

# 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*

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## MINUTES

### SAN BRUNO COMMUNITY FOUNDATION

#### Regular Meeting of the Board of Directors

**August 3, 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:** July 6, 2022, Regular Board Meeting: Board Member Moreno moved to approve the minutes of the July 6, 2022, Regular Board Meeting, seconded by Vice President Ruane, 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 reported that she and Accounting Consultant Frank Bittner have begun preparing the requested reports and documents for the Foundation's auditors at Novogradac & Company. She said they expect to submit all audit preparation materials by late August, after which the Novogradac team will conduct the audit. She reported that the Audit Committee is scheduled to meet on October 17 at 3:00 p.m. to discuss the audit with the Novogradac team and that Lance Smith will present the audited financial statements to the Board at its November 2 meeting.

Ms. Hatamiya also reported that she and Treasurer Lin have been in touch with the Foundation's team at Sand Hill Global Advisors to monitor the Foundation's investment portfolio in light of recent market turbulence and to discuss the timing of upcoming transfers of funds from the Foundation's investment accounts to the operating accounts related to Recreation and Aquatic Center (RAC) grant payments. She noted that to cover the most recent RAC grant payments totaling approximately \$3.6 million, the remaining balance of the Liquidity-RAC subaccount was transferred to the Liquidity-Operating subaccount and the Liquidity-RAC subaccount was closed.

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Ms. Hatamiya reported that she was in the process of reviewing law firms to serve as the Foundation's outside counsel on public and municipal law matters and that she hoped to announce a selected firm in the near future.

Finally, Ms. Hatamiya reported that she was working on identifying a fundraising consultant to provide analysis on the Foundation's fund development potential and the costs of ramping up a fundraising operation as well as a consultant to facilitate Board discussions related to diversity, equity, and inclusion.

### **6. Consent Calendar**

- a. Adopt Resolution Declaring the Continued State of Local 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 (June 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. Conduct Discussion on Strategic Grantmaking Priorities and Provide Direction to Staff

President Netane-Jones led the Board's review of its strategic grantmaking priorities and consideration of the San Bruno City Council's request to add San Bruno's downtown to the list, as the downtown was identified as a top community need in last year's Community Listening Campaign 2.0. The Board participated in an extended discussion, recognizing the importance of the downtown while also expressing agreement with the current strategic grantmaking priorities (in no particular order):

- Library upgrades and programming
- Athletic field and park improvements
- Education
- Social and human services
- Community-building
- Community health, safety, and wellness
- Economic vitality
- Youth and recreation activities

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The Board noted that the priorities focus on types of activities, rather than specific geographic areas of San Bruno, and that many of the current priorities, particularly economic vitality, community-building, and community health, safety, and wellness, apply to the downtown. Board members also noted past SBCF grants that have benefited the downtown, including COVID-19 relief grants supporting struggling small businesses, the Pedestrian Safety Strategic Initiative, and several Community Grants, and welcomed a grant proposal from the City of San Bruno to develop Centennial Plaza on San Mateo Avenue into a community gathering space. They also expressed the need for a partner in the business community, such as an active Chamber of Commerce or merchants' group, to effectively make improvements in the downtown area, as well as a concern about using Foundation funds for core City activities that are typically supported through the General Fund.

Expressing a desire to keep the list of priorities as currently constructed, the Board requested that the Ad Hoc Committee on Program Development consider developing a statement for the Board to adopt that emphasizes the importance of addressing needs in the downtown area, without excluding other parts of San Bruno, which also have needs deserving of attention. The Board also expressed interest in learning more about the City's plans for the downtown and requested that the City Manager provide a report to the Board at an upcoming meeting.

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

Executive Director Hatamiya provided several highlights from the Foundation's programs. First, she reminded the Board of a Community Grants Fund grant workshop on August 16 and the application deadline on September 21.

Second, she gave a brief update on RAC grant payments. She reported that the Foundation received the construction grant quarterly report in mid-July, and in response, the Foundation made a grant payment of about \$3.3 million to the City of San Bruno. She reported that the Foundation then received quarterly reports for the other five RAC grants in progress at the end of July, with grant payments totaling about \$230,000 to be made soon. She noted that this quarter's RAC payments totaled \$3.56 million and that in total, the Foundation has paid out just over \$24 million in RAC grants, with just under \$26 million left to disburse.

**8. Board Member Comments:** None.

**9. Adjourn:** Vice President Ruane moved to adjourn the meeting at 8:04 p.m., seconded by Board Member Moreno, approved unanimously.

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



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Raul Gomez, Secretary



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Malissa Netane-Jones, President