

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

AB-361

CORONAVIRUS COVID-19

On September 16, 2021, the Governor of California signed AB-361 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. To reduce the spread of COVID-19, meetings of the San Bruno Community Foundation's Board of Directors are being conducted electronically. The meeting is not available for in-person attendance. Members of the public may attend the meeting by video or phone following the links below in this agenda.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, you may address the Board orally during the meeting, or you may email us at info@sbcf.org. The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Foundation Board of Directors, posted on the Foundation's website and become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Foundation Board of Directors and filed with the agenda packet becoming part of the public record for that meeting. Emails received will not be read aloud during the meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Leslie Hatamiya, Executive Director, 48 hours prior to the meeting at (650) 763-0775 or by email at info@sbcf.org. Notification in advance of the meeting will enable the San Bruno Community Foundation to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

AGENDA

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

October 5, 2022

7:00 p.m.

Zoom Meeting Details:

<https://us02web.zoom.us/j/83291208392?pwd=YXZnbnU5XQVdnVkJMZXFwUWpnQkZxUT09>

Webinar ID: 832 9120 8392

Passcode: 228536

Dial-in: (669) 900-6833

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1. Call to Order/Welcome

2. Roll Call

3. **Public Comment:** Individuals are allowed three minutes. It is the Board's policy to refer matters raised in this forum to staff for research and/or action where appropriate. The Brown Act prohibits the Board from discussing or acting upon any matter not agendaized pursuant to State Law.

4. Approval of Minutes: September 7, 2022, Regular Board Meeting

5. Executive Director's Report

6. **Consent Calendar:** All items are considered routine or implement an earlier Board action and may be enacted by one motion; there will be no separate discussion unless requested by a Board Member or staff.

- 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)

7. Conduct of Business

- a. Receive Report on the San Bruno Recreation and Aquatic Center from the City of San Bruno
- b. Receive Report on the Tanforan Memorial from the Tanforan Assembly Center Memorial Committee
- 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
- 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

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- e. Receive Report on Other Programs (Community Grants Fund, Crestmoor Scholarship, and Other Strategic Grants)
- f. Discuss Upcoming Officer Elections for 2023 Term

8. Board Member Comments

- 9. Adjourn:** The next regular meeting of the Board of Directors is scheduled for Wednesday, November 2, 2022, at 7:00 p.m.

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MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

September 7, 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. She opened the meeting by noting the 12th anniversary of the devastating 2010 gas pipeline explosion in the Crestmoor neighborhood that led to the creation of the San Bruno Community Foundation, and she dedicated the meeting to all those affected by the explosion.

2. Roll Call: Board Members Netane-Jones, Ruane, Gomez, Moreno, Perry, and Torres, present; Board Member Lin, excused.

3. Public Comment: None.

4. Presentations

- a. Introduction of New San Bruno Park School District Superintendent Matt Duffy

President Netane-Jones introduced new San Bruno Park Superintendent Matt Duffy, who started his position at the beginning of July, and gave a short summary of his background. Mr. Duffy said he has been working hard to prepare for the new school year. He also said he appreciated the Foundation's support for the school district and is looking forward to working with the Foundation. Board members welcomed Mr. Duffy to San Bruno.

- b. Introduction of New Capuchino High School Principal Jose Gomez

President Netane-Jones then introduced new Capuchino High School Principal Jose Gomez, who also started his position over the summer, and gave a short summary of his background. Mr. Gomez thanked the Board for all the Foundation has done to support students and the community, particularly through the Crestmoor Scholarship. He said that his main goals this year are to connect with students, staff, and the community, to support students, to bolster the school's International Baccalaureate program, and to

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be a visible leader and listener on campus. Board members welcomed him to San Bruno and expressed excitement at having a Capuchino graduate and a San Bruno resident as principal.

5. Approval of Minutes: August 3, 2022, Regular Board Meeting: Board Member Moreno moved to approve the minutes of the August 3, 2022, Regular Board Meeting, seconded by Vice President Ruane, approved unanimously by roll call vote (Lin absent).

6. Executive Director's Report

Executive Director Leslie Hatamiya reported on several items from her written Executive Director's Report. First, she introduced the Foundation's new outside counsel providing guidance on public law matters: Heather Minner, a partner at Shute, Mihaly & Weinberger LLP. She noted that Ms. Minner will attend Foundation Board meetings and advise the Foundation on matters related to the Brown Act, Public Records Act requests, conflicts of interest, and other ethics issues. Ms. Minner expressed her excitement about working with the Foundation.

Ms. Hatamiya reported that she and Accounting Consultant Frank Bittner submitted all requested reports and documents to the Foundation's auditors at Novogradac & Company for the fiscal year 2021-2022 audit. She noted that the Novogradac team will prepare drafted audited financial statements by October 10 and meet with the Audit Committee at a public meeting on October 17 at 3:00 p.m. She also said the Novogradac team will present the audited financial statements to the Board at its November 2 meeting.

Ms. Hatamiya also reported that she is working on securing the services of a fundraising consultant to assist with analysis of the Foundation's fund development prospects and of a diversity, equity, and inclusion (DEI) consultant to support the organization on DEI matters. She also said the Foundation's 2022 Annual Report is in production and will be mailed to all San Bruno addresses during the first week of October. Finally, she noted that the Ad Hoc Committee on Program Development is scheduled to meet in September to discuss the Board's idea of developing a statement that emphasizes the importance of addressing needs in downtown San Bruno and would report back to the Board at an upcoming meeting.

7. 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 (July 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 (Lin absent).

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8. Conduct of Business

- a. Receive Report from Investment Committee and Presentation from Sand Hill Global Advisors, LLC, Regarding SBCF's Investment Portfolio

On behalf of the Investment Committee, Board Member Supriya Perry gave a brief summary of the Committee's most recent quarterly meeting, which was held on August 17, 2022. She noted that, in addition to receiving its regular report from the Sand Hill team, the Committee discussed cash flow strategies related to the San Bruno Recreation and Aquatic Center grants and recommended that the entire balance of funds (approximately \$20.7 million) needed to cover the remaining Recreation and Aquatic Center grants be transferred from the Strategic Pool to the Liquidity Pool in September. Following that recommendation, the transfer took place in early September.

