Creating and Appointing Members to Ad Hoc Committee on Program Development

**RESOLUTION NO. 2021-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
APPROVING STRATEGIC PLAN 2.0**

**WHEREAS**, the San Bruno Community Foundation recently completed a three-part strategic planning process on the Foundation’s future program and investment strategies once the Foundation has fully disbursed \$50 million to the City of San Bruno for the design and construction of a new Recreation and Aquatic Center;

**WHEREAS**, the strategic planning process included diversity, equity, and inclusion training for the Board to examine internal biases/leanings and adopt practices that promote diversity, equity, and inclusion in the Foundation’s decision-making processes and communications; Community Listening Campaign 2.0 to solicit from members of the San Bruno community feedback on the Foundation’s programs thus far and input on current community needs and a vision for the Foundation going forward; and strategic planning deliberations by the Board to develop a forward-looking plan articulating the Foundation’s program and investment strategies once its investment portfolio decreases after the Recreation and Aquatic Center is funded, its role in the community, and the size and scope of its ongoing operations;

**WHEREAS**, the Board made a series of decisions related to the Foundation’s program strategy, investment strategy, and operations going forward, based on input received through Community Listening Campaign 2.0 and feedback received from the Foundation’s Investment Committee;

**WHEREAS**, these decisions reflect the Board’s commitment to fulfill the Foundation’s purpose, as set forth in Article III of the Foundation’s Bylaws, “to benefit the San Bruno community through enduring and significant contributions to, and investments in, charitable and community programs, and publicly owned community facilities, over the long term” and ensure that the Foundation continues to have a meaningful impact in the San Bruno community as a result of its programs and partnerships; and

**WHEREAS**, these decisions are compiled and documented in Strategic Plan 2.0, as set forth in Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors approves Strategic Plan 2.0, as set forth in Exhibit A, and directs the Executive Director to carry out the various action items outlined in such Strategic Plan 2.0.

Dated: September 1, 2021

ATTEST:

---

John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2021-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 1<sup>st</sup> day of September, 2021, by the following vote:

AYES:        Board members:

NOES:        Board members:

ABSENT:     Board members:

# SAN BRUNO

---

## Community Foundation

### Strategic Plan 2.0

In late 2020, the Board of Directors of the San Bruno Community Foundation launched a three-part strategic planning process on future program and investment strategies once the Foundation has fully disbursed \$50 million to the City of San Bruno for the design and construction of a new Recreation and Aquatic Center (RAC) for the San Bruno community:

- Diversity, equity, and inclusion (DEI) training, led by Dr. Rona Halualani of Halualani & Associates, for the Board to examine internal biases/leanings and adopt practices that promote diversity, equity, and inclusion in the Foundation's decision-making processes and communications.
- Community Listening Campaign 2.0, led by the Public Dialogue Consortium (PDC), to solicit from members of the San Bruno community feedback on the Foundation's programs thus far and input on current community needs and a vision for the Foundation going forward.
- Strategic planning deliberations by the Board, facilitated by Dr. Shawn Spano of PDC, to develop a forward-looking plan articulating the Foundation's program and investment strategies once its investment portfolio decreases after the Recreation and Aquatic Center is funded, its role in the community, and the size and scope of its ongoing operations.

In response to the feedback received during Community Listening Campaign 2.0, as a result of the strategic planning deliberations, and while embracing a commitment to diversity, equity, and inclusion, the Board seeks to adopt the following action items, which collectively make up its updated Strategic Plan for the Foundation:

#### **1. Program Strategy**

The Board reaffirms the Foundation's Program Strategy Framework, as originally approved by the SBCF Board on October 7, 2015, and by the San Bruno City Council on November 10, 2015, and includes the Foundation's purpose, vision, and mission statements, guiding principles, funding criteria, and program categories. In particular, the Board reaffirms the Foundation's three-bucket program strategy:

- Crestmoor Neighborhood Memorial Scholarship (Foundation-run program)
- Community Grants Fund (responsive grantmaking)
- Strategic Grants (strategic grantmaking)

The Board seeks to continue all three program areas on an ongoing basis, maintaining the Crestmoor Scholarship and the Community Grants Fund at current program levels and Strategic Grants as the annual budget allows.

