

# SAN BRUNO

## Community Foundation

*Board of Directors*

Nancy A. Kraus, *President* • Frank Hedley, *Vice President* • Emily Roberts, *Secretary* • Ben Cohn, *Treasurer*  
Patricia Bohm • John P. McGlothlin • Regina Stanback Stroud  
Leslie Hatamiya, *Executive Director*

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### MINUTES

#### SAN BRUNO COMMUNITY FOUNDATION

#### Special Meeting of the Board of Directors

**February 3, 2016**

**6:00 p.m.**

#### **Meeting Location:**

**San Bruno Senior Center Library, 1555 Crystal Springs Road, San Bruno**

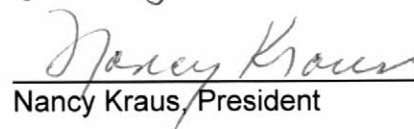
- 1. Call to Order/Welcome:** President Kraus called the meeting to order at 6:03 p.m.
- 2. Roll Call:** Board Members Kraus, Hedley, Cohn, Roberts, Bohm, McGlothlin, and Stanback Stroud present.
- 3. Public Comment:** None.
- 4. Closed Session:** Public Employee Performance Evaluation Pursuant to Government Code section 54957: Executive Director

There was no reportable action.

- 5. Adjourn:** President Kraus moved to adjourn the meeting at 6:38 p.m., seconded by Secretary Roberts, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of March 2, 2016, by Secretary Emily Roberts and President Nancy Kraus.

  
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Emily Roberts, Secretary

  
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Nancy Kraus, President

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## MINUTES

### SAN BRUNO COMMUNITY FOUNDATION

#### Regular Meeting of the Board of Directors

**February 3, 2016**

**7:00 p.m.**

#### **Meeting Location:**

**San Bruno Senior Center, 1555 Crystal Springs Road, San Bruno**

1. **Call to Order/Welcome:** President Nancy Kraus called the meeting to order at 7:00 p.m.
2. **Roll Call:** Board Members Kraus, Hedley, Cohn, Roberts, Bohm, McGlothlin, and Stanback Stroud present.
3. **Approval of Minutes:** January 6, 2016, Special Board Meeting, and the January 6, 2016, Regular Board Meeting: Board Member Stanback Stroud moved to approve the minutes of the January 6, 2016, Special and Regular Board Meetings, seconded by Board Member McGlothlin, approved unanimously.
4. **Board Member Comments**
  - a. **President:** President Kraus acknowledged Executive Director Hatamiya's one-year anniversary with the Foundation and applauded her leadership over the past year.
  - b. **Others:** Vice President Hedley commended Executive Director Hatamiya. Board Member McGlothlin announced that there would be an Audit Committee meeting on February 4, 2016, at City Hall, at 4:00 p.m. He also reported on the meeting the City of San Bruno held with members of the Crestmoor neighborhood regarding the Trust Fund the previous evening to receive community input on the park that is being developed in the neighborhood. He said he was pleased with the turnout and the level of community participation. He expressed his concern that whatever the City builds must be supported by adequate maintenance over the long term. Note: President Kraus emphasized for the Board and the public that the meeting Director McGlothlin referenced was related to the Trust Fund and not to the Foundation fund.
5. **Executive Director's Report:** Executive Director Hatamiya announced that the Foundation office now has a landline phone via San Bruno Cable and that the number is 650-763-0775. She reported that with increasing information technology needs, she has

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hired Shake Technologies, a San Francisco-based IT consulting firm that works primarily with social justice and other nonprofit organizations, to assist with three initial projects (creating an online application for the Scholarship Program, helping transition a new website to the [www.sbcf.org](http://www.sbcf.org) domain name, and setting up Google Apps to transition the Foundation email to Gmail using @sbcf.org). Assuming this initial engagement goes well, she said she envisions continuing a relationship with ShakeTech to assist with other IT needs. She reported that she has signed the Foundation up for a professional subscription with FormAssembly, the software tool the Foundation is using to build its online scholarship and grant applications (about \$510 for one year). She also reported that she successfully applied for Salesforce.org's Power of Us Program for nonprofits and educational institutions, so the Foundation has 10 free Salesforce licenses, which will be used to create the back-end database capturing the Foundation's scholarship and grant applications. She announced the impending launch of the Foundation's own website at [www.sbcf.org](http://www.sbcf.org). Finally, she reported that, as the Foundation transitions to the new website and new URL, she is also working with ShakeTech to set up email accounts using Gmail for the Foundation staff, Board, and programs with the @sbcf.org domain name. She said she has successfully signed up for the Google for Nonprofits, and through that program the Foundation's application for Google Apps for Nonprofits was approved.

## **6. Consent Calendar**

- a. Receive and Approve Treasurer's Report (December 2015 Financial Statements)

Vice President Hedley moved to accept the Consent Calendar as presented, seconded by Board Member Stanback Stroud, approved unanimously.

## **7. Conduct of Business**

- a. Receive Report of Ad Hoc Committee on Investment Management Strategy Regarding Request for Proposals for Investment Management Services

Treasurer Ben Cohn, who also serves as chair of the Ad Hoc Committee on Investment Management Strategy, reported on the selection process for an investment firm. He reported that the Foundation issued a Request for Proposals (RFP) for Investment Management Services on January 7 and received 17 proposals in response. He reported that the Committee is in the process of reviewing the proposals and intends to come before the full Board on March 2 with a recommendation.