She then introduced Brian Dombkowski, CEO of Sand Hill Global Advisors, LLC, which serves as the Foundation's investment adviser, and Senior Wealth Manager Kristin Sun to give the firm's annual presentation to the Board. Mr. Dombkowski gave the firm's assessment of the economic and market outlook, highlighting three key themes driving the current market environment, including the potential for a recession, inflation, and the interest rate cycle. He noted that although the first half of 2022 was particularly volatile, bearish markets in the first half of the year have historically been followed by a rebound in the second half, and the firm is anticipating a positive but slower growth environment going forward. Ms. Sun reviewed the three pools of the Foundation's investment portfolio: (1) a Quasi-Endowment Pool, with a long-term time horizon following a classic endowment investment strategy (June 30, 2022, balance of \$19.8 million); (2) a Strategic Pool to be spent down over the next several years on strategic projects and operations (June 30 balance of \$28.3 million), and (3) a Liquidity Pool to cover the Foundation's near-term cash needs (June 30 balance of \$9.1 million). She explained that the portfolio has realized total gains of \$17.4 million in the past six years since the Foundation took possession of the restitution funds in May 2016 (initial funding balance of \$69.9 million), factoring in the \$31 million in withdrawals to support all of the Foundation's investments in the community.

In responding to questions from Board members, Mr. Dombkowski and Ms. Sun explained that once the Recreation and Aquatic Center grants are paid out, the Quasi-Endowment Pool will continue to be managed with the current investment strategy until otherwise directed by the Board; that the key risks that the firm is monitoring include the possibility of a recession, inflationary pressures, interest rates, and unexpected world events; and that the firm is a fiduciary, which means it is a registered investment adviser that always puts the client's interests first and does not take commissions.

- b. Receive Report on Music Education Strategic Initiative from San Bruno Education Foundation, San Bruno Park School District, Capuchino High School Alumni Association, and Capuchino High School

As chair of the Ad Hoc Committee on Education Initiatives, Secretary Gomez gave a summary of the Music Education Strategic Initiative and of the Board's approval in the spring of two additional years of

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funding totaling \$290,000 to jump start a new sixth grade music program at Parkside Intermediate School and for program support costs for the Capuchino High School music program. He then introduced representatives from the San Bruno Park School District, the San Bruno Education Foundation, Capuchino High School, and the Capuchino High School Alumni Association to provide an update on the San Bruno Park School District and Capuchino music programs.

San Bruno Park School District Superintendent Matt Duffy and Director of Educational Services and Student Services Anjelica Zermeno described the district's vision with regard to music education as making sure every student has exposure to music and its educational benefits. They highlighted the new music teachers at Parkside Intermediate School, where every sixth grader has the opportunity to take a music course. They explained that the music program for the elementary schools now features instrumental instruction taught by a new music teacher for all third, fourth, and fifth graders, while grades TK-2 participate in weekly sessions led by Music for Minors. San Bruno Education Foundation President Bryan Vander Lugt reflected on the past five years of music instruction in the district and SBCF's support since the beginning of the Music Education Initiative, and he noted the continued strength of the music program, despite significant obstacles including transitions in school leadership and Parkside's music teachers as well as the pandemic.

Capuchino High School Music Director Johnathan Hsu emphasized how critical the music program at the San Bruno Park School District is for the high school program, which seeks to provide high-quality music education to all interested students regardless of their socioeconomic status. He also noted the importance of music classes for many students who suffered from isolation and mental health issues during the pandemic. He reported that he is teaching a full schedule of five music classes this year and proudly announced that Capuchino now offers a field show marching band. Representing the Capuchino High School Alumni Association, Renee Callantine thanked SBCF for its support and noted that Capuchino's music program is something of which the entire community can be proud.

San Bruno resident Teri Chavez, who sits on the San Bruno Park School District Board of Trustees, thanked the Board for the Foundation's support of the music programs in the San Bruno Park School District and at Capuchino High School.

- c. Receive Report on Centennial Plaza Project from the City of San Bruno and Adopt Resolution Creating Ad Hoc Committee on Centennial Plaza Project

President Netane-Jones reported that the City of San Bruno, led by the City's City Council Downtown Committee, has developed a plan to renovate Centennial Plaza on San Mateo Avenue into a community gathering space that can be used for resting, outdoor dining, and entertainment in a park setting, and that, on August 23, the City Council directed City staff to move forward with the conceptual design and to work with the San Bruno Community Foundation and other community partners to identify additional sources of funding for the project.

President Netane-Jones then introduced San Bruno Community Services Director Ann Mottola, who gave a presentation on the City's plans to develop Centennial Plaza. Ms. Mottola displayed images of

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the conceptual design for the plaza, which includes a small stage, seating and picnic tables, a play area, and landscaping, with the goal of creating a flexible urban plaza for the downtown area. She noted the City's need for additional funding for the project and the City Council's request for a Foundation grant to support the project.

The Board then considered a resolution to create a new, ad hoc, advisory committee to review the City's plans for Centennial Plaza and consider recommending a funding proposal for the project to the full Board.

Secretary Gomez moved to adopt Resolution Creating Ad Hoc Committee on Centennial Plaza Project, seconded by Board Member Moreno, approved unanimously by roll call vote (Lin absent).

- d. 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. First, she noted that the application for the 2022-2023 cycle of the Community Grants Fund is available on the SBCF website, with a September 21, 2022, application deadline.

With regard to the San Bruno Recreation and Aquatic Center (RAC) Project, she noted that in the first quarter of fiscal year 2022-2023, the Foundation made payments on the RAC grants totaling \$3.6 million, based on the latest quarterly RAC grant reports from the City. She reported that the Foundation has paid out a total of more than \$24 million in RAC grant payments thus far.

Regarding the Tanforan Memorial Project, Ms. Hatamiya reported that the Tanforan Assembly Center Memorial Committee held a moving ribbon-cutting ceremony at the memorial site outside the San Bruno BART station on Saturday, August 27, and displayed some photos of the ceremony and of the memorial. She said that with an audience of at least 750 people, including more than 40 survivors of Tanforan and other World War II incarceration camps, the event featured a number of speakers, including SBCF President Netane-Jones.

Finally, Ms. Hatamiya reported on the Parkside Athletic Field Improvement Project. She said that in August, through the Foundation's off-cycle responsive grantmaking process, SBCF awarded a \$10,000 grant to the San Bruno Education Foundation to fund critical athletic field improvements at Parkside Intermediate School for the fall soccer season and school year. She reported that San Bruno AYSO volunteers and SBPSD facilities staff worked diligently and quickly to finish the improvements in time for the start of the fall season.

9. Board Member Comments: None.

10. Adjourn: Vice President Ruane moved to adjourn the meeting at 8:54 p.m., seconded by Board Member Moreno, approved unanimously.

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Respectfully submitted for approval at the Regular Board Meeting of October 5, 2022, by Secretary Raul Gomez and President Malissa Netane-Jones.

