

SAN BRUNO

Community Foundation

2025 Board of Directors

Malissa Netane-Jones, *President* • Jim Ruane, *Vice President* • Raul Gomez, *Secretary* • Pak Lin, *Treasurer*
Jessica Inglima • Supriya S. Perry • Belinda Wong
Leslie Hatamiya, *Executive Director*

MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

November 5, 2025

7:00 p.m.

Meeting Location:

San Bruno Recreation & Aquatic Center, Community Room, 251 City Park Way, San Bruno

- 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, Inglima, Perry, and Wong, present.
- 3. Public Comment:** None.
- 4. Approval of Minutes:** September 3, 2025, Special Board Meeting

Board Member Wong moved to approve the minutes of the September 3, 2025, Special Board Meeting, seconded by Treasurer Lin, approved unanimously by roll call vote.

5. Executive Director's Report

Executive Director Hatamiya gave a brief report. She said that the 2025 SBCF Annual Report was mailed to all San Bruno addresses in October and is posted on the Foundation's website.

She reminded the Board that November 12-18, 2025, is National Community Foundation Week and that the San Mateo County Board of Supervisors is scheduled to recognize community foundations in the county, including SBCF, at its November 18 meeting, which she and Board Member Inglima will attend as SBCF's representatives.

Ms. Hatamiya said that the terms of four Board members will conclude at the end of 2025 and that all four are eligible for reappointment. She reported that the San Bruno City Clerk put out a call for applications, with an October 31 deadline. She said the San Bruno City Council will conduct interviews of the applicants and make the appointment at its December 9 meeting. She noted that the Consent Calendar includes a resolution appointing two Board members to participate in the interviews.

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Ms. Hatamiya gave a brief report on the activities of the Ad Hoc Committee meeting on Strategic Planning, which met once in September. She said that the Committee continues to monitor the City's progress on the Fire Station No. 52 project as well as on the Crestmoor Fields Project. She said that the Committee is waiting for further information from the City about the cost of permanent lighting at the fields. She also said the Committee continues to evaluate potential legacy projects benefiting the San Bruno Park School District and, given that the Foundation has a set amount of funds remaining to distribute, the earliest the Committee might be ready to present the Board with further recommendations on legacy projects is January.

Ms. Hatamiya noted that with the sale of San Bruno CityNet Services to Comcast, she transitioned the Foundation office's internet and phone services to AT&T. AT&T offered the Foundation better rates than Comcast and did not require the Foundation to sign a multi-year contract, as required by Comcast.

Finally, Ms. Hatamiya reminded the Board that in June, the Board approved a resolution authorizing the Executive Director to receive purpose-restricted donations for digital skills programming in San Bruno and technology upgrades at San Bruno community facilities because Comcast planned to make a donation to SBCF for those purposes. She informed the Board that Comcast had a change in plans; although it plans to carry out projects furthering those purposes, it is making the donations directly to the City and other community partners, so the Foundation is not expected to receive any donations for those purposes.

6. Consent Calendar

- a. Adopt Resolution Appointing Board Representatives to Participate in the San Bruno City Council's SBCF Board Appointment Interview Process
- b. Receive and Approve Treasurer's Report (August and September 2025 Financial Statements)

Vice President Ruane moved to accept the Consent Calendar as presented, seconded by Secretary Gomez, approved unanimously by roll call vote.

7. Conduct of Business

- a. Receive Report from Audit Committee and Presentation from Novogradac & Company LLP Regarding the San Bruno Community Foundation's Audited Financial Statements for the Year Ended June 30, 2025; Adopt Resolution Approving the Foundation's Audited Financial Statements for the Year Ended June 30, 2025; and Discuss Foundation's Annual Federal and State Tax Returns

Audit Committee Chair Gomez reported that Executive Director Hatamiya and Accounting Consultant Frank Bittner successfully closed the fiscal year 2024-2025 accounting books over the summer and

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provided all necessary records to the team at Novogradac & Company handling the Foundation's audit, which was again headed by partner Lance Smith and staffed by a new set of accountants, per the Board's request. He also noted that Executive Director Hatamiya distributed a draft of the fiscal year 2024-2025 tax returns to Board members for review prior to the meeting.

