

SAN BRUNO

Community Foundation

Board of Directors

Emily Roberts, President • Jim Ruane, Vice President • John P. McGlothlin, Secretary • Tim Ross, Treasurer
Raul Gomez • Nancy A. Kraus • Malissa Netane-Jones
Leslie Hatamiya, Executive Director

GOVERNOR'S EXECUTIVE ORDER N-25-20**
CORONAVIRUS COVID-19
AND SAN MATEO COUNTY HEALTH DIRECTIVE
FROM MARCH 14, 2020**

On March 17, 2020, the Governor of California issued Executive Order N-29-20 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. Pursuant to the current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, the San Bruno Senior Center is no longer open to the public for meetings of the San Bruno Community Foundation Board of Directors.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please 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 and will 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.

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 Melissa Thurman, City Clerk by 12:00 p.m. the day of the meeting at (650) 619-7070 or by email at mthurman@sanbruno.ca.gov. 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

March 3, 2021

7:00 p.m.

Zoom Meeting Details:

<https://us02web.zoom.us/j/82012409585?pwd=S0QzTzFDWjl6a3ZxcnV6SmR3cmxQdz09>

Webinar or Meeting ID: 820 1240 9585

Webinar or Meeting Password: 071772

Zoom Phone Line: (669) 900-6833 (same webinar ID and password as above)

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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: February 3, 2021, Special and Regular Board Meetings

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 Scheduling a Special Meeting of the Board of Directors on May 12, 2021
- b. Adopt Resolution Authorizing Executive Director to Bind Directors and Officers Liability Insurance Policy from Philadelphia Insurance Companies for an Amount Not to Exceed \$19,227
- c. Adopt Resolution Authorizing President Emily Roberts to Execute a Contract with Novogradac & Company LLP for Audit and Tax Preparation Services for Fiscal Year 2020-2021 for an Amount Not to Exceed \$9,750
- d. Receive and Approve Treasurer's Report (January 2021 Financial Statements)

7. Conduct of Business

- a. Receive Report on Recreation and Aquatic Center Project from the City of San Bruno
- b. Receive Report on the Small Business Recovery and Assistance Program (COVID-19 Relief Grant) from Bay Area Entrepreneur Center Director Pcyeta Stroud and Adopt Resolution Approving Strategic Grant to the San Mateo County Community College District to Support Continued Implementation of the San Bruno Small Business Recovery and Assistance Program of the Bay Area Entrepreneur Center of Skyline College in an Amount Not to Exceed \$157,000

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- c. Receive Report on Other Programs (Community Grants Fund, Crestmoor Neighborhood Memorial Scholarship, and Other Strategic Grants)
- d. Receive Report from Ad Hoc Committee on Strategic Planning Process
- e. Receive Report from Investment Committee

8. Board Member Comments

- 9. Adjourn:** The next regular meeting of the Board of Directors is scheduled for Wednesday, April 7, 2021, at 7:00 p.m.

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MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Special Meeting of the Board of Directors

February 3, 2021

6:00 p.m.

Meeting Conducted via Zoom

- 1. Call to Order/Welcome:** President Roberts called the meeting to order at 6:00 p.m.
- 2. Roll Call:** Board Members Roberts, Ruane, McGlothlin, Ross, Gomez, and Netane-Jones, present; Board Member Kraus, excused.
- 3. Public Comment:** None.
- 4. Closed Session:** Public Employee Performance Evaluation Pursuant to Government Code section 54957: Executive Director

There was no reportable action.
- 5. Adjourn:** The meeting was adjourned at 6:50 p.m.

Respectfully submitted for approval at the Regular Board Meeting of March 3, 2021, by Secretary John McGlothlin and President Emily Roberts.

John McGlothlin, Secretary

Emily Roberts, President

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MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

February 3, 2021

7:00 p.m.

Meeting Conducted via Zoom

1. Call to Order/Welcome: President Roberts called the meeting to order at 7:01 p.m. She noted the “new normal” after ten months of the pandemic and how many of the challenges facing the local and broader community evoke questions of equity, making the meeting’s focus on diversity, equity, and inclusion especially relevant.

2. Roll Call: Board Members Roberts, Ruane, McGlothlin, Ross, Gomez, and Netane-Jones, present; Board Member Kraus, excused.

3. Public Comment: None.

4. Approval of Minutes: January 6, 2021, Regular Board Meeting: Vice President Ruane moved to approve the minutes of the January 6, 2021, Regular Board Meeting, seconded by Board Member Netane-Jones, approved unanimously by roll call vote.

5. Consent Calendar

- a. Receive and Approve Treasurer’s Report (December 2020 Financial Statements)

Secretary McGlothlin moved to accept the Consent Calendar as presented, seconded by Board Member Gomez, approved unanimously by roll call vote.

6. Conduct of Business

- a. Receive Report on the Small Business Recovery and Assistance Program (COVID-19 Relief Grant) from Bay Area Entrepreneur Center Director Pcyeta Stroud

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Pcyeta Stroud, Director of the Bay Area Entrepreneur Center (BAEC) of Skyline College, reported on the San Bruno Small Business Recovery and Assistance Program, which is being funded by a \$100,000 grant from SBCF to the San Mateo County Community College District. In particular, she highlighted the micro grant component of the program and the recent virtual awards ceremony during which 16 San Bruno businesses participating in the Small Business Recovery and Assistance Program received financial assistance (grants of about \$4,000 each) to help with their recovery efforts. She noted that one of the key lessons the BAEC has “learned from this process and from our local merchants and entrepreneurs themselves is that funding turned out to be the carrot that helps to bring businesses in for the coaching that they very-much need, and that they are now benefiting from.” She said that since launching the micro grants program, the staff has seen an increase in coaching sessions, an increase in attendance, and an overall improvement in the participation from small businesses.

Ms. Stroud then introduced Danilet Fandino, owner of Flowers and Events by Dani, which is located at the Shops at Tanforan, and a recipient of a micro grant. Ms. Fandino explained how her business is using the grant to improve its social media marketing efforts and that, with the business coaching sessions she is in a better position to support her business as it copes with the challenges presented by the pandemic.

Ms. Stroud emphasized that San Bruno’s small businesses continue to need support, as they navigate constantly changing reopening conditions and requirements as well as various avenues for funding relief. She expressed a desire, on behalf of the BAEC and Skyline College, to continue offering the program and to seek a second round of funding from SBCF, which would primarily go towards providing additional financial support to the first round of grantees and grants to a second set of businesses. She offered to return next month with a full proposal.

Board Member Netane-Jones said she attended the awards ceremony and was humbled by the grant recipients, as they expressed their gratitude for the support. Several Board Members said they support the program and are gratified to see SBCF financial assistance go to businesses that need it. The Board also encouraged Ms. Stroud to prepare and submit a formal proposal for a second round of funding for the program.

7. Study Session: Diversity, Equity, and Inclusion Primer, led by Dr. Rona Halualani, Halualani & Associates

Dr. Halualani began the study session by reviewing what the Board had already accomplished in its first study session and in individual consultations with her. She led a discussion of the themes she has heard from Board members in terms of what they would SBCF to have accomplished in a few years with regard to diversity, equity, and inclusion (DEI). These themes included diversity on the Board, increased outreach to diverse community members, enhanced communication to the community of the Foundation’s DEI actions, and formalization of a DEI strategy. To stimulate discussion of where the Board would like to see the Foundation headed in terms of DEI, she proposed two possible future newspaper headlines reflecting SBCF DEI accomplishments.

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Dr. Halualani then led a discussion of what it means to commit to DEI as a community foundation. She presented two possible organizing frameworks: distributed DEI across all strategic planning goals, or central DEI goals. Board members discussed the pros and cons of both approaches as well as the potential for a hybrid approach. The Board brainstormed a number of different actions the Board could take to incorporate DEI into its strategic goals, such as incorporating DEI into the Foundation's existing guiding principles, adding DEI-related questions into its scholarship and grant applications, creating an advisory board or affinity groups, and diversifying communication efforts. Several Board members noted that much of the Foundation's work has reflected a DEI framework but that the Foundation has not specifically highlighted or communicated the work in a DEI-focused way. Board members also expressed a preference for focusing on a small number of action items and doing them well, as opposed to agreeing to a long list but doing most of them superficially.

In preparation for the Board's upcoming strategic planning deliberations, and Dr Halualani said she would create a list summarizing the Board's ideas after the meeting. She also said she would keep the Board's learning portal up through the summer and post additional materials that might be helpful, such as examples from other community foundation that have incorporated DEI concepts into their strategic planning goals.

President Roberts concluded this discussion with a brief preview of the upcoming Community Listening Campaign, which will include an online survey, focus groups, and two community meetings to solicit feedback on community needs and priorities and SBCF's strategies moving forward.

8. Board Member Comments:

Board Member Gomez expressed his gratitude for the Board's DEI training.

9. Adjourn: Secretary McGlothlin moved to adjourn the meeting at 8:50 p.m., seconded by Board Member Gomez, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of March 3, 2021, by Secretary John McGlothlin and President Emily Roberts.

John McGlothlin, Secretary

Emily Roberts, President

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Community Foundation

Memorandum

DATE: February 26, 2021

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Executive Director's Report

Since the December 2, 2020, Board meeting, I have continued to focus on administering the Community Grants Fund and Crestmoor Scholarship Program, partnering with the City on strategic projects, overseeing other strategic grants, and supporting the Investment Committee, Audit Committee, and Ad Hoc Committee on Strategic Planning Process, all of which will be covered during the Business and Consent Calendar portions of the March 3, 2021, Regular Board meeting. In addition, I have handled a variety of other matters, including the following:

1. Insurance Policy Renewals

The Consent Calendar includes a resolution authorizing the Executive Director to bind a renewal policy for the Foundation's directors and officers liability insurance policy, as the current policy expires on March 21, 2021. The Foundation's commercial general liability (CGL), property, cyber-liability, and non-owned hired auto liability insurance policies with the Philadelphia Insurance Companies, which are bundled together, and the workers' compensation insurance policy with AmTrust North America also expire in March.

For the commercial bundle, our current insurer offered a renewal package with only an increase of \$45 in the total annual premium (\$1,227 vs. \$1,182 in 2020). Broken down, the premium for CGL is \$684, a slight increase from last year (\$638). The premium for property coverage is \$145, the exact same as last year. The premium for the auto coverage is \$319, a one-dollar decrease from last year (\$320). The premium for cyber liability coverage is \$79, the same as last year.