## **2. Investment Strategy**

Once the Foundation has fully disbursed the \$50 million in RAC grants to the City, the Foundation will update its investment strategy as follows:

- Quasi-Endowment starting balance: \$25 million
- Annual Quasi-Endowment payout target: \$1.75 million, adjusted annually for inflation
- Quasi-Endowment spend-down time horizon: Approximately 20 years
- Strategy formally revisited by the Board: At least once every five years

Based on the Foundation's current operating expenses and program disbursements, the \$1.75 million annual Quasi-Endowment payout will enable the Foundation to maintain its current level of operations and a meaningful level of investment in the San Bruno community. The Foundation Board acknowledges that this payout rate, in the absence of the development of other funding sources, will likely result in the Foundation exhausting its assets approximately 20 years after the new strategy is implemented.

Under the current timeline for the construction of the RAC, this strategy will likely take effect beginning in fiscal year 2023-2024. The Investment Committee will be tasked with reviewing the Investment Policy Statement and the Investment Operating Plan and recommending amendments to both documents to reflect the new investment strategy prior to the implementation of the new strategy.

Given the Foundation's total assets of approximately \$79 million as of June 30, 2021, the Foundation will likely have in excess of \$5 million to invest outright in Strategic Grants in the next two years in order to begin fiscal year 2023-2024 with a \$25 million balance in the Quasi-Endowment. At the time new investment strategy takes effect, the Board can decide whether to maintain any assets in excess of \$25 million in the Strategic Pool to be used outright to fund Strategic Grants or to roll all or some portion of those assets into the Quasi-Endowment.

## **3. Operations**

As part of the Strategic Plan, the Board also commits to the following operational actions:

- a. Maintain Current Program-Focused Business Model

The Board affirms the current program-focused business model. By declining to transition to a business model focused on both program and fund development, the Board acknowledged its original decision not to fundraise to avoid competing with other local nonprofits, the



## Exhibit A

substantial costs of building up a viable fundraising operation, and the belief that the Foundation's partners, which implement the Foundation's initiatives, may be better positioned to fundraise than the Foundation, which primarily operates as a grantmaking body.

### b. Ensure Diversity in the Composition of the Board of Director and Grant and Scholarship Review Panels

With regard to Board appointments and acknowledging that the San Bruno City Council appoints Board members, the Board is committed to continuing to prioritize diversity and to embracing an expansive definition of diversity to include expertise, experience, and skill sets valuable on the Board as well as other background and demographic characteristics. The Foundation will also continue to individuals with diverse backgrounds and perspectives on the community panels that review and evaluate Community Grant and Crestmoor Scholarship applications.

### c. Increase Visibility and Awareness of the Foundation's Programs, Spending Decisions, and Program Results

The Board endorses continued efforts to effectively communicate with the San Bruno community and other stakeholders about the Foundation's programs and operations. The Executive Director will continue to manage outreach and communication activities, with guidance from the Board as needed

### d. Continue to Invest Wisely to Ensure Broad Community Benefits

The Board affirms its fiduciary duties to the Foundation to ensure that the Foundation's assets are invested for the long-term of the community with the guidance of a Board-selected investment management firm and in accordance with a Board- and City Council-approved investment policy statement.

### e. Continue Current Process for Developing Annual Budget

The Board affirms the current process, led by the Executive Director, to develop the annual budget, particularly once the new investment strategy is in place and the Foundation is relying primarily on the Quasi-Endowment payout to fund programs and operations: maintain Community Grants Fund and Crestmoor Scholarship disbursement levels at the same as the previous year, factoring in whether the Foundation has received any restricted donations earmarked for either program; estimate necessary operating costs assuming current activity levels; and reserve the balance of funds for Strategic Grants.

Exhibit A

f. Create Ad Hoc Committee to Identify Strategic Grantmaking Priorities and Assess Potential Strategic Grant Opportunities

The Board will create a new ad hoc committee to review the community needs and program ideas identified in Community Listening Campaign 2.0, recommend to the Board priority areas for both larger (at least \$1 million) and smaller (under \$1 million) Strategic Grants, and assess proposals and opportunities for Strategic Grants in the near- and mid-term.