Raul Gomez, Secretary

Malissa Netane-Jones, President

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Memorandum

DATE: September 23, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Executive Director's Report

Since the September 7, 2022, Board meeting, I have continued to focus on administering the Community Grants Fund and Crestmoor Scholarship programs and monitoring and developing strategic initiatives. In addition, I have handled a variety of other matters, including the following:

1. Fiscal Year 2021-2022 Audit

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

2. Annual Report

The Foundation's 2022 Annual Report will be mailed to all San Bruno addresses the week of October 3. Like last year's piece, the Annual Report is a twelve-page, full-color, letter-sized brochure that provides an update on the Foundation's strategic initiatives, profiles of the 2022 Crestmoor Scholars and highlights about Scholarship alumni, information about the Community Grants Fund, and financial information. We will post the Annual Report on the Foundation website and make hard copies available at gathering places around town, such as City Hall, the Library, the Senior Center, and the Recreation Center. Thank you to President Malissa Netane-Jones, Vice President Jim Ruane, Program Manager Jessica Carrillo, and volunteer Stephanie Rutgers for editing and proofreading assistance, Mikko Design for graphic design work, and HH Global for printing and mail house services.

3. Fundraising and DEI Consultants

As you know, I have been in discussions with several experienced fundraising consultants about partnering with SBCF to provide a high-level analysis of both SBCF's fundraising potential (what

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it could realistically raise on an annual basis) and the projected cost of implementing an active fundraising operation, including hiring fund development staff. I am working on the professional services consulting agreement with the selected firm and hope to have an agreement executed soon. The current plan is for the firm to complete its analysis by the end of 2022, with a presentation of its findings to the Board in early 2023.

I have also been in discussions with diversity, equity, and inclusion (DEI) consultants to continue the work the Board began during its 2021 strategic planning process. I am working on the professional services consulting agreement with the selected consultant and hope to have an agreement executed soon. The goal is to conduct individual trainings with the four new Board members and the Program Manager by the end of 2022 and facilitate one Board study session on a DEI topic in early 2023.

4. Email Newsletter and Website Hits

Since the September 7 Board meeting, I have sent out two email blasts to the Foundation's email distribution list; one provided a summary of the September meeting and reminded potential applicants to attend the September Community Grants Fund grant workshop, and the other was a final reminder of the Community Grants Fund application deadline. Of the approximately 800 emails sent each time, 51%-52% of the recipients opened the email.

According to Google Analytics, activity on the sbcf.org website was relatively light this past month. In the August 7-23 time period, 398 users visited the Foundation website. The most visited pages were the home page, pages related to the Community Grants Fund, and the page highlighting the Tanforan Memorial.

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Memorandum

DATE: September 30, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Consent Calendar for the October 5, 2022, Regular Board Meeting

For the October 5, 2022, Regular Meeting of the Board of Directors of the San Bruno Community Foundation, the Consent Calendar includes two items related to administrative and operational functions of the Foundation.

1. 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

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of COVID-19. The Governor's COVID-19 State of Emergency remains in effect.

On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow local legislative bodies to conduct meetings telephonically or by other means. The State also implemented a shelter-in-place order, requiring all non-essential personnel to work from home.

In response to the Executive Order and following the lead of the San Bruno City Council and the City's commissions, boards, and committees, the Foundation's Board of Directors and standing committees (Investment Committee and Audit Committee) have been conducting virtual meetings since April 2020. The usage of Zoom for public meetings has allowed the Foundation to ensure the public's continued access to its meetings while also ensuring the public's safety.

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021, for agencies to transition back to public meetings held in full compliance with the Ralph M. Brown Act. Since Executive Order N-08-21 was enacted, the Delta and Omicron variants, as well as various subvariants, of the

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COVID-19 virus have emerged, resulting in continually high positive case rates for San Mateo County. The Foundation, like the City of San Bruno, has continued its public meetings in the virtual setting and wishes to maintain this format to preserve the health and safety of its staff, volunteers, and the public.

AB 361 was signed into law by the Governor on September 16, 2021, went into effect immediately as urgency legislation (codified under Government Code § 54953), allowing local legislative bodies to continue to meet remotely beyond the current executive order's expiration of September 30, 2021, in any of the following circumstances:

- The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
- The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees (Government Code § 54953(e)(1)(A)-(C)).

Staff has determined the following findings can be made to meet the above provisions of AB 361:

- The state of California remains under the COVID-19 state of emergency proclaimed by the Governor pursuant to the California Emergency Services Act.
- The emergency continues to directly impact the ability of members to meet safely in person.
- State or local officials continue to impose or recommend measures to promote social distancing (Government Code § 54953(e)(3)(B)(i)-(ii)).

Every month since November 2021, the Foundation Board has adopted a resolution making necessary findings so that the Foundation can continue to teleconference public meetings without adhering to all of the Brown Act's teleconferencing requirements, in order to ensure the health and safety of the public. The public can attend public meetings by teleconference accessibility via call-in option or an internet-based service option (via the Zoom Webinar platform). Meeting details including the Zoom link and accessible phone numbers are listed on the published agenda for each meeting. The Foundation monitors attendance via teleconference as well as email correspondence received throughout each public meeting and provides access for public comment opportunities in real time both verbally and in writing. Emails received before the meeting start time are forwarded to the Foundation Board of

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Directors, posted on the Foundation's website, and become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they are forwarded to the Foundation Board of Directors and filed with the agenda packet becoming part of the public record for that meeting. Emails received are not read aloud during the meeting.

Under AB 361, which will sunset on January 1, 2024, the Foundation Board may continue to teleconference public meetings if the Board makes findings every 30 days during the proclaimed state of emergency. Thus, I recommend that the Board once again adopt the resolution declaring the continued state of emergency and need for the Foundation Board of Directors and other 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, as part of the Consent Calendar. If the Board chooses not to adopt the resolution or declare staff's findings, the Foundation may not be subject to the Brown Act exemptions that would be allowed under AB 361.

2. Receive and Approve Treasurer's Report (August 2022 Financial Statements)

The August 2022 financial statements consist of a Budget Report and Balance Sheet. The attached Budget Narrative provides a thorough explanation of the financial statements. The Budget Report includes the budget figures approved at the June 1, 2022, Board meeting.

I recommend that the Board approve the attached resolution and the Treasurer's Report, as outlined above, as part of the Consent Calendar on October 5, 2022.