For the workers compensation policy, we are remaining with AmTrust North America. The total estimated annual premium for 2021 is \$1,154, which is an increase from 2020 (\$803) reflecting the addition of the program manager as an employee.

Both new policies will go into effect on March 21, 2021.

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2. Community Engagement

Several community engagement opportunities in which I have recently participated are worth noting. I continue to participate in monthly meetings of the Alliance of Community Foundations hosted by the Silicon Valley Community Foundation. I attended a training on diversifying foundation boards of directors conducted by the Center for Excellence in Nonprofits for the Alliance. In February, I served on the interview panel for the County of San Mateo's new Chief Equity Officer position. In January, I participated on a panel of funders before the San Mateo County New Beginnings Coalition, a group of organizations serving older adults and those with disabilities. And as an offshoot of my City of San Bruno Emergency Operations Center work in 2020, I continue to recruit volunteers for Second Harvest of Silicon Valley's monthly food distribution at Belle Air Elementary School and continue to update the small business COVID-19 resource webpage.

3. Ethics Requirements

I would like to remind all Board members that they must file Fair Political Practices Commission Form 700 – Statement of Economic Interests annual statements with the San Bruno City Clerk's Office by April 1, 2021. Some Board members are also required to complete AB 1234 ethics training this year, and I ask you to do so and submit the certificate of completion at your earliest convenience. Finally, I request that all Board members who have not yet submitted their 2021 Conflict of Interest Policy Annual Affirmation do so as soon as possible. Thank you to those Board members who have already submitted their necessary ethics paperwork.

4. Social Media, Email Newsletter, and Website Hits

Program Manager Stephanie Rutgers and I are gradually increasing use of social media, particularly Facebook and Twitter, to communicate with the community and to share news from partner organizations. If you are not already following the Foundation, please do so at @sanbrunocommunityfoundation on Facebook and @SanBrunoCF on Twitter and be sure to like or retweet our posts.

Since the December 2 Board meeting, I have sent out five email blasts to the Foundation's email distribution list. The first reported on the December Board meeting and announced the launch of the 2021 cycle of the Crestmoor Scholarship, the second announced the January Board meeting, the third reported on the January meeting and provided a reminder of the Crestmoor Scholarship application deadline, the fourth announced the February Board meetings and showcased various Community Grants Fund check presentations, and the fifth reported on the February meetings and featured additional Community Grant check presentations and a reminder about the Crestmoor Scholarship deadline. The reach of these e-

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newsletter blasts was fairly consistent for all five blasts. Of the approximately 730 emails sent each time, 29%-34% of the recipients opened the email. The day that this Board meeting packet will be posted, I will send out an additional email blast that will announce the launch of the Community Listening Campaign, remind potential applicants of the March 2 Crestmoor Scholarship application deadline, and provide information about the March Board meeting.

According to Google Analytics, website activity has increased since the beginning of December, which is typical, with the announcement of the Community Grants Fund winners and Crestmoor Scholarship application activity picking up. Since the December Board meeting, about 1,200 users engaged in 1,800 sessions on the Foundation website, for a total of 3,425 page views. The most visited pages are those related to the Crestmoor Scholarship, Community Grants Fund, and small business COVID-19 resources.

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Memorandum

DATE: February 26, 2021

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Consent Calendar for the March 3, 2021, Regular Board Meeting

For the March 3, 2021, Regular Meeting of the Board of Directors of The San Bruno Community Foundation, the Consent Calendar includes four items related to administrative and operational functions of the Foundation:

1. Approve Resolution Scheduling a Special Meeting of the Board of Directors on May 12, 2021

We would like to schedule a special meeting on Wednesday, May 12, 2021, at 6:30 p.m., via Zoom. This meeting would include the first of several strategic planning sessions facilitated by consultants from the Public Dialogue Consortium.

I recommend that the Board approve the attached resolution scheduling a special meeting on May 12 as part of the Consent Calendar.

2. Adopt Resolution Authorizing Executive Director to Bind Directors and Officers Liability Insurance Policy from Philadelphia Insurance Companies for an Amount Not to Exceed \$19,227

Directors and officers liability insurance (D&O) provides coverage for damages resulting from the wrongful acts of the directors, officers, managers, and the Foundation as an entity, as well as coverage for employment-related actions.

In March 2020, the Board approved the purchase of a D&O policy from Philadelphia Insurance Companies, which expires on March 21, 2021. This policy included a fiduciary liability rider to provide protection related to the Foundation's 403(b) retirement plan.

The policy renewal includes coverage similar to last year's coverage, \$1,000,000 liability limits each for D&O coverage, employment practices liability, and fiduciary liability coverage. The cost for the renewal policy is \$19,227, a 7% increase from last year's premium of \$17,954. According to our broker at CalNonprofits Insurance Services, the premium increase is primarily

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due to an increase in claims on D&O policies in California over the past couple of years, and most carriers have increased their D&O premiums this year.

I recommend the Board approve the resolution authorizing Executive Director Leslie Hatamiya to bind a directors and officers liability insurance policy from Philadelphia Insurance Companies for an amount not to exceed \$19,227 as part of the Consent Calendar.

3. Adopt Resolution Authorizing President Emily Roberts to Execute a Contract with Novogradac & Company LLP for Audit and Tax Preparation Services for Fiscal Year 2020-2021 for an Amount Not to Exceed \$9,750

Article XIII, Section 4, of the Foundation's Bylaws states that the Foundation "shall retain an independent auditor and conduct annual independent audits (commencing with Section 12586(d) of the California Government Code)." As a tax-exempt 501(c)(3) public charity, the Foundation is required to submit federal (IRS Form 990) and state (California Form 199) information tax returns as well as the annual registration renewal fee report with the California Attorney General's Office (RRF-1). For the past six fiscal years (2014-2015 through 2019-2020), the Foundation has used Novogradac & Company LLP, with a team headed by partner Lance Smith, to conduct the audit of the Foundation's financial statements and to prepare the Foundation's annual federal and state tax returns.

The Foundation's Fiscal Policies and Procedures require the Foundation to issue a Request for Proposal (RFP) for audit and tax preparation services at least every five years, and the Foundation did so last year for fiscal year 2019-2020. As you will recall, the Foundation received six proposals from certified public accounting firms. After a thorough review process, the Audit Committee, on which Board Members Raul Gomez and Malissa Netane-Jones serve, recommended and the Board ultimately approved continuing its relationship with Novogradac to provide audit and tax preparation services. The Board's selection of Novogradac was contingent on the firm's willingness to assign new staff accountants under Mr. Smith to the Foundation's auditing team. Novogradac agreed to the rotation of staff accountants for the fiscal year 2019-2020 audit.

Mr. Smith has presented the Foundation with an engagement letter for audit and tax preparation services for fiscal year 2020-2021, setting forth the total fees at \$9,750 (\$7,500 for the audit and \$2,250 for the tax returns). The fees for tax preparation services are \$200 more than those for the previous fiscal year, and the fees for audit services are only \$50 more than last year's fees (total increase of \$250). By comparison, for the fiscal year 2015-2016 audit, when the Foundation had just started functioning as a stand-alone nonprofit and had barely started any programmatic activity, we paid \$8,500, and for the fiscal year 2016-2017 audit, which was the first year with substantial program activity, we paid \$9,000. The fees

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Novogradac is proposing for this year are very reasonable given the quality of service the Foundation receives from the firm.

Both Novogradac and the Foundation have agreed to a professional services contract that is substantially the same as the agreement signed the last four years. Because the Board of Directors, as part of its fiduciary duties, is responsible for oversight of the Foundation's accounting functions and the performance of the independent auditor, the contract with the CPA firm will be executed by the President, as the Board's representative, and not the Executive Director.

I recommend that the Board approve the resolution authorizing President Emily Roberts to execute a contract with Novogradac & Company LLP for audit and tax preparation services for fiscal year 2020-2021 for an amount not to exceed \$9,750 as part of the Consent Calendar.

4. Receive and Approve Treasurer's Report (January 2021 Financial Statements)

The January 2021 financial statements consist of a Budget Report and Balance Sheet. The Budget Narratives provide a thorough explanation of the financial statements. The Budget Reports include the budget figures approved at the June 3, 2020, Board meeting.

I recommend that the Board approve the Treasurer's Report as part of the Consent Calendar.

Attachments:

1. Resolution Scheduling a Special Meeting of the Board of Directors on May 12, 2021
2. Resolution Authorizing Executive Director to Bind Directors and Officers Liability Insurance Policy from Philadelphia Insurance Companies for an Amount Not to Exceed \$19,227
3. Resolution Authorizing President Emily Roberts to Execute a Contract with Novogradac & Company LLP for Audit and Tax Preparation Services for Fiscal Year 2020-2021 for an Amount Not to Exceed \$9,750
4. January 2021 Financial Statements

RESOLUTION NO. 2021-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
SCHEDULING A SPECIAL MEETING OF THE BOARD OF DIRECTORS ON MAY 12, 2021**

WHEREAS, the Board of Directors of the San Bruno Community Foundation seeks to hold a special meeting to begin the Board's strategic planning deliberations on May 12, 2021.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors schedules a Special Board Meeting at 6:30 p.m. on May 12, 2021, via Zoom.

Dated: March 3, 2021

ATTEST:

John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2021-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 3rd day of March, 2021, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

RESOLUTION NO. 2021-__

RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION AUTHORIZING EXECUTIVE DIRECTOR TO BIND DIRECTOR AND OFFICERS LIABILITY INSURANCE POLICY FROM PHILADELPHIA INSURANCE COMPANIES FOR AN AMOUNT NOT TO EXCEED \$19,227

WHEREAS, directors and officers liability insurance provides coverage for damages resulting from the wrongful acts of the directors, officers, managers, and the Foundation as an entity, as well as coverage for employment-related actions;

WHEREAS, on March 4, 2020, the Board of Directors of The San Bruno Community Foundation authorized the purchase of a directors and officers liability insurance policy, which includes fiduciary liability coverage for the management of the Foundation's Retirement Savings Plan, from Philadelphia Insurance Companies, which expires on March 21, 2021; and

WHEREAS, Philadelphia Insurance Companies is offering the Foundation a renewal of the Foundation's directors and officers liability insurance policy with a quoted annual premium of \$19,227.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors authorizes Executive Director Leslie Hatamiya to bind the directors and officers liability insurance policy for the period of March 21, 2021, to March 21, 2022, from Philadelphia Insurance Companies for an amount not to exceed \$19,227.