- b. Receive Report from Ad Hoc Committee on Foundation Program Development and Adopt Resolution Creating Crestmoor Neighborhood Memorial Scholarship Program and Approving 2016 Program Budget

Committee Chair Pat Bohm presented the report from the Ad Hoc Committee on Foundation Program Development, including, for Board approval, the Committee's proposal to launch the Crestmoor Neighborhood Memorial Scholarship Program, with a budget of \$100,000 for 2016. She said the program would be a living tribute to the Crestmoor neighborhood through an

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investment in San Bruno's next generation of leaders. She outlined the three categories of scholarship awards, as explained in the Program Description. She reviewed the eligibility requirements (live in San Bruno or attend a high school or community college in San Bruno; plan to enroll in the fall as a first-year student at an accredited four-year college or community college or as a transfer student at an accredited four-year college; and complete FAFSA (or Dream Act financial aid application)) and criteria (demonstrated commitment to the San Bruno community; financial need; leadership, teamwork, collaboration; extracurricular activities; and academic record). She emphasized that the Committee deliberated extensively on the residency requirement, ultimately embracing a broad definition of the "San Bruno community" to include students who attend school in San Bruno as well as those who live in the city. She explained that this inclusive view of community reflects the City Council's creation of the Foundation's Board of Directors and the Board's thoughtful 2014 mission and vision statement discussions. She also reviewed the application components, selection process, and timeline.

Vice President Hedley asked for clarification on who will be making the final selection of scholarship winners. Chair Bohm clarified that the selection panel, not the executive director, would make the final decision.

Board Member Stanback Stroud asked how an applicant's academic record will be factored into the decision-making process. She suggested downplaying the importance of SAT/ACT scores, which have been considered to be culturally biased. Committee Member Roberts thanked Board Member Stanback Stroud for her comments and agreed with the idea of inclusive eligibility. Board Member Stanback Stroud commended the broad thinking of who can apply and referenced the 10,000 Skyline students who come to San Bruno to attend college.

Several members of the public also commented on the scholarship proposal. David Nigel expressed his enthusiasm for the program and said he has seen how students, and not just those with the best grades, have benefited from scholarships. Sandra Decker said she was glad to see the creation of the scholarship program and echoed Board Member Stanback Stroud's concerns about the use of SAT scores in evaluating applicants. Ray Levinson asked whether investment income would be used to support the program and encouraged increased funding for the program in the future.

Board Member McGlothlin expressed his view that academics should be an important part of the criteria because if a student has worked hard for good grades, that should count as a positive for that student's application.

Board Member Bohm moved to adopt the resolution creating the Crestmoor Neighborhood Memorial Scholarship Program and approving 2016 program budget, seconded by Regina Stanback Stroud, passed unanimously.

- c. Receive Report from the Ad Hoc Committee on Program Strategy Development Regarding Proposals to the San Bruno City Council Related to (1) San Bruno's Community Facilities Vision Plan, (2) Community Day Sponsorship, (3) Lighted Crosswalks and Other Pedestrian Safety Measures in the Bayhill and Downtown Areas, and (4) Development of a New Community Park at 324 Florida Avenue

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President Kraus, as chair of the Ad Hoc Committee on Program Strategy Development, reported on the four near-term project proposals (totaling \$700,000) that the Foundation presented to the City Council by letter on January 7. She reported that the City Council considered the Foundation's proposals at its January 26 meeting, which included a report from Executive Director Hatamiya and a recommendation for the Council's response from City Manager Connie Jackson. She said the Mayor and Councilmembers expressed enthusiasm about this initial set of projects and in seeing the community begin to benefit from the restitution funds.

She then outlined the City Council's actions in response to the Foundation's proposals: (1) Mayor Ruane appointed a subcommittee of himself and Councilmember Irene O'Connell to develop comprehensive responses to the Foundations proposals, attentive to the proposals being time sensitive for the community to reap the benefits in 2016; (2) the Council agreed to move forward with the Community Facilities Vision Plan pre-planning process with Anderson Brule Architects and to have the above-mentioned Council subcommittee participate in the pre-planning meetings along with the Foundation's Program Strategy Development Committee and city staff; the Council supported the Foundation's grant proposal for \$30,000 for a Community Day event, in conjunction with the Posy Parade if a partnership with the Lions Club can be worked out. She reported that the Foundation's project proposals to support a new park at 324 Florida Avenue with a \$200,000 grant award and a grant of \$170,000 toward pedestrian safety are among the considerations to be addressed by the Council subcommittee in collaboration with City staff, the Foundation's subcommittee on program strategy development, and the relevant City commissions and committees.

**8. Public Comment:** David Nigel, who serves on the Parks and Recreation Commission, stated he was pleased to hear Board Member McGlothlin's report on the Crestmoor Neighborhood Trust Fund meeting. He also wanted to let the Board know that some of the community members who attended the Foundation's January Board meeting and spoke about the proposed park at 324 Florida Avenue also attended one of the Parks and Recreation Commission meetings and shared their concerns.

**9. Adjourn:** Board Member Stanback Stroud moved to adjourn the meeting at 7:50 pm, seconded by Board Member McGlothlin, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of March 2, 2016, by Secretary Emily Roberts and President Nancy Kraus.

  
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Emily Roberts, Secretary

  
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Nancy Kraus, President