Attachments:

1. 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
2. August 2022 Financial Statements

RESOLUTION NO. 2022-__

RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION 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

WHEREAS, on March 4, 2020, the Governor of California proclaimed a State of Emergency to exist in California as a result of the threat of novel coronavirus disease 2019 (COVID-19) and that State of Emergency remains in effect;

WHEREAS, on March 17, 2020, the Governor of California executed Executive Order N-29-20, which suspended and modified specified provisions in the Ralph M. Brown Act (Government Code Section § 54950 *et seq.*) and authorized local legislative bodies to hold public meetings via teleconferencing and to make public meeting accessible telephonically or otherwise electronically to all members of the public seeking to observe and address the local legislative body;

WHEREAS, on June 11, 2021, the Governor of California executed Executive Order N-08-21, which extended the provisions of Executive Order N-29-20 concerning teleconference accommodations for public meetings through September 30, 2021;

WHEREAS, the San Bruno Community Foundation, including its Board of Directors and all other legislative bodies subject to the Ralph M. Brown Act (“Brown Act Bodies”), has been holding meetings using teleconferencing and virtual meeting technology in an effort to help protect Foundation officials, staff, volunteers, and the public from COVID-19;

WHEREAS, on August 2, 2021, in response to the Delta variant, the San Mateo County Health Department issued Order C19-12, which required all individuals to wear face coverings when indoors in workplaces and public settings;

WHEREAS, on December 15, 2021, a statewide mask mandate went into effect due to a rise in cases across the state;

WHEREAS, on March 1, 2022, the statewide requirement that unvaccinated individuals mask in indoor public settings moved to a strong recommendation that all persons, regardless of vaccine status, continue indoor masking;

WHEREAS, the San Mateo County Chief Health Officer has likewise recommended the CDC’s masking guidance, finding in February 2022 that transmission rates of COVID-19 remain high, and the risk of COVID-19 variants are still unknown;

WHEREAS, on August 2, 2022 the San Mateo County Chief Health Officer stated that transmission of COVID-19 continues to remain high in the County and strongly recommended wearing a high-quality mask in indoor settings and increasing ventilation to help prevent infection;

WHEREAS, the California Department of Industrial Relocations Division of Occupational Safety and Health (“Cal/OSHA”) has promulgated Section 3205 of Title 8 of the California Code of Regulations, which requires most employers in California to train and instruct employees about measures that can decrease the spread of COVID-19, including physical distancing and other social distancing measures, and those regulations remain in effect;

WHEREAS, because of the rise in COVID-19 cases due to the Delta variant and now the Omicron variant, the Foundation is concerned about the health and safety of all individuals who intend to attend public meetings of the Foundation in person;

WHEREAS, on September 16, 2021, the Governor of California signed into law Assembly Bill 361 (AB 361, Rivas) into law as an urgency measure that went into effect immediately;

WHEREAS, AB 361 authorizes local legislative bodies to continue to conduct meetings using teleconferencing without complying with the Ralph M. Brown Act’s standard teleconferencing requirements if certain conditions are met; and

WHEREAS, the Foundation desires to continue conducting public meetings of its Brown Act Bodies using teleconferencing as authorized by AB 361.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Foundation Board of Directors hereby finds and determines that the foregoing recitals are true and correct; the recitals are hereby incorporated by reference into each of the findings as though fully set forth therein.
2. In compliance with AB 361, the Foundation Board of Directors makes the following findings:
 - a. The Foundation Board of Directors has reconsidered the circumstances of the state of emergency, and the state of emergency remains active;
 - b. The state of emergency continues to directly impact the ability of the Foundation’s Brown Act Bodies, as well as staff and members of the public, to meet safely in person; and
 - c. State or local officials continue to impose or recommend measures to promote social distancing.

3. Meetings of the Foundation's Brown Act Bodies will continue to be conducted via teleconference, pursuant to AB 361.

This resolution will be effective upon adoption.

Dated: October 5, 2022

ATTEST:

Raul Gomez, Secretary

I, Raul Gomez, Secretary, do hereby certify that the foregoing Resolution No. 2022-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 5th day of October, 2022, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

SAN BRUNO

Community Foundation

August 2022

Budget Narrative

This report primarily describes amounts in column a (Actual Year to Date) of the monthly Budget Report. When projections vary from Budget (column b), the changes will be reflected in columns d (Final Projected Amount) and e (Change in Budget) and be explained. First two months equal 16.7% of the fiscal year.

INCOME

Line 1 Transfers from Quasi Endowment – Transfers planned for later in the year, coinciding with Community Grants and Scholarships payments.

Line 2 Transfers from Strategic Pool – Transfers planned for later in the year.

Line 3 Transfers from Liquidity RAC – \$8,759,369 transfer of account balance is 99.8% of budget.

Line 5 Interest Income - \$8,392 is 79.6% of budget. Liquidity RAC balance rolled into Liquidity Operating funds with current balance of \$5,417,257.

EXPENSES

Line 11 Other Grants – \$10,000 is the entire budget and was used for Parkside Athletic Field grant.

Line 13 Salaries & Wages – Expense is under budget at 15.7%.

Line 14 Payroll Taxes & Benefits – Expense (\$4,744) is 18.8% of budget. Social Security/Medicare tax (\$2,685) is the largest cost. Other costs include retirement (\$1,649) and life insurance (\$214).

Line 16 Occupancy – Only cost is office lease (\$2,690). Amount is 16.5% of budget.

Line 17 Insurance – Total (\$3,095) is 15.8% of budget and includes Directors & Officers (\$2,350), crime (\$540), and commercial liability (\$205) policies.

Line 18 Telecommunications – Cost (\$397) is 15.6% of budget.

Line 19 Postage & Shipping – Cost (\$69) is 1.9% of budget.

Line 20 Marketing & Communications - \$177 expense is 1% of budget.

Line 21 Office Supplies & Equipment – Cost (\$88) is 1.5% of budget

Line 22 Legal Fees – \$1,777 expense is 3.9% of budget. \$1,567 has been for administrative support.

Line 23 Accounting & Payroll Fees – Total (\$5,078) is 14.2% of budget with \$4,896 for Accounting Consultant.

Line 24 Other Consultants – No expense incurred so far this year.

Line 25 Travel, Meetings & Conferences – No expense incurred this year.

Line 26 Miscellaneous – Cost (\$130) equals 4.5% of budget.

SUMMARY

Excluding the budget for Scholarships & Grants, total expenses are at 11.8% of budget, which is well below 16.7% benchmark for the first two months of the year. In terms of dollars, the \$53,346 in first two months expense is \$22,133 less than the two-month budget allocation.

Total August Investment net loss or decrease in value is \$1,174,642. This came from the Strategic Pool (\$518,233) and Quasi Endowment (\$656,410). Year-to-date investment gain or increase in value is \$933,206.