Dated: March 3, 2021

ATTEST:

John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2021-__ was duly and regularly passed and adopted by the Board of Directors of The San Bruno Community Foundation on this 3rd day of March, 2021, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

RESOLUTION NO. 2021-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
AUTHORIZING PRESIDENT EMILY ROBERTS TO EXECUTE A CONTRACT WITH NOVOGRADAC &
COMPANY LLP FOR AUDIT AND TAX PREPARATION SERVICES FOR FISCAL YEAR 2020-2021 FOR
AN AMOUNT NOT TO EXCEED \$9,750**

WHEREAS, Article XIII, Section 4, of the Bylaws calls for the retention of an independent auditor to conduct an annual audit of The San Bruno Community Foundation's financial statements and records;

WHEREAS, Article VII, Section 4, of the Bylaws establishes an Audit Committee consisting of at least two directors to assist the Board in selecting an independent auditor, negotiate the auditor's compensation, confer with the auditor regarding the Foundation's financial affairs, and review and accept or reject the annual audit;

WHEREAS, Novogradac & Company LLP successfully provided audit and tax preparation services to the Foundation for fiscal years 2014-2015, 2015-2016, 2016-2017, 2017-2018, 2018-2019, and 2019-2020;

WHEREAS, Novogradac & Company LLP has presented the Foundation Board of Directors with a proposal to provide audit and tax preparation services to the Foundation for fiscal year 2020-2021, with fees totaling \$9,750 (\$7,500 audit services and \$2,250 for tax preparation services).

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby authorizes President Emily Roberts to execute a contract with Novogradac & Company LLP for audit and tax preparation services for fiscal year 2020-2021 for an amount not to exceed \$9,750.

Dated: March 3, 2021

ATTEST:

John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2021-__ was duly and regularly passed and adopted by the Board of Directors of The San Bruno Community Foundation on this 3rd day of March, 2021, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

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January 2021

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 seven months equal 58.3% of the fiscal year.

INCOME

Line 1 Transfers from Quasi Endowment – First transfer of the year, \$144,990, is 49% of budget.

Line 2 Transfers from Strategic Pool – First transfer of the year, \$15,250,000, is 96.1% of budget. There are no additional transfers expected this year. Year-end projection reduced by \$611,933.

Line 3 Transfers from Liquidity RAC – This budgeted transfer amount is no longer expected this year. Year-end projection reduced by \$340,000.

Line 4 Donations – Unbudgeted \$78,749 received includes: \$70,000 from Joseph W Welch Jr Foundation, \$7,349 from San Mateo County Realtors Foundation, and \$1,000 from Allan & Mary Johnson designated for scholarships; and \$400 in unrestricted gifts.

Line 5 Interest Income – \$53,405 is 204.5% of budget. Liquidity Pool – Operating balance is currently \$14,507,074. Final Projected Amount is triple the original budget – from \$26,115 to \$78,345.

EXPENSES

Line 9 Community Grants – \$300,000 is 100% of budget.

Line 10 Strategic Grants – \$635,000 for: \$375,000 RAC 5 – Temporary Facilities grant; two Covid-19 relief grants of \$100,000 each (small business and childcare); and \$60,000 RAC 6 – Business Plan grant. The total represents 1.5% of the budget.

Line 11 Other Grants – \$10,000 is 100% of budget and was used for 10th Anniversary Public Engagement Kiosk.

Line 13 Salaries & Wages – Expense is under budget at 58%, as second employee came on payroll in October.

Line 14 Payroll Taxes & Benefits – Expense (\$12,669) is 50.2% of budget. Social Security/Medicare (\$6,079) and retirement (\$5,773) are the largest costs. Other costs include workers' compensation (\$604) and life (\$214) insurance.

Line 16 Occupancy – Only cost is office lease (\$8,681). Amount is 57.6% of budget.

Line 17 Insurance – Total (\$13,000) is 56.7% of budget and includes Directors & Officers (\$10,476), crime (\$1,834), and commercial liability (\$690) policies.

Line 18 Telecommunications – Cost (\$1,398) is 55.9% of budget and includes cell phone (\$622), internet (\$570), and land line (\$206) services.

Line 19 Postage & Shipping – Cost (\$1,767) is 88.4% of budget. 82% of the total (\$1,452) is for Annual Report postage.

Line 20 Marketing & Communications - \$8,605 expense is 64.3% of budget. 84% of the total (\$7,208) is for Annual Report design & printing. \$905 incurred for 2021 scholarships flyers and posters and \$408 for communications software/applications.

Line 21 Office Supplies & Equipment – Total of \$2,242 is 42.8% of budget. 84% of the total (\$1,873) has been used for new employee computer.

Line 22 Legal Fees – \$25,299 expense is 60.7% of budget. \$11,025 incurred for review of employee handbook and employment issues; \$9,346 for two quarters City Attorney cost; \$3,428 related to Strategic Grants; and \$1,350 for Community Grants.

Line 23 Accounting & Payroll Fees – Total (\$22,658) is 65.6% of budget with \$12,051 for Accounting Consultant, \$9,500 for auditor, \$677 for payroll service fees, and \$430 for accounting software.

Line 24 Other Consultants - Cost (\$14,738) is 29.7% of budget and is for Program Support (\$7,123), DEI training (\$4,500), and retirement plan modifications (\$3,115).

Line 25 Travel, Meetings & Conferences – \$354 expense is 8.4% of budget and includes \$325 for Zoom online meeting application.

Line 26 Miscellaneous – Cost (\$1,373) equals 52.1% of budget. 76% of the total (\$1,040) is for organizational memberships.

SUMMARY

Excluding Scholarships & Grants, total expenses are at 54.8% of budget, which is less than the 58.3% benchmark for the first seven months of the year. In terms of dollars, the \$240,868 in year-to-date expense is \$15,683 less than the first seven-months budget allocation.

The Fidelity Liquidity Pool – RAC, was created with a \$10 million July 2018 transfer. The balance as of January 31, 2021 is \$10,628,344, including market value gain of \$21,281 in December.

Total January Investment net gain or increase in value is \$39,645. This came from a Strategic Pool loss (\$52,028), and gains in Quasi Endowment (\$70,068) and Liquidity Pool – RAC (\$21,281). Year-to-date net investment gain is \$5,004,894.

Overall organization year-to-date net income or increase in net assets is \$3,951,286.

Total Net Assets, as of January 31, 2021 are \$73,834,958 with \$21,222,973 in Quasi Endowment; \$52,532,436 in general Unrestricted funds; and \$79,549 in Donor Restricted Net Assets.

SAN BRUNO

Community Foundation

January 2021 2020-2021 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	\$ 144,990	\$ 295,681	49.0%	\$ 295,681	\$ -
2 Transfers from Strategic Pool	15,250,000	15,861,933	96.1%	15,250,000	(611,933)
3 Transfers from Liquidity RAC	-	340,000	0.0%	-	(340,000)
4 Donations	78,749	-	-	78,749	78,749
5 Interest Income	53,405	26,115	204.5%	78,345	52,230
6 Miscellaneous Income	106	-	-	106	106
7 Total Available for Operations	15,527,250	16,523,729	94.0%	15,702,881	(820,848)
EXPENSES					
8 Crestmoor Scholarships	-	160,000	0.0%	160,000	-
9 Community Grants	300,000	300,000	100.0%	300,000	-
10 Strategic Grants	635,000	42,292,892	1.5%	42,292,892	-
11 Other Grants	10,000	10,000	100.0%	10,000	-
12 Subtotal Direct Program Expenses	945,000	42,762,892	2.2%	42,762,892	-
13 Salaries & Wages	127,884	220,420	58.0%	220,420	-
14 Payroll Taxes & Benefits	12,669	25,257	50.2%	25,257	-
15 Subtotal Personnel Expenses	140,553	245,677	57.2%	245,677	-
16 Occupancy	8,681	15,063	57.6%	15,063	-
17 Insurance	13,000	22,930	56.7%	22,930	-
18 Telecommunications	1,398	2,500	55.9%	2,500	-
19 Postage & Shipping	1,767	2,000	88.4%	2,000	-
20 Marketing & Communications	8,805	13,700	64.3%	13,700	-
21 Office Supplies & Equipment	2,242	5,240	42.8%	5,240	-
22 Legal Fees	25,299	41,693	60.7%	41,693	-
23 Accounting & Payroll Fees	22,658	34,560	65.6%	34,560	-
24 Other Consultants	14,738	49,595	29.7%	49,595	-
25 Travel, Meetings & Conferences	354	4,210	8.4%	4,210	-
26 Miscellaneous	1,373	2,633	52.1%	2,633	-
27 Subtotal Non-Personnel	100,315	194,124	51.7%	194,124	-
28 Total Expenses	1,185,868	43,202,693	2.7%	43,202,693	-
29 Net Surplus/(Loss)	\$ 14,341,382	\$ (26,678,964)		\$ (27,499,812)	\$ (820,848)

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Community Foundation

Statement of Financial Position as of January 31, 2021

ASSETS

Cash, Wells Fargo General	\$ 262,498.90	
Cash, Wells Fargo Payroll	5,477.56	
Cash, Wells Fargo Savings	10,098.56	
Cash, Fidelity Liquidity Pool - Operating	14,507,074.42	
Total Cash		14,785,149.44
Investments, Fidelity Liquidity Pool - RAC	10,628,343.62	
Investments, Fidelity Strategic Pool	31,007,377.66	
Investments, Fidelity Quasi-Endowment	21,222,972.42	
Total Investments		62,858,693.70
Prepaid Rent	1,253.48	
Prepaid Insurance	4,406.50	
Total Other Current Assets		5,659.98
Deposits	909.45	
Total Other Assets		909.45
TOTAL ASSETS		<u>\$ 77,650,412.57</u>

LIABILITIES & NET ASSETS

LIABILITIES

Accounts Payable	10,133.91	
Accrued Grants Payable	3,587,253.64	
Accrued Scholarships Payable	205,000.00	
Accrued Employee PTO	13,067.27	
Total Liabilities		3,815,454.82

NET ASSETS

Unrestricted, Non-QE 7/1/2020 Balance	51,436,041.24	
Transfer from Quasi-Endowment	144,990.00	
Year to Date Net Income from Operations	(1,031,956.93)	
Year to Date Strategic Investment Income	1,983,362.02	
Total Non-QE Unrestricted Net Assets	52,532,436.33	
Quasi-Endowment 7/1/2020 Balance	18,346,430.11	
Transfer to Liquidity for Operations	(144,990.00)	
Year-to-date QE Investment Income	3,021,532.31	
Total QE Unrestricted Net Assets	21,222,972.42	
Total Unrestricted Net Assets		73,755,408.75
Donor Restricted Net Assets 7/1/2020 Balance	101,200.00	
Year to Date Donor Restricted Net Income	(21,651.00)	
Total Donor Restricted Net Assets		79,549.00
Total Net Assets		<u>73,834,957.75</u>
TOTAL LIABILITIES & NET ASSETS		<u>\$ 77,650,412.57</u>

SAN BRUNO

Community Foundation

Memorandum

DATE: February 26, 2021

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report on the San Bruno Recreation and Aquatic Center Project

In March 2018, the Board created the Ad Hoc Committee on Recreation and Aquatic Center Project to serve as the Foundation's liaison to the City of San Bruno in the design and construction of a new Recreation and Aquatic Center (RAC) in San Bruno City Park, to be funded by up to \$50 million in strategic grants from the Foundation. On behalf of the Committee, Vice President Jim Ruane will provide an update on RAC grant payments at the March 3, 2021, Board meeting and then introduce Ann Mottola, Community Services Director for the City of San Bruno, who will give an update on the project.

