

SAN BRUNO

Community Foundation

Board of Directors

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

MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

October 5, 2022

7:00 p.m.

Meeting Conducted via Zoom

- 1. Call to Order/Welcome:** President Netane-Jones called the meeting to order at 7:00 p.m.
- 2. Roll Call:** Board Members Netane-Jones, Ruane, Gomez, Lin, Moreno, Perry, and Torres, present.
- 3. Public Comment:** None.
- 4. Approval of Minutes:** September 7, 2022, Regular Board Meeting: Vice President Ruane moved to approve the minutes of the September 7, 2022, Regular Board Meeting, seconded by Board Member Moreno, approved unanimously by roll call vote.
- 5. Executive Director's Report**

Executive Director Leslie Hatamiya reported on several items from her written Executive Director's Report. First, she noted that the Foundation's 2022 Annual Report was mailed to all San Bruno addresses earlier in the week and has begun to arrive in mailboxes, and that a PDF of the Annual Report is posted on the Foundation website.

Ms. Hatamiya reported that the fiscal year 2021-2022 audit is underway. She said that the Foundation's auditors at Novogradac & Company have committed to preparing draft audited financial statements by October 10, the Audit Committee will meet on Monday, October 17, at 3:00 p.m. on Zoom to discuss the audit with the Novogradac team, and Novogradac's Lance Smith is scheduled to present the audited financial statements to the Foundation Board at its November 2 meeting.

Ms. Hatamiya also reported that the Foundation has contracted with the Partnership Resources Group – which is based in San Rafael and has been providing strategic fund development counsel to Bay Area nonprofits since 1990 – to provide a high-level analysis of both SBCF's fundraising potential and the projected cost of implementing an active fundraising operation. She noted that the professional

SAN BRUNO

Community Foundation

Board of Directors

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

services agreement was recently executed, with their fee set at \$15,000, which is the budgeted amount. She said the goal is for PRG to complete its analysis by the end of 2022, with a presentation of its findings to the Board in early 2023. She also reported that she is also working on securing the services of a diversity, equity, and inclusion (DEI) consultant to support the organization on DEI matters and hopes to announce the selection of a consultant soon.

6. Consent Calendar

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

Board Member Moreno moved to accept the Consent Calendar as presented, seconded by Board Member Torres, approved unanimously by roll call vote.

7. Conduct of Business

- a. Receive Report on the San Bruno Recreation and Aquatic Center from the City of San Bruno

On behalf of the City of San Bruno, Project Manager Rod Macaraeg and Community Services Director Ann Mottola reported to the Board on recent progress on the Recreation and Aquatic Center Project. They reviewed work recently completed and upcoming work scheduled at the construction site, anticipated road closures and public outreach related to those closures, and progress on plans to install a solar photovoltaic system at the center. Board members asked questions about the water and sewer improvements, creek realignment, and the flexibility of storage space at the facility. Ms. Mottola ended the presentation by thanking the Foundation and the Board for their longstanding support and enthusiasm for the project.

- b. Receive Report on the Tanforan Memorial from the Tanforan Assembly Center Memorial Committee

Doug Yamamoto of the Tanforan Assembly Center Memorial Committee (TACMC) updated the Board on the Memorial Project. He expressed gratitude to the Foundation, saying SBCF's support was essential to completing the construction of the memorial in the late summer. Mr. Yamamoto shared photos of the fully constructed memorial and the August 27 ribbon-cutting ceremony, which attracted approximately 750 guests including more than 40 survivors of the Tanforan Assembly Center and other World War II Japanese American incarceration camps.

SAN BRUNO

Community Foundation

Board of Directors

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

- c. Receive Report from the Ad Hoc Committee on Education Initiatives and Adopt Resolution Approving School Field Trip and Transportation Grant to the San Bruno Park School District in the Amount of \$35,000

On behalf of the Ad Hoc Committee on Education Initiatives, Chair Gomez summarized the Committee's activities for the Board. He reported that last spring the Committee surveyed the leadership of the six San Bruno Park School District parent-teacher organizations, which revealed different needs at each school, but also made clear that all of the schools would benefit from additional financial support, especially after the past two years of substantial impact from the pandemic. He said that in particular, most of the schools identified a need for more funding related to field trips, including the fifth grade Outdoor Education program, and that over the past two years, the pandemic has limited the ability of schools to offer field trips. He noted that the Committee sees tremendous value in field trips for elementary and middle school students – the opportunity to leave the school campus and be exposed to new experiences at museums, parks, concerts, and other community venues – especially after more than two years of the pandemic, when youth have faced mental health challenges with social distancing and isolation, as well as value in supporting school assemblies, which bring presenters and performers to campus.