Overall organization year to date net income or increase in net assets is \$878,251.

Total Net Assets, as of August 31, 2022 are \$28,125,432 with \$20,298,960 in Quasi Endowment; \$7,725,272 in general Unrestricted funds; and \$101,200 in Donor Restricted Net Assets.

SAN BRUNO

Community Foundation

August 2022 2022-2023 Budget Report

	(a)	(b)	(c)	(d)	(e)
	Actual Year to Date	Budget	Actual as % of Budget (a/b)	Final Projected Amount	Change in Budget (d - b)
INCOME & TRANSFERS					
1 Transfers from Quasi Endowment	\$ -	\$ 285,937	0.0%	\$ 285,937	\$ -
2 Transfers from Strategic Pool	-	25,088,288	0.0%	25,088,288	-
3 Transfers from Liquidity RAC	8,759,369	8,774,970	99.8%	8,759,369	(15,601)
4 Donations	-	-	-	-	-
5 Interest Income	8,392	10,543	79.6%	10,543	-
6 Miscellaneous Income	-	-	-	-	-
7 Total Available for Operations	8,767,761	34,159,738	25.7%	34,144,137	(15,601)
EXPENSES					
8 Crestmoor Scholarships	-	160,000	0.0%	160,000	-
9 Community Grants	-	300,000	0.0%	300,000	-
10 Strategic Grants	-	5,500,000	0.0%	5,500,000	-
11 Other Grants	10,000	10,000	100.0%	10,000	-
12 Subtotal Direct Program Expenses	10,000	5,970,000	0.2%	5,970,000	-
13 Salaries & Wages	35,101	223,075	15.7%	223,075	-
14 Payroll Taxes & Benefits	4,744	25,173	18.8%	25,173	-
15 Subtotal Personnel Expenses	39,845	248,248	16.1%	248,248	-
16 Occupancy	2,690	16,349	16.5%	16,349	-
17 Insurance	3,095	19,572	15.8%	19,572	-
18 Telecommunications	397	2,552	15.6%	2,552	-
19 Postage & Shipping	69	3,720	1.9%	3,720	-
20 Marketing & Communications	177	17,878	1.0%	17,878	-
21 Office Supplies & Equipment	88	5,800	1.5%	5,800	-
22 Legal Fees	1,777	45,200	3.9%	45,200	-
23 Accounting & Payroll Fees	5,078	35,792	14.2%	35,792	-
24 Other Consultants	-	38,870	0.0%	38,870	-
25 Travel, Meetings & Conferences	-	16,031	0.0%	16,031	-
26 Miscellaneous	130	2,863	4.5%	2,863	-
27 Subtotal Non-Personnel	13,501	204,627	6.6%	204,627	-
28 Total Expenses	63,346	6,422,875	1.0%	6,422,875	-
29 Net Surplus/(Loss)	\$ 8,704,415	\$ 27,736,863		\$ 27,721,262	\$ (15,601)

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Community Foundation

Statement of Financial Position as of August 31, 2022

ASSETS

Cash, Wells Fargo General	\$ 21,760.85	
Cash, Wells Fargo Payroll	32,006.19	
Cash, Fidelity Liquidity Pool - Operating	5,417,256.64	
Total Cash		5,471,023.68
Investments, Fidelity Strategic Pool	28,716,582.11	
Investments, Fidelity Quasi-Endowment	20,298,959.49	
Total Investments		49,015,541.60
Prepaid Rent	1,344.96	
Prepaid Insurance	12,056.75	
Total Other Current Assets		13,401.71
Deposits	909.45	
Total Other Assets		909.45
TOTAL ASSETS		\$ 54,500,876.44

LIABILITIES & NET ASSETS

LIABILITIES

Accounts Payable	10,240.88	
Accrued Grants Payable	26,067,643.82	
Accrued Scholarships Payable	285,000.00	
Accrued Employee PTO	12,559.80	
Total Liabilities		26,375,444.50

NET ASSETS

Unrestricted, Non-QE 7/1/2021 Balance	7,341,872.74	
Year to Date Net Income from Operations	(54,954.36)	
Year to Date Strategic Investment Income	438,354.07	
Total Non-QE Unrestricted Net Assets		7,725,272.45
Quasi-Endowment 7/1/2022 Balance	19,804,107.76	
Year-to-date QE Investment Income	494,851.73	
Total QE Unrestricted Net Assets		20,298,959.49
Total Unrestricted Net Assets		28,024,231.94
Donor Restricted Net Assets 7/1/2022 Balance	101,200.00	
Year to Date Donor Restricted Net Income	-	
Total Donor Restricted Net Assets		101,200.00
Total Net Assets		28,125,431.94

TOTAL LIABILITIES & NET ASSETS		\$ 54,500,876.44
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SAN BRUNO

Community Foundation

Memorandum

DATE: September 30, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report on the San Bruno Recreation and Aquatic Center from the City of San Bruno

At the October 5, 2022, regular meeting, the Board of Directors will receive its quarterly update on the San Bruno Recreation and Aquatic Center (RAC) project from the City of San Bruno. As you know, the City is in the middle of the construction process in San Bruno City Park Project Manager Rod Macaraeg will give the presentation, with support from Community Services Director Ann Mottola.

In addition, on behalf of the Foundation's Ad Hoc Committee on Recreation and Aquatic Center Project, President Malissa Netane-Jones will give a brief update on the eight grants totaling \$50 million that the Foundation has awarded to the City in conjunction with the RAC project. As reported at the September meeting, in July and August 2022, the Foundation made quarterly RAC grant payments totaling \$3,558,147.96. As shown in the table below, as of September 1, 2022, the Foundation has paid out a total of \$24,092,356.18 in RAC grant payments and has a balance of \$25,907,643.82 left to pay. The City will be submitting its next set of RAC grant reports in October, after which the Foundation will make payments on RAC Grants 2, 3, 4, 5, 7, and 8.

RAC Grant #	For	Total Grant Amount	Total Grant Payments Made as of 9/1/2022	Balance to Pay
1	Conceptual Design	\$416,108.85	\$416,108.85	\$0.00
2	Architectural Services	\$5,420,388.00	\$5,111,544.79	\$308,843.21
3	Project & Construction Management Services	\$1,079,000.00	\$704,511.99	\$374,488.01
4	City Compliance Review	\$1,061,611.00	\$534,183.19	\$527,427.81
5	Temporary Facilities	\$375,000.00	\$86,621.55	\$288,378.45
6	Business Plan	\$60,000.00	\$60,000.00	\$0.00
7	Tom Lara Field Parking Lot	\$1,123,438.00	\$964,354.24	\$159,083.76
8	Construction	\$40,464,454.15	\$16,215,031.57	\$24,249,422.58
	TOTAL	\$50,000,000.00	\$24,092,356.18	\$25,907,643.82

SAN BRUNO

Community Foundation

Memorandum

DATE: September 30, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report on the Tanforan Memorial from the Tanforan Assembly Center Memorial Committee

At its October 5, 2022, meeting, the Foundation Board will receive an update on the Tanforan Memorial project from Doug Yamamoto, president of the Tanforan Assembly Center Memorial Committee (TACMC).