1. RAC Grants

The overall RAC project consists of three phases: conceptual design, development of schematic design plans and construction drawings, and construction. The Foundation and City have agreed to fund the project through a series of grant agreements that will cover specific portions of the project costs, rather than a single grant for the full \$50 million. Thus far, the Foundation has approved six RAC grants totaling approximately \$8.4 million:

- The first grant for the conceptual design phase has been completed and, in the end, totaled \$416,108.85.
- The second grant, for up to \$5,420,388, covers architectural services through the schematic design/construction documents and construction phases.
- The third grant, for up to \$1,079,000, supports project and construction management services for the duration of the project.
- The fourth grant is for up to \$1,061,611 and covers City compliance review.
- The fifth grant, for up to \$375,000, will cover the costs related to moving the City's Recreation staff and programs to temporary facilities during the construction period.
- The sixth grant, for up to \$60,000, is funding the development of a business and operation plan for the new facility.

For RAC Grants #2-#6, grant payments are being made on a quarterly basis, based on a progress report for each grant quarter outlining expenses incurred submitted by the City after the end of each. In late January, the Foundation received the quarterly grant reports (including the final

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grant report for RAC Grant #6) for the period October 1-December 31, 2020, documenting expenses totaling \$404,041.94. The Foundation made grant payments based on the reports to the City in early February.

2. RAC Project Update

On March 3, San Bruno Community Services Director Ann Mottola will update the Board on the City's progress on the RAC project. The City has issued the notice for sealed bid proposals for the construction contract on the RAC project, and bids are due in late March.

SAN BRUNO

Community Foundation

Memorandum

DATE: February 26, 2021

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report on Small Business Recovery and Assistance Program (COVID-19 Relief Grant) and Resolution Approving Strategic Grant to the San Mateo County Community College District to Support Continued Implementation of the San Bruno Small Business Recovery and Assistance Program of the Bay Area Entrepreneur Center of Skyline College in an Amount Not to Exceed \$157,000

At the March 3, 2021, regular Board meeting, the Board will receive a report on one of the Foundation's COVID-19 relief grants – the Small Business Recovery and Assistance Program – from Pcyeta Stroud, Director of the Bay Area Entrepreneur Center (BAEC) of Skyline College, and consider a proposal to award an additional \$157,000 in grant funding to the San Mateo County Community College District (SMCCCD) to support continued implementation of the program.

1. The Small Business Recovery and Assistance Program

In May 2020, as part of a series of COVID-19 relief initiatives to support key components of the San Bruno community, the Foundation Board approved a \$100,000 grant to SMCCCD to enable the BAEC to launch the San Bruno Small Business Recovery and Assistance Program. The SMCCCD Board of Trustees formally accepted the grant at its June 24 meeting. Leveraging the BAEC's partnerships with the San Bruno Chamber of Commerce, Skyline College's Accounting Department, the Renaissance Entrepreneurship Center, and the Small Business Development Center (SBDC), this program has offered no-cost financial advising, business consulting, tax preparation support, translation services, valuable business tools, and a host of virtual workshops, to assist small businesses with navigating funding programs, pivoting areas of their business, managing their new financial picture and with exploring and understanding their options going forward in the face of COVID-19 impacts. The grant period formally concluded on December 31, 2021.

In the fall, the BAEC added a new component to the SBRAP program – micro grants of about \$4,000 each to San Bruno businesses participating in the program to help them with their recovery plans. In December, the BAEC announced 16 micro grant recipients, who were acknowledged in a January 28 awards ceremony. At the Board's February 3 meeting, Ms.

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Stroud provided a recap of the program, focusing on the program's successes, lessons learned, Skyline College's interest in continuing this program, including the micro grant component, and the need for funding support to do so, to bolster San Bruno's small business community as the pandemic rages on into 2021. Board members expressed interest in receiving a proposal from the BAEC for a second round of program funding to continue to assist struggling San Bruno small businesses.

Attached is a portion of the Grant Report the BAEC submitted for the initial \$100,000 grant, which provides helpful information about the value of the program, its benefit to the community, and the challenges the BAEC faced in creating and implementing a new program in the middle of a pandemic with constantly changing County and State conditions and regulations. I highly recommend that you view, prior to the meeting, the video the BAEC compiled of stories directly from business owners about the struggles they have faced and how the Recovery and Assistance Program and the micro grants in particular are helping them. The video is posted at <https://youtu.be/tjMxaeU8U4w> and is about 20 minutes long.

2. Resolution Approving Strategic Grant to the San Mateo County Community College District to Support Continued Implementation of the San Bruno Small Business Recovery and Assistance Program of the Bay Area Entrepreneur Center of Skyline College in an Amount Not to Exceed \$157,000

The attached proposal from Ms. Stroud and the BAEC sets forth the rationale for continuing the program and how a second set of grant funds would be utilized to continue operating the program. As the proposal reports, the BAEC, through a series of surveys and coaching sessions with business owners, collected data over the last several months, to determine the changing needs and priority areas for business assistance. From this outreach, the BAEC learned the following about the small businesses it encountered:

- 44% need funding support/assistance
- 30% need business strategy and marketing coaching
- 22% need financial strategy and advising
- >25% applied for Paycheck Protection Program (PPP) loans and San Mateo County Strong small business grants and about 10% received such funding

The proposal explains the BAEC's outreach plans to ensure that as many San Bruno small businesses as possible are made aware of the program and invited to participate. One of the challenges the BAEC encountered in 2020 was how to reach businesses that had to shut down, while Skyline College placed restrictions on BAEC staff being physically out in the community during the pandemic. Guided by lessons learned in the first iteration of the program, additional time, and more businesses reopening their doors now that San Mateo County has re-entered

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the red tier, the BAEC should be able to reach a broader swath of the small business community this spring and summer.

As the proposal outlines, the Recovery and Assistance Program combines a unique mix of business coaching, access to online tools and resources, ongoing mentorship, and funding support. With additional funding, the BAEC seeks to continue its workshops and coaching opportunities to a broad range of San Bruno small businesses, support a second cohort of 15 businesses with micro grants, and provide supplementary micro grants to the 16 businesses in the first cohort. The total amount requested to continue these activities is \$157,000, and a more detailed budget is included in the proposal.

As you may have heard, San Mateo County Strong has created a new grant program specifically for the restaurants, breweries, and wineries and is receiving donations that can be earmarked for businesses in a particular municipality. While we applaud San Mateo County's efforts to support these industries and hope that eligible San Bruno businesses will apply for the funding, President Roberts, Vice President Ruane, and I believe that additional support for the BAEC program is the preferred course of action for SBCF. The County program is especially beneficial for those municipalities that do not have a local program supporting small businesses, but San Bruno has the good fortune of being home to the BAEC and having already invested in the San Bruno Small Business Recovery and Assistance Program. As the proposal explains, the BAEC program connects San Bruno's business owners with a valuable support system that goes beyond providing grant funding. The micro grants are part of a broader program that embeds and requires coaching and business strategy sessions, led by experts in the community. Participants also strengthen their ties to the San Bruno business community and will likely remain connected to the BAEC and the San Bruno Chamber of Commerce long after this program concludes.

Ms. Stroud will attend the March 3 Board meeting to present the proposal and answer any questions.

I recommend that the Board adopt the attached resolution approving a strategic grant to the San Mateo County Community College District to support continued implementation of the San Bruno Small Business Recovery and Assistance Program of the Bay Area Entrepreneur Center of Skyline College, in an amount not to exceed \$157,000.

Attachments:

1. Excerpt from the Grant Report Submitted by the San Mateo County Community College District on Behalf of the Bay Area Entrepreneur Center of Skyline College for the Original 2020 Grant Supporting the San Bruno Small Business Recovery and Assistance Program

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2. Proposal for Second Round of Funding for San Bruno Small Business Recovery and Assistance Program
3. Resolution Approving Strategic Grant to the San Mateo County Community College District to Support Continued Implementation of the San Bruno Small Business Recovery and Assistance Program of the Bay Area Entrepreneur Center of Skyline College in an Amount Not to Exceed \$157,000

Title of Proposal: Small Businesses Recovery & Assistance Program	Requested by: Pcyeta Stroud, BAEC Director
Grantor: San Bruno Community Foundation	Grantee: SMCCD/Skyline College
Requested Amount: \$157,000	

Grant Proposal

Program Description and Implementation

The San Bruno Small Businesses Recovery Assistance Program

The Small Business Recovery Assistance Program (SBRAP) launched in the summer of 2020, to provide guidance, support, coaching, and later, funding opportunities to small businesses in San Bruno. The SBRAP is a technical assistance program, uniquely packaged to meet the needs of businesses in this changing environment and was made possible from a \$100,000 grant from the San Bruno Community Foundation.