*Dated: 8/27/2021*

**RESOLUTION NO. 2021-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
CREATING AND APPOINTING MEMBERS TO THE  
AD HOC COMMITTEE ON PROGRAM DEVELOPMENT**

**WHEREAS**, the San Bruno Community Foundation recently completed a three-part strategic planning process on the Foundation's future program and investment strategies once the Foundation has fully disbursed \$50 million to the City of San Bruno for the design and construction of a new Recreation and Aquatic Center;

**WHEREAS**, the strategic planning process included diversity, equity, and inclusion training for the Board to examine internal biases/leanings and adopt practices that promote diversity, equity, and inclusion in the Foundation's decision-making processes and communications; Community Listening Campaign 2.0 to solicit from members of the San Bruno community feedback on the Foundation's programs thus far and input on current community needs and a vision for the Foundation going forward; and strategic planning deliberations by the Board to develop a forward-looking plan articulating the Foundation's program and investment strategies once its investment portfolio decreases after the Recreation and Aquatic Center is funded, its role in the community, and the size and scope of its ongoing operations.

**WHEREAS**, the Board has adopted Strategic Plan 2.0, setting forth key updates to the Foundation's program strategy, investment strategy, and operations; and

**WHEREAS**, a key action item arising out of Strategic Plan 2.0 is the creation of a new ad hoc committee to review the community needs and program ideas identified in Community Listening Campaign 2.0, recommend to the Board priority areas for both larger (at least \$1 million) and smaller (under \$1 million) Strategic Grants, and assess proposals and opportunities for Strategic Grants in the near- and mid-term.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby creates an Ad Hoc Committee on Program Development charged with reviewing the community needs and program ideas identified in Community Listening Campaign 2.0, recommending to the Board priority areas for both larger (at least \$1 million) and smaller (under \$1 million) Strategic Grants, and assessing proposals and opportunities for Strategic Grants in the near- and mid-term; and

**RESOLVED FURTHER**, that the Board of Directors hereby appoints Vice President Jim Ruane as committee chair and Board Members Raul Gomez and Nancy Kraus as committee members.

Dated: September 1, 2021

ATTEST:

---

John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2021-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 1<sup>st</sup> day of September, 2021, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

# SAN BRUNO

## Community Foundation

### Memorandum

---

**DATE:** August 27, 2021

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report from San Bruno Community Foundation Board Nomination Ad Hoc Committee

On July 28, 2021, the SBCF Board appointed President Emily Roberts and Board Member Malissa Netane-Jones to serve as the Foundation's two representatives on the San Bruno Community Foundation Board Nomination Ad Hoc Committee. A day earlier, the San Bruno City Council appointed its two representatives, City Councilmembers Michael Salazar and Tom Hamilton.

At the end of this year, three current members of the San Bruno Community Foundation's Board of Directors will be concluding their second terms on the Board (and terming out) and one Board member will be completing his first full term on the Board. Under the Foundation's Bylaws, the San Bruno City Council designates the Foundation's Board members. In 2019, the last time the Foundation had open seats on the Board, the Foundation evaluated applicants seeking to serve on the Board and recommended to the Council three individuals for appointment, which the Council then approved.

This year, the City Manager has sought to incorporate the SBCF Board appointment process into the Council's broad Policies and Procedures document. This process will consist of two steps: First, the San Bruno Community Foundation Board Nomination Ad Hoc Committee, consisting of two Councilmembers and two SBCF Board members, is charged with finalizing the announcement brochure and application, for distribution through the City Clerk's office, reviewing applications, conducting interviews, and making a recommendation to the City Council. Then, the City Council will receive the joint committee's recommendation, decide on its review process, which could include interviewing the recommended slate or other applicants, and then make its appointments to the Foundation Board in late November or early December.

The new Ad Hoc Committee met for the first time on August 11, 2021. The Committee first selected City Councilmember Hamilton as chair of the Committee. It then reviewed the draft announcement brochure and application and directed staff to prepare a final draft of the two documents. The committee also agreed upon the proposed timeline, which includes releasing

# SAN BRUNO

## Community Foundation

### Memorandum

---

the announcement brochure and application on August 13, receiving applications by a September 17 (5:00 p.m.) deadline, and conducting interviews of applicants the last week of September. The Committee set Monday, September 20, at 5:30 p.m. as its next meeting date, if needed, to review applications submitted by the deadline and determine finalists to interview.

At the September 1 Board meeting, President Emily Roberts will give a brief update of the Committee's activities.

#### Attachments:

1. SBCF Board Recruitment Announcement Brochure
2. Application for Appointment to the SBCF Board of Directors



# SAN BRUNO

Community Foundation



# SAN BRUNO COMMUNITY FOUNDATION BOARD RECRUITMENT



APPLICATION DEADLINE:

September 17, 2021  
by 5:00 p.m.