As you will recall, the Foundation has provided strategic grant funding totaling \$200,000 to TACMC for the construction of the memorial, which honors the nearly 8,000 Americans of Japanese ancestry, most of whom were U.S. citizens, who were forcibly removed from their homes and interned at the Tanforan Assembly Center during World War II. TACMC held a ribbon-cutting ceremony at the memorial site outside the San Bruno BART station on the afternoon of Saturday, August 27, 2022.

Mr. Yamamoto will report on the completion of the memorial, the ribbon-cutting ceremony, and TACMC's plans for the memorial going forward. TACMC's grant report for the Tanforan Memorial strategic grant is due by November 1, 2022.

SAN BRUNO

Community Foundation

Memorandum

DATE: September 30, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

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

At its October 5, 2022, regular meeting, the Foundation Board will receive a report from the Ad Hoc Committee on Education Initiatives and consider a recommendation to approve a resolution approving a COVID-19 relief school field trip and transportation strategic grant to the San Bruno Park School District in the amount of \$35,000. As you know, the Committee was created in January 2022 to investigate ways in which the Foundation can support San Bruno's K-12 public schools. Secretary Raul Gomez chairs the Committee, and Treasurer Pak Lin and Board Member Supriya Perry serve as Committee members.

1. SBPSD PTA/PTO School Needs Survey

In March, the Committee asked the presidents of the parent-teacher associations at all San Bruno Park School District schools (five elementary schools and Parkside Intermediate School) to complete a school needs survey. The survey included 20 substantive questions and was organized into the following areas: General Information, Outdoor Education, Teacher Reimbursements, Field Trips/Transportation, and Other Funding Ideas. Representatives of all six schools' parent-teacher associations submitted survey responses, which the Committee has compiled and reviewed.

2. School Field Trip and Transportation Grant Proposal

Although the survey data revealed different needs at each school, it 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. In particular, most of the schools identified a need for more funding related to field trips, including the fifth grade Outdoor Education program. Because the school district does not have its own fleet of buses, schools must rent buses, which can cost upward of \$800 per field trip, or rely on volunteer parent drivers. Most of the schools depend exclusively on the PTA/PTOs to cover the costs of field trips including transportation, which limits the number of field trips each class can offer. Moreover, over the past two years,

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Community Foundation

Memorandum

the pandemic has limited the ability of schools to offer field trips. No field trips were available in 2020-2021, when the schools spent most of the year in distance learning format and most field trip venues were not open. The 2021-2022 school provided some opportunities for field trips, including the Outdoor Education program, but as venues have continued to have some COVID restrictions and the schools have faced ongoing challenges related to the pandemic, field trips were not as plentiful as they were pre-pandemic.

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 and have had fewer opportunities to attend community events and visit places like museums, zoos, and music or dance performances.

To provide some financial 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 developed a proposal for COVID relief grants to support the six San Bruno Park School District schools. In June, the Committee first brought the proposal to the Board, which was generally supportive of the idea of providing such COVID relief funding to the schools. The idea has been to provide \$5,000 to support each of the five elementary schools in the San Bruno Park School District and \$10,000 to support Parkside Intermediate, for a total of \$35,000, to cover transportation and field trip-related expenses, including the 5th grade Outdoor Education Program, in the 2022-2023 school year. In the event that the pandemic continues to limit field trip opportunities, the Committee also suggested that funds could be used for on-campus school assemblies.

Originally, it was 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. As a result, over the summer, the Committee began to explore other mechanisms for distributing grant funds to support the schools. 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 the grant, much of which will go toward covering the cost of field trip buses and the Outdoor Education program. San Bruno Park Education Foundation President, Bryan Vander Lugt, is supportive of the school district receiving this grant and does not see a reason for SBEF to be involved in the use of grant funds for these purposes.

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The Committee is grateful for the school district's willingness to receive the grant funding for the purpose of supporting field trips and related activities at each of the schools. At the same time, the Committee recognizes the importance of the schools and their associated parent-teacher organizations providing input as to how the grant funds can best be used to support their field trip and assembly activities. Accordingly, the grant agreement to the school district will state that it is expected to consider input and advice from each of the schools and their associated parent-teacher organizations in deciding how to use the grant funds consistent with their purpose.

As such, the Committee is now ready to bring to the Board for approval the final proposal for a COVID-19 relief grant to the school district to support transportation and other expenses related to off-campus field trips, including the Outdoor Education program, and on-campus assemblies at the six SBPSD schools, in the amount of \$35,000, to be used in the 2022-2023 school year. The proposed grant would be structured as follows:

- Grant Amount: Total of \$35,000; \$5,000 to support activities at each of the five elementary schools and \$10,000 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

At the October 5 Board meeting, the Committee will present this strategic grant proposal to the full Board and request that the Board adopt the resolution approving the school field trip and transportation grant to the San Bruno Park School District in the amount of \$35,000. SBPSD Director of Educational Services and Student Services Anjelica Zermeno will be in attendance representing the school district for this agenda item.

Attachments:

1. Resolution Approving School Field Trip and Transportation Grant to the San Bruno Park School District in the Amount of \$35,000

RESOLUTION NO. 2022-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
APPROVING SCHOOL FIELD TRIP AND TRANSPORTATION GRANT TO THE SAN BRUNO PARK
SCHOOL DISTRICT IN THE AMOUNT OF \$35,000**

WHEREAS, a survey of the presidents of the parent-teacher associations at all six San Bruno Park School District schools revealed that the schools would benefit from additional financial support, especially after the past two years of substantial impact from the COVID-19 pandemic, and identified, in particular, a need for funding and support for program and transportation expenses related to field trips, including the fifth grade Outdoor Education program;

WHEREAS, over the past two school years, the pandemic severely limited the ability of the schools to offer off-campus field trips and on-campus enrichment programs like assemblies;

WHEREAS, the Foundation Board sees tremendous value in field trips for elementary and middle school students – the opportunity to be exposed to new, off-campus experiences, especially after more than two years of the pandemic, when youth have faced mental health challenges with social distancing and isolation and have had fewer opportunities to attend community events and visit places like museums, zoos, and music or dance performances;

WHEREAS, the Foundation Board seeks to provide some financial relief and support to the schools and parent-teacher associations in supporting the schools, and to enable San Bruno students to partake in valuable educational experiences outside the classroom, with grant funding specifically earmarked to support transportation and other expenses related to field trips, including the Outdoor Education program, for the 2022-2023 school year; and

WHEREAS, supporting the San Bruno Park School District schools and parent-teacher associations with such a grant is consistent with the Foundation's strategic priority of education.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves a strategic grant in the amount of \$35,000, with \$5,000 earmarked to support activities at each of the five elementary schools and \$10,000 to support activities at Parkside Intermediate School, to the San Bruno Park School District to provide support and/or cover the costs associated with transportation and other expenses related to off-campus field trips, including the San Mateo County fifth grade Outdoor Education program, and/or expenses related to on-campus assemblies, during the 2022-2023 school year.