As our communities resume the careful work of reopening, our businesses will continue to need guidance and assistance in navigating this delicate and important recovery period. Businesses will need additional support from community resources, like the Bay Area Entrepreneur Center of Skyline College (BAEC), in the long run. In order to keep assisting our business community in weathering this storm, the BAEC is requesting a second round of funding from the San Bruno Community Foundation to continue the SBRAP. Additional funding support from the San Bruno Community Foundation will allow the BAEC, in partnership with the San Bruno Chamber of Commerce, Skyline College programs, and other vetted, regional organizations and industry partners, to continue supporting businesses through the SBRAP. Over the course of the next several months, the BAEC, in partnership with the aforementioned entities, will refine and implement our assistance program to serve more small businesses in San Bruno, as they work to recover from the economic impacts of the COVID-19 pandemic. This second round of funding will focus on our Micro Grants Program, a comprehensive approach that combines the very-tangible resource of direct funding with technical assistance and coaching, resources, community-building, and ongoing support, at no-cost to the business owners. The technical assistance includes financial advising, business consulting and coaching, tax preparation support, translation services, valuable business tools, a host of virtual

workshops, to support navigating funding programs and management tools to help business owners understand their new financial picture and options going forward.

A second round of funding will also allow us to focus our efforts on businesses that have been disproportionately impacted by the pandemic, such as restaurants, salons and gyms. This program will lean on the expertise of local business strategists, Skyline College faculty, and BAEC coaches, as accounting and financial forecasting will be fundamental to businesses making the best decisions during these uncertain times. Skyline College is the perfect partner, and the College is committed to supporting this work through operational support and through the service of faculty, who are prepared to advise local businesses, as needed, to continue this program.

Outreach

We have learned that this program requires scale of outreach efforts to serve small businesses, in the most impactful way. In partnership with the City of San Bruno, the BAEC will be able improve outreach to businesses in the community, both remotely and safely, in-person, to engage with business owners to collect information and help businesses apply to the SBRAP. Below is an outline for 2021 SBRAP outreach.

- Collaborate with the City of San Bruno to send official email and physical mail to all business owners in the City announcing the micro-grant.
- Host "Coping with COVID Restrictions" sessions to review current restrictions, safety protocols, support available to San Bruno businesses by the City. Workshops will include pre-recorded videos of the Cohort 1 - Micro Grant recipients to showcase the program and how the businesses used the funding.
- Host 1-day Summit, mid-April, to feature Micro Grant winners and sessions with BAEC coaches.
- Intentional marketing/flyers to post in business districts: San Mateo Avenue, Bayhill Shopping Center, Towne Center, near Tanforan, and along El Camino Real.
 - Posters/materials will include simple instructions to email or call if interested in a Micro Grant for San Bruno Businesses
- Host socially-distant a pop-up event outside of the BAEC. Invite business owners to learn more about Micro Grants and to apply on specific days/times. Event will also offer support by handing out COVID safety signs in partnership with the City. The purpose is to create an incentive for business owners to come and get the information.

With this adapted outreach plan, this project has the capacity to serve 15 additional small businesses with Micro Grants of \$7,000 each (\$4,000 initially and \$3,000 supplemental), and provide the 16 businesses currently participating in the Micro Grants program with \$3,000

each in supplemental support for recovery expenses and business-specific services. The BAEC is requesting \$157,000 from the San Bruno Community Foundation to refine, manage, promote, and implement this program to the small business community in San Bruno.

Value Proposition & Community Impact

We are one year into the COVID-19 pandemic. Small businesses in communities everywhere continue to struggle and have been working to respond to the changing needs of consumers and the evolving safety requirements. This pressing need is felt right here, in San Bruno, where our business community is made up of many locally, family-owned, mom-and-pop establishments. Many of them have adapted their businesses, to change how they offer their services, so they can remain open and continue serving the community. Many of them are still trying to simply keep their doors open and retain their employees. Supporting our local businesses, directly supports our community and ensures that it remains a vibrant and safe space, while retaining valuable dollars, tax revenue, and cultural capital. Many small business owners in San Bruno have been able to adapt swiftly and they continue to improve, because of the support they received from the San Bruno Community Foundation through the Small Business Recovery & Assistance Program (SBRAP) grant. A second round of funding for the SBRAP will allow our coaches, experts, members of the BAEC team, and community partners to continue the important work of assessing their needs, and developing new and creative ways to meet those needs. With initial funding from the Foundation, the SBRAP has reached over 120 local businesses, provided workshops, business advising and support to over 50 small businesses and 16 of those business owners received Micro Grants in addition to the mentoring and resources. The BAEC, through a series of surveys and coaching sessions with struggling business owners, collected data over the last several months, to determine the changing needs and priority areas for business assistance.

A breakdown of needs from the businesses served through the SBRAP taught us the following:

- 44% - need funding support/assistance
- 30% - need business strategy and coaching & marketing
- 22% - need financial strategy & advising

- Over a quarter of businesses we surveyed also applied for PPP and SMC Strong relief and about 10% of them received the funding they applied for

We understand that the overwhelming need is still for funding. We also learned that business owners still face challenges with understanding the COVID guidelines, with keeping up with signage requirements, with technology gaps, and as a result, they are still missing out on opportunities to improve on their current business and generate new business. We also learned that local restaurants, salons, barbershops, gyms and other service-industry businesses have been disproportionately impacted and are in need of more support. Over 32% of responses we received from our business surveys, were from owners of food service, restaurant, beauty, wellness and gym businesses.

The SBRAP combines a unique mix of business coaching, access to online tools and resources, ongoing mentorship and funding support, to create a program that is comprehensive and one that empowers businesses to adapt and plan for their future even in these uncertain times. While there are other funding programs supporting small businesses at this time, such as San Mateo County Strong, this Micro Grants Program connects our business owners with a valuable support system that goes far beyond the funding. The Micro Grants are part of a broader program that embeds and requires coaching and business strategy sessions led by experts in the community. Participants are also given a platform to empower other business owners through their own experiences, their challenges, and lessons learned. The workshops and group and one-on-one coaching sessions, coupled with funding and business tools, offer a comprehensive approach that leans on the talent of the BAEC and local partners, who are all invested in the success of the San Bruno community. Business owners participating in the SBRAP and Micro Grants Program, are also participating in strengthening the fabric of their communities.

Program Timeline

Month	Activities – Cohort 2
March	<ul style="list-style-type: none"> -Approval from District -Implement outreach plan -Update Surveys -Collaborate w/City on mailers and email distribution -Create/Refine marketing materials -Host outreach workshop “Coping with COVID Restrictions”

	<ul style="list-style-type: none"> -Collect data -Launch Micro Grants Program: Cohort 2 ----\$7,000 each MGs and specific purchases/improvement -Continue coaching
April	<ul style="list-style-type: none"> -Outreach and marketing for program -Plan/host info sessions -Host Micro Grants Outreach Event -Coaching sessions -Host Micro Grants Pop-up @BAEC -Collect data and feedback -Launch Supplemental Program for Cohort 1 ----\$3,000 each specific purchases/ improvement
May	<ul style="list-style-type: none"> -Further outreach and marketing -Strategy workshops & Coaching -Capture and review data -Form Micro Grants Review Panel for Cohort 2
June	<ul style="list-style-type: none"> -Micro Grants Applications Due: Cohort 2 -Business Pitch workshops -Award/Grants Checks Processed -Continue special topic workshops -Continue coaching services
July	<ul style="list-style-type: none"> -Micro Grant Apps Reviewed by Panel -Businesses Awarded -Micro Grants Awards Ceremony – Cohorts 1 & 2 -Continued outreach and marketing -Plan recovery workshops -Cohort 1 follow up -Continue coaching sessions -Checks dispersed to Cohorts 1 & 2
August	<ul style="list-style-type: none"> -Begin supplemental support for Cohorts 1 & 2 -Collect data and feedback -Schedule 1:1 meetings with Cohorts 1 & 2 awardees to determine best areas for support and what to purchase
September	<ul style="list-style-type: none"> -Continue 1:1 meetings with Cohorts 1 & 2 awardees to determine best areas for support and what to purchase -Capture and review data -Pitch sessions for Cohorts 1 & 2 to capture experiences
October	<ul style="list-style-type: none"> -Continue coaching -Collect data -Reporting outcomes for both Cohorts

Program Budget and Explanation

Expense	Budget	Explanation
Micro Grants	\$ 153,000	Micro Grants (Cohort 2) \$4,000 x15 new businesses +Additional funding support (\$3,000 x16 - Cohort 1) (\$3,000 x15 - Cohort 2) Includes/requires purchase of tools: Calendly, Canva, Zoom, Honeybook, Later, Hootsuite, Shopify, etc. Website creation and maintenance
Program Outreach	\$ 2,500	Mailers, supplies, printing
Outreach Support	\$ 1,500	Staffing
Subtotal	\$ 157,000	
Coaches & Program Staff	\$ (12,000.00)	BAEC/Skyline College Match funding Cañada College Program Support
Total Expenses From SBCF	\$ 157,000.00	

***Funding from the 2020 SBRAP grant was used for staffing, online tools and Micro Grants expenses. Per the proposed budget above, 2021 staffing expenses are far lower than the prior year because many of the “start-up” costs, to ramp-up the program will not need to be repeated, should the program be renewed. ***

Need for Funding from the San Bruno Community Foundation

Institutional dollars from the San Mateo County Community College District cannot be spent on direct payments to businesses or individuals, like the Micro Grants. The BAEC has a well-established coaching and business advising program, with a team of experts and a network to provide support. The BAEC, with support from Skyline College, is positioned to support most of the cost of coaches, advisors, staff and supplies for the SBRAP, in order to implement a second Micro Grants Program. This will ensure that Foundation dollars are spent more heavily on funding for our small businesses at this critical time. An investment from the San Bruno Community Foundation has shown to directly benefit businesses in San Bruno and the

communities and families they represent. With a second round of funding and additional investment, we can continue to improve the condition of the business community through funding support, tools and applied best practices. The BAEC, in partnership with the community, is ever-committed to serving our small businesses through this economic recovery period and beyond.

C. Programmatic Accomplishments

1. Over the last year, the Bay Area Entrepreneur Center of Skyline College (BAEC) has focused its efforts specifically on supporting the small businesses in San Bruno impacted by the COVID-19 pandemic. With a grant from the San Bruno Community Foundation, the BAEC developed a comprehensive program to provide guidance, support, coaching, and later, funding opportunities to small businesses in San Bruno, this is the Small Business Recovery & Assistance Program (SBRAP). The SBRAP served as a technical assistance program, uniquely packaged to meet the needs of businesses in this changing environment.