EMAIL YOUR COMPLETE  
APPLICATION PACKET:

City Clerk's Office  
[CityClerk@sanbruno.ca.gov](mailto:CityClerk@sanbruno.ca.gov)



# ABOUT SBCF

The San Bruno Community Foundation is the nonprofit organization created by the City of San Bruno to administer the \$70 million in restitution funds received from PG&E after the devastating 2010 gas pipeline explosion in San Bruno's Crestmoor neighborhood. On September 9, 2010, tragedy struck San Bruno when a high-pressure natural gas pipeline owned and operated by PG&E exploded and ignited a massive fire, which destroyed 38 homes, damaged 70 others, killed eight people, injured 66 more, and devastated a previously peaceful suburban community. In addition to compensation to those directly impacted and to the City for expenses incurred related to the explosion, the City of San Bruno reached a restitution settlement agreement with PG&E, which called for the City to establish a not-for-profit organization charged with determining the use of the funds and administering them for the long-term benefit of the San Bruno community as a whole.

The Foundation's mission is to serve the San Bruno community by investing in projects, programs, services, and facilities that have significant and lasting benefits. Through making grants, leveraging partnerships, and taking advantage of other resources, the Foundation assists and enables the community to maximize shared investments and realize their subsequent enhancements and benefits.

The Foundation focuses on projects, programs, and initiatives that promote a healthy, vibrant, and equitable San Bruno community, especially where it can serve as a catalyst for significant enhancements in the quality of life for those who live and work in San Bruno. The Foundation has made diversity, equity, and inclusion a priority in its programs, operations, and communications. Current Foundation programs include the Crestmoor Neighborhood Memorial Scholarship, the Community Grants Fund, and strategic initiatives with the City of San Bruno, the San Bruno Education Foundation, and the Capuchino High School Alumni Association. Of note, the Foundation has awarded grants totaling \$50 million for the design and construction of the new San Bruno Recreation and Aquatic Center in San Bruno City Park.

The Foundation is a California nonprofit public benefit corporation as well as a 501(c)(3) public charity. The Foundation maintains a small office in San Bruno and is currently staffed by a full-time executive director and a part-time program manager, with additional support from accounting and information technology consultants. For more information, visit the Foundation's website at [www.sbcf.org](http://www.sbcf.org).



## OPENINGS ON THE BOARD OF DIRECTORS

The Foundation is governed by a seven-member Board of Directors appointed by the San Bruno City Council. Board terms are four years in length, and Board members may serve up to two consecutive terms. At the end of 2021, three current Board members will conclude their second terms on the Board, and one Board member will



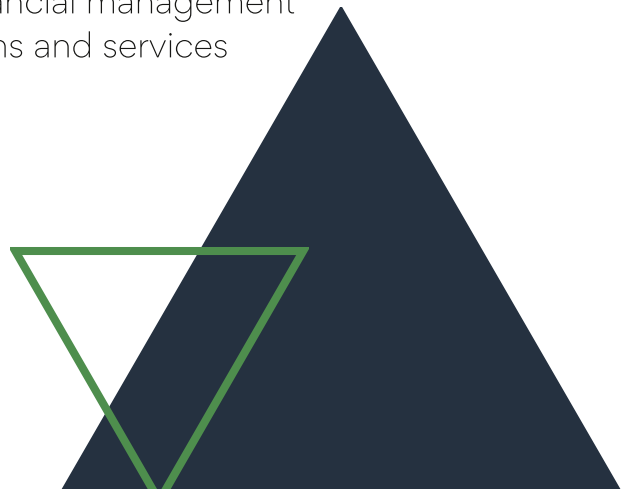
conclude a first Board term. The San Bruno City Council will appoint four individuals to serve four-year terms commencing on January 1, 2022, and concluding on December 31, 2025.