BE IT RESOLVED FURTHER that under this strategic grant, the San Bruno Park School District will be required to consider the input and advice from the individual schools and their

associated parent-teacher organizations in making decisions as to how to spend the grant consistent with the applicable purposes.

BE IT RESOLVED FURTHER that the Board hereby authorizes Executive Director Leslie Hatamiya to finalize, and execute on behalf of the Foundation, a Grant Agreement setting forth the specific terms and conditions, including the specific grant purposes, for such a grant to the San Bruno Park School District in an amount totaling \$35,000.

Dated: October 5, 2022

ATTEST:

Raul Gomez, Secretary

I, Raul Gomez, Secretary, do hereby certify that the foregoing Resolution No. 2022-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 5th day of October, 2022, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

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Community Foundation

Memorandum

DATE: September 30, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report on Strategic Grantmaking Priorities and the City of San Bruno's Downtown from the Ad Hoc Committee on Program Development

At its October 5, 2022, meeting, the Foundation Board will receive a report on strategic grantmaking priorities from the Ad Hoc Committee on Program Development and, as appropriate, provide further direction to staff. Vice President Jim Ruane will make the report as chair of the Committee. Secretary Raul Gomez and Board Member Melissa Moreno also serve on the Committee.

1. Background

In April 2022, at the San Bruno City Council's request, SBCF President Malissa Netane-Jones and Dr. Shawn Spano of the Public Dialogue Consortium (PDC) made a presentation to the Council on the results of Community Listening Campaign 2.0 and last year's strategic planning process. Subsequent to that presentation, the City Council, at the request of Vice Mayor Linda Mason, requested that the Foundation "reconsider [our] priorities to include (1) The City of San Bruno's downtown as a priority since the San Bruno community ranked it #1 on the list of community needs and it is currently not listed as a San Bruno Community Foundation Priority."

Upon hearing of this request, the Board agreed to discuss the Foundation's strategic grantmaking priorities, which took place at its August 3, 2022, regular meeting. 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.

2. Committee Deliberations and Recommendation

On September 15, the Ad Hoc Committee on Program Development met and discussed the Board's request. The Committee noted that at the September 7, 2022, Board meeting, the Board received a report from the City of San Bruno on the City's plans to develop Centennial Plaza, an underutilized open space in the downtown area at the intersection of Jenevein Avenue and San Mateo Avenue, and its need for funding to complete the project. Led by the City Council's Downtown Committee, the City has developed a plan to renovate Centennial Plaza into a useable community gathering space that can be used for resting, outdoor dining, and entertainment in a park setting. At the meeting, the Board created the Ad Hoc Committee on Centennial Plaza Project, which is charged with researching the Centennial Plaza Renovation Project and reporting back to the Board with a possible funding recommendation. That advisory committee is currently waiting to receive a formal grant request from the City on the project, will meet in October to review the proposal, and will decide on a funding recommendation for Board consideration at the November 2 SBCF Board meeting.

The Program Development Committee considered several options and ultimately decided to recommend that the Board express the Foundation's commitment to downtown San Bruno in the preamble of the resolution approving a grant supporting the City's Centennial Plaza project, if the Board decides to approve a grant for that project at a future meeting. Since the Board

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will likely be considering such a resolution in the near future, that renovation is the City's main downtown-focused project at the present time, and the Foundation's funding commitment would likely be substantial (around \$500,000), the Committee determined that that resolution 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 Committee also noted that the making of the grant in and of itself would be a significant statement of the Foundation's commitment to the downtown area.

Vice President Ruane will report on the Committee's deliberations and recommendation at the meeting. The Board will have the opportunity to respond to the recommendation and, if it so chooses, to provide further direction to staff on the matter.

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Community Foundation

Memorandum

DATE: September 30, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report on Other Programs (Community Grants Fund, Crestmoor Scholarship, and Other Strategic Grants)

At the October 5, 2022, Board meeting, I will give a brief update on the Community Grants Fund, Crestmoor Scholarship, and strategic grants.

1. Community Grants Fund

The Foundation received 44 applications for Community Grants by the September 21 deadline. Program Manager Jessica Carrillo is in the middle of the due diligence process, reviewing the applications for completeness and checking to ensure that the applications meet the Foundation's applicant and activity eligibility guidelines based on their responses to specific questions on the application. In addition, she is checking several federal and state registries to see whether applicant organizations are properly registered with the appropriate government agencies (Internal Revenue Service, California Secretary of State, California Franchise Tax Board, and California Attorney General's Registry of Charitable Trusts).

Once the due diligence process is completed, the applications will be distributed to our review panel for evaluation. All panelists will receive review process training, and panelists participating for the first time this year will also attend a one-hour diversity, equity, and inclusion session led by President Malissa Netane-Jones. After independently reviewing the applications, the panel will meet to discuss the applications. With assistance of the Executive Director and Program Manager, the panel will ultimately make a recommendation on grant awards to the Board. The goal is for the Board to consider and approve grant awards at the December 7 Board meeting. With the \$100,000 donation from Google.org and YouTube announced over the summer, the Foundation plans to award grants totaling \$300,000 this cycle.

2. Crestmoor Scholarship

We have distributed all but three of this year's annual payments to 2019, 2020, 2021, and 2022 Crestmoor Scholars, based on their submission of the required documentation. One payment is being processed, and two students may be requesting one-year deferrals of their scholarships.

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Memorandum

As in past years, the 2023 cycle of the Crestmoor Scholarship will launch in December, with an early March application deadline.