The major accomplishments achieved with the grant included the creation, implementation, and successful execution of the Small Business Recovery and Assistance Program and the Micro Grants Program. The SBRAP initially outlined a goal of serving 180 small businesses in San Bruno that were financially needy or otherwise distressed as a result of the COVID-19 pandemic. The goals of the program were to provide technical support and coaching, focused on business recovery, this support included business and marketing strategy, access and training on software tools, access to our Small Business Recovery Symposium, and financial support with Micro Grants.

Goals of the grant were met by implementing extensive outreach and marketing efforts, leveraging community partnerships, recruiting experts and talent and engaging with the local business community.

Marketing for the SBRAP included:

- Online surveys
- Webinars
- Local publications
- Weekly e-newsletters
- Social media posts
- Creation of marketing assets
- Window flyers
- Postcards and mailers

Outreach included:

- Phone outreach and data collection
- SAMCEDA-included on website and in newsletter
- City of San Bruno mailers
- Email outreach
- In-person outreach and data collection
- Live and recorded program info sessions

Our direct outreach efforts resulted in the following:

- Reached out to over 225 businesses in San Bruno
- Flyers shared with 140 businesses in San Bruno
- Valuable data collection: 85 businesses closed
- 116 businesses posted COVID signs
- Survey completion rate 15%

Partnerships included:

- Skyline College
- San Bruno Chamber of Commerce
- Cañada College
- MSH Consulting
- City of San Bruno
- Renaissance Entrepreneur Center
- San Bruno Public Library
- San Mateo County Economic Development Association

From July of 2020 through December of 2020 SBRAP offered 28 online workshops, a three-day Small Business Symposium, and five Info Session workshops about the Micro Grants Program. In addition, we recorded and uploaded seventeen online workshops to our YouTube Channel.

The Micro Grant Initiative provided direct financial assistance and business coaching to sixteen small businesses in San Bruno. Each business received \$4,062.50, plus six coaching sessions with SBRAP advisors. Micro Grant funding was used for expenses directly related to recovery from Covid-19 restrictions and for improvement of business operations, in response to new business safety requirements. The Micro Grant recipients received a total of 98 business coaching hours.

Micro Grants were used for the following expenses:

- Installation Plexiglas dividers for counters
- Installation of sanitizer stations inside the store
- Purchase of PPE, sanitizing and disinfecting supplies
- Purchase of graphic design, marketing software and online ads
- Purchase of outdoor patio seating, heat sources and lighting

2. The SBRAP experienced challenges while working to accomplish the grant goals. Covid-19 restrictions and requirements in the County made outreach challenging. It was a challenge to convince business owners to spend their time on coaching sessions while their businesses were struggling. We also faced challenges with gaps in technology, with respect to reaching and engaging with business owners. The BAEC team continually worked to adjust and adapt the outreach and marketing plans to suit the needs of the changing environment. The overall direction of the program was adapted, after learning that small businesses were in need of funding in addition to the coaching resources.
3. Future plans for the Small Business Recovery and Assistance Program are to continue with online content and workshops and continue to meet with business owners to support their economic recovery. The BAEC has secured funding from Cañada College to support business recovery and development in San Bruno and program replication in the Menlo Park area. The BAEC plan to apply for a second round of funding from the Foundation to provide additional financial assistance and support to small businesses in San Bruno.
4. We have plenty of success stories from San Bruno businesses who benefited from the Small Business Recovery and Assistance Program and Micro Grants Initiative. We have compiled a video, linked here: <https://youtu.be/tjMxaeU8U4w>

Grant Report Form
Statement of Revenues and Expenditures

Grantee: San Mateo County Community College District, for the Bay Area Entrepreneur Center of Skyline College
Project/Program Funded: Small Business Recovery Assistance Program
Date Statement Prepared: February 25, 2021

In the form below, please provide revenue and expenditure information for the project or program funded by The San Bruno Community Foundation.

Revenues

Possible sources: SBCF Grant, other grants, donations from individuals, business support, events, fees for service, etc.

Source of Income	Amount Budgeted	Actual Amount Received	Notes
SBCF Grant	\$ 100,000.00	\$ 100,000.00	SBRAP Grant Funding
TOTAL	\$ 100,000.00	\$ 100,000.00	

List In-kind (Non-cash) Contributions Received

SMCCD Skyline College - programmatic support from faculty, staff, students, access to premium software and cloud services

Expenditures

Possible categories: Salaries, professional fees, rent and utilities, travel, publicity/outreach, events, etc.

Category	Amount	Actual Amount	Notes
Salaries	\$ 76,923.08	\$ 27,076.93	
Other Professional Experts/Program	\$ 15,384.62	\$ 4,809.61	
Benefit Chargeback		\$ 2,978.41	
Ads/Marketing	\$ 480.77		
Small Business Recovery Symposium	\$ 3,846.15		
MISC Supplies	\$ 1,442.31	\$ 135.05	
SMCCD Indirect Cost	\$ 1,923.08		no indirect
MISC Grant/Fees		\$ 65,000.00	This was originally budgeted for coaching, but it was actually spent on providing direct financial assistance to San Bruno businesses, via Micro Grants.
TOTAL	\$ 100,000.01	\$ 100,000.00	

Explanatory Notes (Use the Notes column above to provide any explanations for a particular Revenue Source or Expenditure Category. Use this space, if needed, to provide any explanation related to the overall financial health of the funded project or program, including Grantee's inability to use the full amount of the SBCF Grant as articulated in the Grant Agreement.)



SMALL BUSINESS RECOVERY & ASSISTANCE PROGRAM



WHO WE ARE

The Bay Area Entrepreneur Center of Skyline College, in partnership with the San Bruno Chamber of Commerce, and other community organizations, is now providing the recovery assistance to Small Businesses as they reopen and recover from the economic impacts of the COVID-19 pandemic.

WHAT WE DO

The Small Business Recovery & Assistance Program offers no-cost, workshops and online resources, one-on-one expert advising and business tools, to assist our small business community. We are here to serve our businesses during these difficult times.

APPLY HERE

<https://www.surveymonkey.com/r/SBRecovery>

WORKSHOPS & TOOLS

Creative Marketing, Business Strategy, Contingency Planning, Spending Habits, and more!

FINANCIAL ADVISING

Accounting, Bookkeeping, Payroll & Tax Advice, Quickbooks Training & Referral, Other Online Business Resources

ONE-ON-ONE

Accounting Advice
Business Consulting, Application Assistance for Funding, Pivot Strategy

LEGAL ASSISTANCE

Legal /Contracts Assistance & Referral, Small Business Retirement Information



FOR MORE INFORMATION EMAIL: BAEC@SMCCD.EDU | SANBRUNOCHAMBER@GMAIL.COM

¡Atención dueños de negocios!

¿Su negocio ha sido impactado negativamente por COVID-19?

Aplique a nuestro PROGRAMA GRATUITO DE ASISTENCIA Y RECUPERACIÓN PARA PEQUEÑOS NEGOCIOS

¡Quede con Expertos de Marketing y Negocios! Asistencia

Individual en Asesoramiento de Contabilidad de Negocios
Consejos para disminuir sus costes

Herramientas en línea

¡Asistencia de marketing y más!



www.surveymonkey.com/r/SBRecovery



¡Aplicación está abierto!

¿Preguntas? Contacte con:

baec@smccd.edu

We are here for you!



Learn about the
SMALL BUSINESS ASSISTANCE & RECOVERY PROGRAM
www.surveymonkey.com/r/SBRecovery

This program is funded by the San Bruno Community Foundation

SMALL BUSINESS ASSISTANCE AND RECOVERY PROGRAM



Hello San Bruno Business Owner,

My name is Nicole and I'm with the Bay Area Entrepreneur Center of Skyline College (BAEC), located right here in San Bruno.

We're reaching out to see if your business needs help in this unprecedented time. **We would like to know how we can help.** Please tell us about your business needs. We have resources and advisors that have experience in accounting, marketing, finance, legal, and business strategy. We can also help with reopening and outside space needs. These resources are offered completely free of charge.

We would like to invite you to take our five minute survey, so that we can get a better understanding of your business needs. Visit the link for the **Small Business Recovery & Assistance Survey**:

www.surveymonkey.com/r/SBRecovery

Also don't forget to follow us on Instagram [skylinebaec](https://www.instagram.com/skylinebaec) and [sanbrunochamber](https://www.instagram.com/sanbrunochamber).

We're here for you and we'll get through this together.

With kind regards,

The BAEC Team

WATCH OUR INFORMATIONAL VIDEO ON YOUTUBE!



Small Business Assistance and Recovery Program for...

<https://youtu.be/rU7rh0IMpTg>



Small Business Micro Grant Program for San Bruno Business Owners

Eligibility Requirements:

- Must operate a San Bruno based business
- Must attend 6 SBRAP coaching sessions
- Applicants subject to financial and need-based review

Application Open: **November 20th**
Deadline: **December 4th**

For more information, contact:
baec@smccd.edu

Funded by the San Bruno Community Foundation



Skyline
COLLEGE



BAEC
Bay Area Entrepreneur Center
at Skyline College

**MUST ATTEND
INFO SESSION
TO QUALIFY**

JOIN THE BAY AREA ENTREPRENEUR CENTER FOR SMALL BUSINESS WEEK

UPCOMING EVENTS

09.21 SMALL BUSINESS KICKOFF:
FUNDING INFORMATION

09.22 BUSINESS TOOLS:
USING INSTAGRAM

09.23 SMALL BUSINESS, BIG VOICES:
PANEL EVENT & DISCUSSION

09.24 ONLINE BUSINESS TOOLS:
THE FACEBOOK MARKETPLACE

09.25 BUSINESS TOOLS:
TAXES & PLANNING

**NATIONAL SMALL BUSINESS WEEK VIRTUAL CONFERENCE
SEPTEMBER 22 - 24 | REGISTER HERE**



RESOURCES TO GROW & ADAPT YOUR BUSINESS
EVENTS ARE ALL PART OF THE
SMALL BUSINESS ASSISTANCE & RECOVERY PROGRAM
CONTACT BAEC@SMCCD.EDU

TO REGISTER FOR THESE EVENTS VISIT
www.facebook.com/skylinebaec

THIS PROGRAM IS SUPPORTED BY FUNDING FROM THE SAN BRUNO COMMUNITY FOUNDATION

The Small Business Symposium: Lessons in Adapting

Join us as we explore the
solutions for the challenges
our small businesses face
in navigating the impacts
of the pandemic

Day 1 10.31 11a - 2p
Day 2 11.01 11a - 2p
Day 3 11.02 6:30p - 8p

Register here: bit.ly/SBSymposium2020

Questions? Contact: baec@smccd.edu
Supported with funding from the San Bruno Community Foundation



Small Business Recovery & Assistance Program
Live Online Info Session: July 28th at 4pm PST
RSVP: [Bit.ly/396e1w5](https://bit.ly/396e1w5) 
Recording Available on Youtube: August 4th

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APPLY HERE
[Surveymonkey.com/r/SBRecovery](https://www.surveymonkey.com/r/SBRecovery)

SMALL BUSINESS WEEK 2020

RESOURCES TO GROW & ADAPT YOUR BUSINESS

Small Business, Big Voices: Panel Discussion

Wednesday, September 23, 2020
4pm to 5pm pst.