To provide some relief to the schools and parent associations in supporting the schools, and to enable San Bruno students to partake in valuable educational experiences outside the classroom, the Committee presented to the Board its proposal for COVID relief grants to support the six San Bruno Park School District schools:

- Grant Amount: Total of \$35,000; \$5,000 earmarked to support activities at each of the five elementary schools and \$10,000 earmarked to support activities at Parkside Intermediate School
- Grant Purposes: To be used to provide support for off-campus field trips, including the San Mateo County 5th grade Outdoor Education program, and on-campus assemblies
- Grant Period: Funds to be used during the 2022-2023 school year
- Grantee: Grant to be made to the San Bruno Park School District
- Consultation: The school district will consider the input and advice from the individual schools and their parent-teacher organizations in making decisions as to how to spend the grant consistent with the applicable purposes

Chair Gomez explained that the Committee originally proposed that grants would be made directly to the parent-teacher organizations at each of the six schools. However, SBCF is limited in making grants to eligible organizations, and the Committee could not confirm that all of the parent-teacher organizations are either stand-alone 501(c)(3) public charities or PTA chapters in good standing covered by the California State PTA's 501(c)(3) public charity status. He said that staff approached new SBPSD Superintendent Matt Duffy about the school district receiving a grant for the purpose of supporting field trips for each of the schools, and he and his administrative team willingly agreed to receive and administer the grant for the schools.

SAN BRUNO

Community Foundation

Board of Directors

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

He then reiterated the Committee's enthusiastic support for this proposal to provide some relief to the schools, who have struggled both in fundraising and providing enrichment programs to the students, over the past two school years.

Board Member Moreno moved to adopt Resolution Approving School Field Trip and Transportation Grant to the San Bruno Park School District in the Amount of \$35,000, seconded by Treasurer Lin, approved unanimously by roll call vote.

- d. Receive Report on Strategic Grantmaking Priorities and the City of San Bruno's Downtown from the Ad Hoc Committee on Program Development and Provide Any Direction to Staff

On behalf of the Ad Hoc Committee on Program Development, Chair Jim Ruane reported on the Committee's recent deliberations regarding its assignment to consider developing a statement emphasizing the importance of addressing needs in the downtown area for the Board to adopt. This charge from the Board followed a request from the San Bruno City Council to reconsider the Foundation's priorities to include San Bruno's downtown since it was ranked as a top community need in the Foundation's 2021 Community Listening Campaign 2.0. Chair Ruane noted that the Board expressed a desire to keep the list of priorities as currently constructed, as the priorities focus on types of activities, rather than specific geographic areas of San Bruno, and many of the current priorities, particularly economic vitality, community-building, and community health, safety, and wellness, apply to the downtown. Noting that the Board will likely consider a grant proposal to fund the City's plans to renovate Centennial Plaza on San Mateo Avenue as a public gathering space in the next few months and that project is the City's main downtown-focused initiative at the present time, he said the Committee determined that a potential resolution approving a Centennial Plaza grant would be the appropriate venue to highlight the various grants that the Foundation has already funded benefiting the downtown and explicitly state its interest in supporting downtown San Bruno. The Board agreed with the Committee's recommendation.

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

Executive Director Leslie Hatamiya reported on the Foundation's other programs and initiatives. With regard to the Community Grants Fund, Ms. Hatamiya reported that the Foundation received 44 Community Grant applications by the September 21 deadline and that staff is in the due diligence process, reviewing the applications for completeness, confirming that the applications meet the applicant and activity guidelines, and verifying that applicants are organizations properly registered with the relevant state and federal agencies. She noted that once the due diligence process is completed, the applications will be distributed to a volunteer review panel for evaluation. The Board will consider the panel's grant recommendations at the December 7 Board meeting. With a \$100,000 donation from Google.org/YouTube, the Foundation will award grants totaling \$300,000 this cycle.

SAN BRUNO

Community Foundation

Board of Directors

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

Regarding the Crestmoor Neighborhood Memorial Scholarship, Ms. Hatamiya reported that nearly all of this year's annual payments to 2019, 2020, 2021, and 2022 Crestmoor Scholars have been distributed. She said that the 2023 Crestmoor Scholarship will launch in early December, when the online application will be accessible and updated marketing materials will be distributed to local schools and throughout the community.

Ms. Hatamiya reported on one strategic grant. She said that the Foundation received the final grant report from the City of San Bruno on the 2022 Community Day grant and that Community Services Director Ann Mottola will attend the November Board meeting to provide an oral report on the 2022 event and present the City's plans for the 2023 Community Day.

f. Discuss Upcoming Officer Elections for 2023 Term

President Netane-Jones noted that under the Board's officer elections process, the subject of officer elections is agendaized at the meeting prior to taking nominations and holding the election to allow for Board discussion on this topic. Board members commended the current officers for their leadership, and the officers expressed their willingness to continue in their roles in 2023.

8. Board Member Comments: None.

9. Adjourn: Board Member Moreno moved to adjourn the meeting at 8:22 p.m., seconded by Secretary Gomez, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of November 2, 2022, by Secretary Raul Gomez and President Malissa Netane-Jones.



Raul Gomez, Secretary



Malissa Netane-Jones, President