3. Community Day

The Foundation provided \$30,000 in grant funding to the City of San Bruno for the 2022 Community Day in downtown San Bruno. The City submitted its grant report in late August, reporting that approximately 5,000 community members participated in the street fair on June 5, 2022. The report featured two main accomplishments of Community Day: a successful relocation of the event to downtown San Bruno on San Mateo Avenue, and reimagining the event as a celebration of the cultural diversity of San Bruno. The report noted that the undertaking of a street festival was a new venture for the Community Services Department, which produced the event in partnership with the Police and Public Works Departments. The complexity of planning for a sustained road closure required creative deployment of resources from all departments to ensure a safe event environment. The report noted minimal hiccups with the relocation from a logistical standpoint, and from an event experience perspective, the feedback on the street festival format was enthusiastically received. The report also noted the successful reimagining of the event as a showcase of San Bruno's cultural diversity. In addition to highlighting the diversity of foods on the Avenue, the line-up of performers at the main stage at Centennial Plaza was an eclectic mix of cultural dance performance and musical acts. The event was also successful in providing a variety of interactive experiences for guests of all ages to participate in, including a rock-climbing wall, mini golf, and inflatables at the Kids Zone; Touch a Truck; ping pong and corn hole; and the Arts Block that was an exciting gathering of local artisans and artists engaging the community in a dynamic street chalk art activity.

At the November 2 Board meeting, Community Services Director Ann Mottola will provide an oral presentation to the Board on the 2022 Community Day and detail the City's plans for the event in 2023. The Board will then consider the City's request for grant funding for the 2023 Community Day.

SAN BRUNO

Community Foundation

Memorandum

DATE: September 30, 2022

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Discussion Regarding Upcoming Officer Elections for 2023 Term

The Foundation's Bylaws provide limited guidance related to the election of officers. Article VIII, Section 2, of the Bylaws states:

The officers of the Corporation, except the Executive Director and those appointed under Section 3 of this Article [meaning those other than the President, Vice President, Secretary, and Treasurer], shall be chosen annually by the Board for one-year terms starting on January 1 and shall serve at the pleasure of the Board, subject to the rights, if any, of any officer under any contract of employment, and subject to the approval of the City Council.

At its September 7, 2016, meeting, the Foundation Board adopted two documents – (1) San Bruno Community Foundation General Principles Regarding Election of Officers, and (2) San Bruno Community Foundation Process for Electing Officers – which now govern the Foundation's election of officers. Under the Process for Electing Officers:

Officer elections are held no later than the Board's regular November meeting, so that, per the Bylaws, the San Bruno City Council can consider and approve the officers by December 31. Prior to the making of nominations, the subject of elections will be agendaized to give Board members the opportunity to comment.

The Board will nominate and elect its 2023 officers, including President, Vice President, Secretary, and Treasurer, at its regular meeting on November 2, 2022. Per the Process for Electing Officers, the subject of these elections has been agendaized for the October 5, 2022, Board meeting, giving Board members the opportunity to comment on the elections prior to the November 2 election. Board members will be able to ask questions and make comments on October 5 related to the 2023 officer elections in November. This will be a discussion only; no nominations or other action will be taken.

Attachments:

1. SBCF General Principles Regarding Election of Officers
2. SBCF Process for Electing Officers

SAN BRUNO

Community Foundation

General Principles Regarding Election of Officers

Approved by the Board of Directors, September 7, 2016

- All elections should be guided by the provisions contained in the Foundation's Bylaws and Articles of Incorporation or by any rules of procedure adopted by the Board of Directors.
- The skillset desirable for the President to possess to provide leadership and support for the evolving development of the Foundation includes:
 - Oral communication and meeting management skills to serve as the presiding officer
 - Interpersonal and communication skills to address the concerns of the public, City of San Bruno leaders, and Board members
 - Strong ties to the community and a demonstrated ability to hold the community in trust
 - Character and strong integrity
 - Reputation of fairness and transparency
 - Consideration of other viewpoints
 - Ability to collaborate and build consensus
- It is desirable for the Vice President to possess the skillset to perform the duties of the President as needed.
- The skillset desirable for the Treasurer to possess to support the Foundation's evolving finance and investment functions includes:
 - Professional experience in accounting, finance, business, and/or investment management
 - Strong ties to the community and a demonstrated ability to hold the community in trust
 - Character and strong integrity
 - Reputation of fairness and transparency
 - Consideration of other viewpoints
 - Ability to collaborate and build consensus
- The skillset desirable for the Secretary to possess to maintain the Foundation's records includes:
 - Strong writing skills and attention to detail
 - Strong ties to the community and a demonstrated ability to hold the community in trust
 - Character and strong integrity

- Reputation of fairness and transparency
 - Consideration of other viewpoints
 - Ability to collaborate and build consensus
- Officers of the organization should be able to commit the required time to fulfill their roles at the current stage of the Foundation's development.
- Officers should be able to meet their personal legal and fiduciary responsibility of serving as an officer.
- Officers should be nominated to serve as an officer only with their consent and expressed interest in serving and carrying out such responsibilities.

SAN BRUNO

Community Foundation

Process for Electing Officers

Approved by the Board of Directors, September 7, 2016

1. Terms of Officers

The terms of offices are defined in the Bylaws (“shall be chosen annually by the Board for one-year terms starting on January 1”).

2. Officers to be Elected

Per the Bylaws, the following officers shall be elected by the Board of Directors, in the following order:

- President
- Vice President
- Secretary
- Treasurer

3. Scheduling of Officer Elections

Officer elections are held no later than the Board’s regular November meeting, so that, per the Bylaws, the San Bruno City Council can consider and approve the officers by December 31. Prior to the making of nominations, the subject of elections will be agendized to give Board members the opportunity to comment.

4. Nominations

Nominations, including self-nominations, for each office are made orally at the meeting. A nomination must receive a second prior to any vote on that nomination. A Director nominated for an office may decline the nomination, even if the nomination has been seconded. Nominations are taken for each office individually, following the order in Section 2 above.

A candidate who is not elected for an office may be nominated for a different office.

5. Voting

The Board will take nominations and vote in turn for each office in the order specified in Section 2. If there is more than one candidate for an office, the Secretary shall conduct a roll-call vote, with each Director casting his/her vote for one candidate. To be elected, a candidate must receive votes from a majority of Directors participating in the meeting.

6. Record of the Election

The minutes of the Board meeting at which the election occurred shall record the candidates nominated for each position and the elected candidate.

7. Process for Filling a Mid-Term Vacancy

In the event that the office of the President becomes vacant prior to the completion of the current term, the Vice President will assume the Presidency for the remainder of the term. In the event of a vacancy of the any other office, the elections process as outlined in Sections 4-6 above will be implemented immediately to fill the position.