Resources & Upcoming Virtual Events



BAEC
Bay Area Entrepreneur Center
of Skyline College



THE SBRAP IS SUPPORTED BY FUNDING FROM THE SAN BRUNO COMMUNITY FOUNDATION

Small Business Micro Grant Program

**Attention
Mechanics & Auto Shop
Owners!**

Do you need...

- PPE
- Equipment Upgrades
- Professional Sanitizing
- Contingency Planning

Applications Now Open

MUST ATTEND INFO SESSION TO QUALIFY

SAN BRUNO
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Bay Area Entrepreneur Center
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Skyline
COLLEGE

\$3000 Grants to 16 Businesses!



Small Business Micro Grant Program for San Bruno Business Owners!!



**\$3000 grants to
16 businesses**

**APPLICATIONS DEADLINE IS TODAY!
December 4th**

what could your business do with \$3000?

contact us for more information!
baec@smccd.edu

funded by **SAN BRUNO**
Community Foundation

in partnership
with



Congratulations!

16 San Bruno Businesses | over \$4000 each

NAPA Airport Auto Parts	Julie's Early Birds Daycare
American Art Institute	Ling Yen Family Daycare
Chez Gabrielle: Health + Beauty	Lotus Falafel
Dojo USA World Training Center	Mr. Pickles Sandwich Shop
Flowers and Events By Dani @ Tanforan Mall	Newell's Bar
Gamaliel Janitorial Services	St. Andrew's Preschool
Grand Leader Market	Stone Soup Consulting Performance
Heretic Games	Twice As Nice Bay Area



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Bay Area Entrepreneur Center
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TOOLS FOR YOUR SMALL BUSINESS PROFIT & LOSS STATEMENT TUTORIAL

WITH
GISEL MARTÍN

WATCH ON  OCTOBER 29



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RESOLUTION NO. 2021-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
APPROVING STRATEGIC GRANT TO THE SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
TO SUPPORT CONTINUED IMPLEMENTATION OF THE SAN BRUNO SMALL BUSINESS
RECOVERY AND ASSISTANCE PROGRAM THROUGH THE BAY AREA ENTREPRENEUR CENTER OF
SKYLINE COLLEGE IN AN AMOUNT NOT TO EXCEED \$157,000**

WHEREAS, the San Bruno Community Foundation's Program Strategy Framework establishes strategic grantmaking as one of the Foundation's core program activities;

WHEREAS, the Board identified economic vitality as one of its programmatic focus areas;

WHEREAS, San Bruno's small businesses continue to suffer serious economic hardships as a result of the COVID-19 pandemic, with many businesses having to drastically alter their operations and others forced to shut down partially or completely in order to comply with state and county restrictions;

WHEREAS, in May 2020, the Foundation Board approved a \$100,000 grant to the San Mateo County Community College District to support the San Bruno Small Business Recovery and Assistance Program through the Bay Area Entrepreneur Center (BAEC) of Skyline College;

WHEREAS, the San Bruno Small Business Recovery Assistance Program has successfully offered no-cost financial advising, business consulting, tax preparation, translation services, valuable business tools, and a host of virtual workshops, reaching more than 120 small businesses, as well as provided micro grants to 16 businesses participating in the program to support their recovery efforts;

WHEREAS, the BAEC has learned from its work in the San Bruno community that many small businesses seek its assistance navigating funding programs, managing their new financial picture, and exploring and understanding their options going forward and in the long run;

WHEREAS, the BAEC seeks to continue implementation of the program in 2021 to provide additional services and funding to business that have been participating in the program and to fund a second cohort of businesses with micro grants;

WHEREAS, the BAEC has requested a second grant of \$157,000 from SBCF to underwrite the cost of continuing to run the San Bruno Small Business Recovery and Assistance Program;

WHEREAS, the Board seeks to address pressing community needs, including those of the local small business community, resulting from impacts of the COVID-19 pandemic through its strategic grantmaking.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves a second strategic grant to the San Mateo County Community College District to support continued implementation of the San Bruno Small Business Recovery and Assistance Program, as proposed and to be administered by the Bay Area Entrepreneur Center of Skyline College, to address the needs of San Bruno small businesses in the wake of the COVID-19 pandemic, in an amount not to exceed \$157,000.

Dated: March 3, 2021

ATTEST:

John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2021-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 3rd day of March, 2021, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

SAN BRUNO

Community Foundation

Memorandum

DATE: February 26, 2021

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

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

At the March 3, 2021, Board meeting, Program Manager Stephanie Rutgers and I will give an update on the Crestmoor Neighborhood Memorial Scholarship and the Foundation's other strategic grants.

1. Community Grants Fund

a. 2016-2017 Grant Cycle

In 2016, the Board approved a \$25,000 Community Grant to the San Bruno Lions Foundation for the renovation of the City of San Bruno-owned Belle Air Community Building. In late 2017, we extended the grant period to December 31, 2018, due to a delay in the project. In the fall of 2018, the Lions informed us that they and the City had decided to cease plans to rehabilitate the Belle Air Community Building and, in December, formally requested that the \$25,000 grant be redirected toward a new project in partnership with the City – the renovation of the City-owned Tom Lara Field grandstand and concession stand located in San Bruno City Park. I executed an amendment to the grant agreement with the Lions changing the Grant Purposes from renovations on the Belle Air Community Building to renovations on the Lara Field concession stand and extended the grant period to December 31, 2019. The project includes a complete cleaning and water blasting of the exterior grandstand seating area, clearing out all water damaged equipment and material in the interior snack bar area, applying several coats of silicon coating to the exterior grandstand area to waterproof it, restoring and replacing equipment to interior snack bar, and undertaking other miscellaneous repairs. The project budget exceeds the \$25,000 in grant funds and includes monetary and in-kind donations from the Lions.

This project was delayed when the City determined that the grandstand above the concession stand leaked and required additional upgrades prior to the Lions renovating the concession stand, and I executed a third amendment to the grant agreement with the Lions, extending the grant period another six months to June 30, 2020. With the support of Supervisors Dave Pine

SAN BRUNO

Community Foundation

Memorandum

and David Canepa, the City sought and obtained \$150,000 in Measure K funding from the County of San Mateo for the site improvement work. However, the COVID-19 pandemic and City staff transitions caused further delays in the project, and I executed a fourth grant agreement amendment, extending the grant period to June 30, 2021. The City completed the grandstand renovations, and in January, the Lions confirmed that all necessary permits and approvals had been secured and that the Lions had begun work on the project. Under the terms of the grant agreement, we paid out the \$25,000 grant in early February, and the grant will no longer show up as an accrued grants payable liability on the SBCF balance sheet.

b. 2019-2020 Grant Cycle

In December 2019, the Board approved 29 Community Grants totaling \$300,000 for the 2019-2020 cycle. We executed grant agreements for all 29 grants and distributed all grant checks by the second week of March 2020, right before the San Mateo County's Shelter-in-Place was ordered.

As mentioned at previous meetings since then, we acknowledged the particularly challenging financial and programmatic circumstances in which nonprofits are finding themselves as a result of the COVID-19 pandemic and offered to each current grantee some flexibility in carrying out their grants. These adjustments have included extending the grant period (originally concluding on December 31, 2020) or making other minor adjustments to its grant agreement to enable it to successfully carry out the program we agreed to fund, shifting the funding to another program benefiting the San Bruno community that the organization is able to continue providing, or amending the grant purposes to general support for any program of the grantee that supports or benefits the San Bruno community.

We ultimately amended grant agreements for ten of the cycle's Community Grants, including providing grant extensions to grantees that were unable to expend the grant funds by the end of 2020 due to program interruptions:

- American Association of University Women North Peninsula Chapter (Trek Tech Summer Camp Scholarships): Extended end of grant period to December 31, 2021. The camp will be virtual in 2021, so AAUW may request to extend the grant period a second year.
- City of San Bruno (Narita Sister City Exchange Program): Extended end of grant period to December 31, 2021.
- Junior Achievement of Northern California (Youth Economic Empowerment Program): Extended end of grant period to May 31, 2021.
- Marine Science Institute (Discover Our Bay – San Bruno Program): Amended grant purposes to allow funds to be used to offer MSI's adapted online programs to any

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interested San Bruno schools and to develop new programming for San Bruno schools (online or adapted in-person offerings).

- Parents Helping Parents (Special Education Training Classes): Extended end of grant period to May 31, 2021.
- Regents of the University of California (San Bruno/South San Francisco 4-H Club): Extended end of grant period to December 31, 2021.
- Rising Sun Center for Opportunity (Climate Careers Program): Amended the grant purposes to Virtual Green House Calls and professional development for San Bruno high school students.
- San Bruno Education Foundation (STEM Support for SBPSD): Extended grant period to December 31, 2021.
- Society of West-Coast Artists (Skyline College & Beyond Art Exhibit): Extended end of grant period to December 31, 2021.
- YMCA of San Francisco (Diaper Program): Amended the grant purposes to include the distribution of baby formula.

Grant reports for those grantees that did not seek grant period extensions are due by March 1, 60 days after the end of the grant period.

c. 2020-2021 Grant Cycle

In December, the Board approved 23 grants totaling \$300,000 (of which \$100,000 was donated by YouTube/Google.org). We executed all 23 grant agreements by the middle of January and just recently completed delivery of all grant checks.

