

SAN BRUNO

Community Foundation

Audit Committee

Raul Gomez, *Chair* • Malissa Netane-Jones, *Member*
Leslie Hatamiya, *Executive Director*

MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Special Meeting of the Audit Committee

January 27, 2020

4:00 p.m.

Meeting Location:

San Bruno City Hall, 567 El Camino Real, Room 101, San Bruno

1. **Call to Order:** Committee Chair Gomez called the meeting to order at 4:03 p.m.
2. **Roll Call:** Committee Members Gomez and Netane-Jones, present.
3. **Public Comment:** None.
4. **Approval of Minutes:** October 18, 2019, Special Meeting: Chair Gomez moved to approve the minutes of the October 18, 2019, Special Meeting, seconded by Committee Member Netane-Jones, passed unanimously.
5. **Conduct of Business**
 - a. Review Proposals Received in Response to Request for Proposal for Nonprofit Audit and Tax Preparation Services and Provide Direction to Staff

With support from Executive Director Hatamiya and Accounting Consultant Frank Bittner, the latter participating by teleconference, the Committee reviewed the six proposals that the Foundation received in response to its Request for Proposal for Nonprofit Audit and Tax Preparation Services. After considerable discussion of the proposals, the Committee selected two accounting firms as finalists. The Committee members agreed to contact the finalists as needed with follow-up questions and to make reference calls for the finalists. The Committee directed the Executive Director to schedule an Audit Committee meeting for February 19, 2020, at 4:00 p.m.

SAN BRUNO

Community Foundation


Audit Committee

Raul Gomez, *Chair* • Malissa Netane-Jones, *Member*
Leslie Hatamiya, *Executive Director*

6. Committee Member Comments: None.

7. Adjourn: Committee Member Netane-Jones moved to adjourn the meeting at 4:58 p.m., seconded by Chair Gomez, approved unanimously.

Respectfully submitted for approval at the Special Audit Committee Meeting of February 19, 2020, by Audit Committee Chair Raul Gomez.



Raul Gomez, Audit Committee Chair