## EXPECTATIONS OF THE BOARD AS A WHOLE

The Board supports the work of the Foundation and provides mission-based leadership and strategic governance. While day-to-day operations are led by the Foundation's executive director, the Board-executive director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

As the organization's governing body and to satisfy its fiduciary duties, the Board is responsible for:

- Determining the mission and purposes of the organization
- Selecting and evaluating the performance of the executive director
- Strategic and organizational planning
- Approving the Foundation's annual budget, audit reports, and material business decisions
- Ensuring strong fiduciary oversight and financial management
- Approving and monitoring SBCF's programs and services
- Enhancing SBCF's public image
- Resource development



# EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Each individual Board Member is expected to:

- Know the organization’s mission, policies, programs, and needs
- Faithfully read and understand the organization’s financial statements
- Represent the Foundation to stakeholders and the broader San Bruno community and act as an ambassador and advocate for the organization
- Leverage connections, networks, and resources to develop collective action to fully achieve SBCF’s mission
- Prepare for, attend, and conscientiously participate in Board meetings
- Participate fully on committees, as needed
- Follow the Foundation’s bylaws, policies, and board resolutions
- Carry out their fiduciary duties as a Director of a California nonprofit public benefit corporation, including as set forth in California Corporations Code Section 5231
- Follow all applicable conflict of interest, ethics, and confidentiality policies and applicable laws, including submitting an annual conflict-of-interest disclosure statement, filing a Form 700 with the California State Fair Political Practices Commission as an appointed local official, and completing AB 1234 ethics training\*

## BOARD TERMS / PARTICIPATION

Under the Foundation’s bylaws, Board Members serve staggered four-year terms. Board members may serve two consecutive terms. A Board Member may be reappointed two years after serving consecutive terms. All meetings of the Board of Directors, or any standing committee thereof, is called, noticed, held, and conducted in accordance with the applicable provisions of the Ralph M. Brown Act (commencing with Section 54950 of the California Government Code). The Board of Directors takes no action other than at a meeting called.

Under its regular meeting schedule, the Board meets on the first Wednesday of each month at 7:00 p.m. at the San Bruno Senior Center, although, based on current work flow, the Board may not hold its regular meeting each month or may add special meetings as needed. Two Board Members serve on the Investment Committee, which meets on the third Wednesday of February, May, August, and November at 4:30 p.m. at San Bruno City Hall. Board and Investment Committee meetings are currently held via Zoom pursuant to Executive Order N-29-20 issued by the Governor of California suspending certain provisions of the Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means during the COVID-19 pandemic, and as public health conditions improve, it is expected that in-person public meetings will resume. Other standing and ad hoc committees meet on an as-needed basis.

*\*Please note: Members of the Board of Directors and their spouses, domestic partners, and children are not eligible to apply for the Crestmoor Scholarship. Also note that the Foundation is unable to award grants to nonprofit organizations or other entities where a Board Member has a financial interest.*

The time commitment required of Board Members varies from month to month and week to week, depending on a particular Board Member's committee assignments, status as an officer, participation on other special projects, as well as whether a Board meeting is scheduled. Officers, especially the president, may spend upwards of 25 hours a month on Foundation business, while other Board Members may dedicate four to ten hours a month to the Foundation.

Board Members serve without compensation.

## QUALIFICATIONS

We seek individuals who are passionate about the Foundation's mission and who have a track record of engagement in the San Bruno community to serve on the SBCF Board.

Candidates should have:

- A strong commitment to the Foundation's mission
- Engagement in the San Bruno community
- A sincere desire to serve the San Bruno community and see it thrive
- A deep understanding of the Foundation's origins, the restitution settlement, and the sacrifices endured by community members resulting from the 2010 gas pipeline explosion
- Strong interpersonal skills and an affinity for cultivating relationships and convening, facilitating, and building consensus among diverse individuals
- A broad, open-minded, big-picture perspective when approaching issues
- Strong analytical skills
- A commitment to transparency and openness
- Personal qualities of integrity, credibility, and dependability

Board Members should include individuals with particular expertise in areas applicable to the operation of a nonprofit organization, such as finances, investments, communications, law, philanthropy, or community-based programs. This year, the Foundation is particularly in need of Board members with experience in finance and investment management as well as marketing, public relations, and communications.



Under the Bylaws, Board Members are not required to live in San Bruno, although a majority of Board Members must be residents of the City of San Bruno. Among non-residents, preference may be given to representatives of a business or other entity located in or with a substantial interest in the City. Members of the San Bruno City Council may not concurrently serve on the Foundation Board of Directors.

Individuals of diverse backgrounds are welcome and encouraged to apply. The Foundation continues to prioritize diversity, including diversity among its Board members in terms of expertise, experience, background, and demographics.

## APPLICATION AND APPOINTMENT PROCESS

To apply, interested individuals must complete and submit an application on Friday September 17, 2021 by 5:00 p.m. Please email your completed application to the City Clerk's Office at [CityClerk@sanbruno.ca.gov](mailto:CityClerk@sanbruno.ca.gov) by the date and time detailed above.

