



# SAN BRUNO

## Community Foundation

Tom Hamilton, City Council  
Malissa Netane-Jones, SBCF  
Emily Roberts, SBCF  
Michael Salazar, City Council

### MINUTES

## SAN BRUNO COMMUNITY FOUNDATION BOARD NOMINATION AD-HOC COMMITTEE SPECIAL MEETING

August 11, 2021

5:00 p.m.

1. **CALL TO ORDER** – The meeting was called to order at 5:10 p.m.
2. **ROLL CALL** – Committee Members Hamilton, Netane-Jones, and Roberts present; Committee Member Salazar excused.

3. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

There were no speakers during public comment.

4. **CONDUCT OF BUSINESS**

- a. Select a Chairperson for the Committee.

The Committee selected City Councilmember Hamilton as Chair of the Committee.

- b. Review and Approve Draft Recruitment Announcement and Recruitment Timeline.

The Committee reviewed and discussed the Board recruitment announcement and application prepared by staff. Committee members suggested minor edits to documents and directed staff to incorporate those suggestions into final drafts of the documents.

The Committee discussed outreach plans by the City and the Foundation to circulate the recruitment announcement and application broadly throughout the community, including social media posts, the City and Foundation websites, Channel 1, email blasts through the City's agenda notification distribution group and the Foundation's email distribution list, local PTAs, and other networks.

The Committee agreed to the following schedule: September 17 application deadline, September 20 Committee meeting to review applications, and interviews conducted starting the week of September 27.

5. **ADJOURNMENT** – The meeting was adjourned at 6:35 p.m.

The next Committee meeting will be held on Monday, September 20, 2021, at 5:30 p.m.

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The meeting minutes were prepared by San Bruno Community Foundation Executive Director Leslie Hatamiya for approval at the special meeting of September 27, 2021.

A handwritten signature in black ink, appearing to read 'Tom Hamilton', is written over a horizontal line.

City Councilmember Tom Hamilton  
Chair, San Bruno Community Foundation Board Nomination Ad Hoc Committee