This year, we personally met with each grantee to present the grant checks. One grant check presentation was conducted outdoors and in person, while the remaining 22 were presented virtually (with the physical checks being mailed). We are very grateful for the Board's participation in the grant check presentations; all Board members presented at least one, with Secretary John McGlothlin and Board Member Raul Gomez each presenting five checks. The feedback we have received from the grantees regarding the check presentations has been very positive, as the organizations appreciate our efforts to connect with their programs, staff, and boards of directors.

d. 2021-2022 Grant Cycle

Following our usual schedule, we plan to launch the 2021-2022 cycle of the Community Grants Fund at the beginning of July. As the Board will be in the midst of its strategic planning process during this year's planning stage, we do not anticipate making any significant changes to the

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program in 2021-2022. Any changes arising from the strategic planning process are most likely to be incorporated for the 2022-2023 program cycle.

2. Crestmoor Neighborhood Memorial Scholarship

The 2021 Crestmoor Neighborhood Memorial Scholarship launched in early December 2020, when the online application became accessible and we began distributing updated marketing materials to local high schools and community colleges. We distributed posters and flyers at businesses and other gathering places around San Bruno to a lesser extent than in previous years due to the COVID-19 pandemic and relied more heavily on email, social media, and other forms of electronic communication. The online application is available on the Foundation website, sbcf.org, and the application deadline is March 2, 2021. Program Manager Stephanie Rutgers has been handling the day-to-day management of the program.

Over the past two months, Ms. Rutgers conducted seven virtual scholarship workshops – four for potential high school applicants, including one that specifically targeted high school seniors planning to attend community college in the fall, and three for potential community college applicants. Attendance at the workshops was lighter than we had hoped, but according to Capuchino High School and Skyline College staff, it is difficult to get students to participate in any optional virtual activities due to Zoom fatigue.

Online registration for the scholarship application has been robust, but it is difficult to predict how many applications will be submitted by the deadline, as most applications are completed the day before or the day of the deadline.

We are in the process of preparing materials for the volunteer selection panel, which will follow a similar schedule as last year. We expect to notify applicants of the results of the selection process before the end of April. The scholarship winners will be recognized at the June 2, 2021, Board meeting. We plan to distribute scholarships totaling \$190,000 this year.

3. Other Strategic Grants and Off-Cycle Responsive Grants

In January, the City of San Bruno submitted its grant report for the \$10,000 off-cycle grant we awarded for the public information kiosk related to the 10th anniversary of the 2010 gas pipeline explosion. The kiosk remained in the Earl-Glenview Park, providing access to the anniversary virtual exhibit, since September, and the City is in the process of moving the kiosk from the park to City Hall.

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We expect to receive grant reports for two COVID-19 relief grants – the Child Care Relief Fund grant and the SBPSD Teacher Laptop Initiative to Support Distance Learning – by March 1, and we will share with the Board on March 3 any noteworthy updates.

4. Other Potential Strategic Grantmaking Opportunities

Following the recommendation of the Ad Hoc Committee on Crestmoor Scholarship, in January 2020, the Board created the Ad Hoc Committee on Vocational Education Strategic Initiative to investigate ways in which the Foundation could support vocational educational opportunities for San Bruno community members and develop a strategic grantmaking proposal. The Committee, consisting of Vice President Jim Ruane, Treasurer Tim Ross, and Board Member Raul Gomez, began its work in the first quarter of 2020, meeting with relevant staff at Capuchino High School and Skyline College. Once the COVID-19 pandemic hit and schools closed to in-person instruction, the Committee paused its efforts as the schools dealt with more pressing matters. I recently checked in with Capuchino High School Principal Jesse Boise, who continues to appreciate our interest in the area of vocational education. In partnership with Skyline, Capuchino is building a construction trades program and does not currently have any significant funding needs for its vocational education program, as the school is focused on supporting its students in distance learning and preparing for a return to the classroom. We agreed to touch base again toward the end of the school year to discuss possible areas for collaboration in the 2021-2022 academic year.

As reported in November, the Ad Hoc Committee on Tanforan Memorial plans to bring a proposal to the Board for consideration once the Tanforan Assembly Center Memorial Committee (TACMC) resolves issues with the IRS related to its tax-exempt status. The IRS improperly revoked the 501(c)(3) status of thousands of nonprofits in 2020 due to filing deadline changes due to COVID-19. TACMC and its attorneys have filed the necessary paperwork to apply for reinstatement and are waiting for resolution from the IRS, hopefully within in the next several months.

SAN BRUNO

Community Foundation

Memorandum

DATE: February 26, 2021

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report from Ad Hoc Committee on Strategic Planning Process

The March 3, 2021, Board meeting will include a report from the Ad Hoc Committee on Strategic Planning Process. As Committee chair, President Emily Roberts will give the report. Board Members Nancy Kraus and Malissa Netane-Jones also serve on the Committee.

1. Three-Part Strategic Planning Process

In 2019, the Board expressed a desire to begin a new strategic planning process on the future of the Foundation once the Foundation has fully disbursed \$50 million to the City of San Bruno for the design and construction of a new Recreation and Aquatic Center for the San Bruno community. In January 2020, the Board created the Ad Hoc Committee on Strategic Planning, charged with leading a strategic planning process to explore the Foundation's program and investment strategies, its role in the community, and the size and scope of its ongoing operations.

In the second half of 2020, at the suggestion of the Ad Hoc Committee, the Board decided to embark on a three-part strategic planning process that launched at the end of December:

- Diversity, equity, and inclusion (DEI) training for the Board to examine internal biases/leanings and adopt practices that promote diversity, equity, and inclusion in the Foundation's decision-making processes and communications.
- Community listening campaign 2.0 to solicit from members of the San Bruno community feedback on the Foundation's programs thus far and input on current community needs and a vision for the Foundation going forward.
- Strategic planning deliberations by the Board to develop a forward-looking plan articulating the Foundation's program and investment strategies once its investment portfolio decreases after the Recreation and Aquatic Center is funded, its role in the community, and the size and scope of its ongoing operations.

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The DEI component included an exploration of DEI concepts and what it means for a community foundation to be DEI-focused at two Board study sessions in January and February, individual self-inventory assessments, and individual meetings with the Foundations' DEI consultant, Dr. Rona Halualani of Halualani & Associates. The ideas that emerged from these discussions will be revisited during the strategic planning deliberations later this year.

2. Community Listening Campaign 2.0

With the Board's approval, in December the Foundation contracted with the Public Dialogue Consortium (PDC) to manage the community listening campaign and strategic planning components. PDC is the firm that conducted the Foundation's original community listening campaign in 2015 and is very familiar with the Foundation and the San Bruno community.

The Ad Hoc Committee and the PDC team – Dr. Shawn Spano and Jennifer Mair – have been preparing for Community Listening Campaign 2.0, which launched on February 22. The Listening Campaign has three main components: an online survey open to the entire community, seven focus groups by invitation, and two town hall meetings.

The online survey, which is posted at www.sbcf.org/survey and offered in both English and Spanish, runs through March 31. The questions in the survey mirror the questions asked at the focus group. There are three sets of questions related to what respondents think about what the Foundation has done so far, what are the most critical community needs now, and recommendations for the next phase of the Foundation's work.

At the beginning of the survey, community members are asked to view a five-minute "highlight reel" (video/slide show) of the Foundation's accomplishments that I created. The highlight reel will also be shown at the beginning of each focus group. It is posted in both English and Spanish on both YouTube and on the SBCF website at www.sbcf.org/highlights.

There will be two targeted focus groups – one for teenagers and young adults, and one conducted in Spanish. For the other five focus groups, we are inviting a broad cross-section of community representatives to attend the session most convenient to them. Each focus group will have about a dozen participants. We are in the process of sending out invitations to the focus groups.

We sent a postcard encouraging community members to take the survey and attend a town hall meeting to all San Bruno residential and commercial addresses, which began arriving in mailboxes on February 23. We are also sending out email blasts, and posting on social media

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(Facebook and Twitter), and asking our networks to help spread the word. We ask Board members to reach out to their networks to share information about the survey and town halls.

PDC will aggregate and synthesize the results of the survey and focus groups and present them at two virtual town hall meetings – which are scheduled for Tuesday, April 20, 2021, at 5:00 p.m., and Monday, April 26, 2021, at 6:30 p.m. – for additional feedback and refinement. The town halls will be open to all members of the community on Zoom (with simultaneous Spanish interpretation) and on Facebook Live.

PDC will then take all of the community input received into a report that will be the launch pad for the Board's strategic planning discussions, which will begin in May. We have scheduled a special Board meeting at 6:30 p.m. on Wednesday, May 12, for the first strategic planning session and expect to schedule additional sessions in June and July.

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Community Foundation

Memorandum

DATE: February 26, 2021

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report from Investment Committee

The March 3, 2021, Board meeting will include a report from the Investment Committee regarding its recent quarterly meeting, which was held on February 17, 2021. Treasurer Tim Ross chairs the Committee, on which Secretary John McGlothlin and community members Tony Clifford, Mark Hayes, and Frank Hedley also serve.

On February 17, a team representing Sand Hill Global Advisors LLC (SHGA), the Foundation's investment adviser – including Chief Executive Officer Brian Dombkowski, Senior Portfolio Manager Meghan DeGroot, and Senior Wealth Manager Kristin Sun – made its quarterly presentation to the Committee. Mr. Dombkowski gave an overview of the firm's investment outlook, including the effects of the coronavirus pandemic and federal stimulus on the market, as well as a summary of the firm's current economic forecast for the first quarter of 2021, commenting on economic growth, interest rates, the employment market, corporate earnings, international developed markets, emerging markets, inflation, commodity markets, valuation, and the housing market.

Ms. DeGroot then reviewed the Foundation's Investment Dashboard for the fourth quarter of 2020, including December 31, 2020, balances of \$21,159,417 for the Quasi-Endowment, \$31,082,352 for the Strategic Pool, and \$25,447,146 for the Liquidity Pool (total balance of \$77,688,915). Mr. Dombkowski and Ms. DeGroot also discussed the performance of the underlying funds in the Foundation's Quasi-Endowment, Strategic, and Liquidity pools. Ms. DeGroot explained the firm's recent portfolio adjustments, including shifting exposure to undervalued sectors.

I also provided an overview of the Foundation's activities, particularly the status of various program disbursements and their cash flow implications.

The Committee's next quarterly meeting will be held on Wednesday, May 19, 2021, at 4:30 p.m.