Chair Gomez then introduced Mr. Smith, who thanked Vice President Ruane for showing him around the Recreation and Aquatic Center prior to the meeting. Mr. Smith then thanked Ms. Hatamiya and Mr. Bittner for their assistance with the audit. He said he was pleased to issue a clean opinion of the Foundation's financial statements for the year ended June 30, 2025.

Mr. Smith gave an overview of the audited financial statements, noting a shift from Board-designated net assets to non-designated net assets as a result of the Board's decision to transfer all funds from the Quasi-Endowment to the Strategic Pool at the end of the fiscal year. He also noted that the firm issued a standard AU-C 260 letter, indicating no significant issues in working with management.

Board Member Perry moved to adopt the resolution approving the Foundation's audited financial statements for the year ended June 30, 2025, seconded by Board Member Inglima, approved unanimously by roll call vote.

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

Executive Director Leslie Hatamiya gave a brief report on the Foundation's programs. Noting that the Board received thorough presentations on all active strategic grants at the September meeting, she reported that with regard to the School Athletic Field Improvements Grant, the San Bruno Education Foundation submitted documentation supporting expenses incurred on the Belle Air Elementary School field in mid-September, and with the \$9,510 grant payment SBCF made on the grant at the end of September, the entire grant amount of \$150,000 has been disbursed. In addition, she reported that the City of San Bruno submitted the quarterly Grant Report for the Crestmoor Fields Project Grant in early October, documenting nearly \$10,000 in expenses for the quarter that concluded on September 30, 2025. She also reported that the SBCF and the City of San Bruno executed a Second Amendment to the Grant Agreement for the Downtown Beautification Initiative Grant, extending the end of the grant period to May 31, 2026, to give the City ample time to complete the planter and irrigation work.

Ms. Hatamiya reminded the Board that the Foundation is not offering the Community Grants Fund or Crestmoor Scholarship this year and said she continues to respond to community inquiries about both programs. She reported that scholarship payments have been disbursed to all active 2022, 2023, 2024, and 2025 Crestmoor Scholars, and that the grant period for all 2024-2025 Community Grants concludes on December 31, 2025, with Grant Reports from these grantees due on March 1, 2026. She also reported on amendments to two grant agreements for Community Grants, one extending the grant period for the grant and other slightly broadening the grant purposes.

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c. Discuss Upcoming Officer Elections for 2026 Term

President Netane-Jones noted that under the Board's officer elections process, the subject of officer elections is agendaized prior to taking nominations and holding the election to allow for Board discussion on this topic.

d. Elect Officers for 2026: President, Vice President, Secretary, and Treasurer

President Netane-Jones opened up officer nominations for 2026.

Vice President Ruane nominated Malissa Netane-Jones for President, seconded by Board Member Wong, approved unanimously by roll call vote.

Secretary Gomez nominated Jim Ruane for Vice President, seconded by Treasurer Lin, approved unanimously by roll call vote.

Board Member Wong nominated Raul Gomez for Secretary, seconded by President Netane-Jones, approved unanimously by roll call vote.

President Netane-Jones noted that only three current Board members are definitely continuing on the Board in 2026 and they were just elected President, Vice President, and Secretary. She said that because the rest of the Board is up for reappointment and the San Bruno City Council will not make the appointments to fill the four open seats until December, the Board is unable to elect the Treasurer at this time and will do so at a later date once the new Board members are appointed.

8. Board Member Comments

Treasurer Lin said that in case there is not a December meeting, she wanted to let the rest of the Board know that she is not seeking reappointment to the Board and that it has been an honor and a pleasure to serve with them. Other Board members thanked Treasurer Lin for her service on the Board, and Executive Director Hatamiya noted that the Board will properly recognize Treasurer Lin at an upcoming meeting.

President Netane-Jones and Vice President Ruane wished everyone a happy Thanksgiving and holiday season.

9. Adjourn: Board Member Inglima moved to adjourn the meeting at 7:37 p.m., seconded by Secretary Gomez, approved unanimously.

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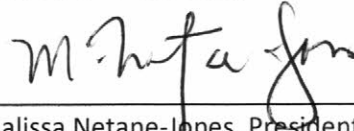
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Respectfully submitted for approval at the Regular Board Meeting of January 7, 2026, by Secretary Raul Gomez and President Malissa Netane-Jones.



Raul Gomez, Secretary



Malissa Netane-Jones, President