Please be advised that submitted applications (with the exception of personal identifying information) may be subject to disclosure under the California Public Records Act.



All completed applications submitted by the deadline will be reviewed by the San Bruno Community Foundation Board Nomination Ad Hoc Committee, which is comprised of two members of the San Bruno City Council and two members of the Foundation Board.

The Ad Hoc Committee will likely interview selected applicants in late September/early October and submit a list of recommended finalists along with all submitted applications to the San Bruno City Council in October. The City Council may elect to conduct its own review and interview process. The City Council intends to make appointments to the Foundation, for Board terms beginning on January 1, 2022, by the end of 2021.

Finalists must undergo and pass a credit and criminal background check before appointment.

**SAN BRUNO**  
Community Foundation



# APPLICATION FOR APPOINTMENT TO THE SAN BRUNO COMMUNITY FOUNDATION BOARD OF DIRECTORS

Application Deadline: Friday, September 17, 2021, 5:00 p.m.

Email your complete application packet consisting of the following items to the City Clerk's Office at [CityClerk@sanbruno.ca.gov](mailto:CityClerk@sanbruno.ca.gov) by the deadline above:

- This completed application form
- Your responses to the four narrative questions
- Your resume

## 1. APPLICATION FORM

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_  Mobile  Home  Work

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Postal Code: \_\_\_\_\_

San Bruno Resident?

Yes

No

If a San Bruno Resident,  
how long have you lived in San Bruno? \_\_\_\_\_ years

Current Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

City of Employment: \_\_\_\_\_

## 2. NARRATIVE QUESTIONS

1. Please share your interest in serving on the Board of Directors of the San Bruno Community Foundation and your commitment to the Foundation's mission. Include any highlights of your engagement in and commitment to your community. (No more than 500 words.)

## 2. NARRATIVE QUESTIONS (CONT.)

2. What relevant professional, volunteer, and personal experience, skills, expertise, education, qualities, and other qualifications would you bring to the San Bruno Community Foundation as a Board Member? Please include any past nonprofit Board experience. (No more than 500 words.)

## 2. NARRATIVE QUESTIONS (CONT.)

3. Please share at least one example demonstrating your interpersonal skills and/or your ability to cultivate relationships and convene, facilitate, and build consensus among diverse individuals. Examples can come from a professional, volunteer, or personal context. (No more than 250 words.)



## 2. NARRATIVE QUESTIONS (CONT.)

4. Are you willing to make the necessary time commitment service on the Foundation Board requires? What other volunteer commitments do you have or plan to make during the period from January 2021 to December 2025? (No more than 250 words.)

### 3. RESUME

Please attach your current resume.

We prefer receiving all three items in PDF format, although Word documents for responses to the narrative questions and your resume will be accepted.



**SAN BRUNO**  
Community Foundation

# SAN BRUNO

## Community Foundation

### Memorandum

---

**DATE:** August 27, 2021

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Discussion Regarding Upcoming Officer Elections for 2022 Term

The Foundation's Bylaws provide limited guidance related to the election of officers. Article VIII, Section 2, of the Bylaws states:

The officers of the Corporation, except the Executive Director and those appointed under Section 3 of this Article [meaning those other than the President, Vice President, Secretary, and Treasurer], shall be chosen annually by the Board for one-year terms starting on January 1 and shall serve at the pleasure of the Board, subject to the rights, if any, of any officer under any contract of employment, and subject to the approval of the City Council.

At its September 7, 2016, meeting, the Foundation Board adopted two documents – (1) San Bruno Community Foundation General Principles Regarding Election of Officers, and (2) San Bruno Community Foundation Process for Electing Officers – which now govern the Foundation's election of officers. Under the Process for Electing Officers:

Officer elections are held no later than the Board's regular November meeting, so that, per the Bylaws, the San Bruno City Council can consider and approve the officers by December 31. Prior to the making of nominations, the subject of elections will be agendized to give Board members the opportunity to comment.

The Board will elect its 2022 officers, including President, Vice President, Secretary, and Treasurer, at its regular meeting on November 3, 2021. Per the Process for Electing Officers, the subject of these elections has been agendized for the September 1, 2021, Board meeting (as the October 6, 2021, Board meeting is being canceled), giving Board members the opportunity to comment on the elections prior to the November 3 election. Board members will be able to ask questions and make comments on September 1 related to the 2022 officer elections in November.