

SAN BRUNO

Community Foundation

Board of Directors

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

MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

February 7, 2024

7:00 p.m.

Meeting Location:

San Bruno Senior Center, 1555 Crystal Springs Road, San Bruno

- 1. Call to Order/Welcome:** President Netane-Jones called the meeting to order at 7:00 p.m.
- 2. Roll Call:** Board Members Netane-Jones, Ruane, Gomez, Lin, Perry, Torres, and Wong, present.
- 3. Public Comment:** None.
- 4. Approval of Minutes:** December 6, 2023, Regular Board Meeting: Treasurer Lin moved to approve the minutes of the December 6, 2023, Regular Board Meeting, seconded by Vice President Ruane, approved unanimously by roll call vote.
- 5. Executive Director's Report**

Executive Director Hatamiya gave a brief report. She noted that the San Bruno City Council approved the Foundation's 2024 officers as part of its Consent Calendar at its December 12, 2023, meeting. She also reminded Board members to submit their necessary ethics paperwork (Form 700 and Conflict of Interest Policy Annual Affirmation).

6. Consent Calendar

- a. Receive and Approve Treasurer's Report (November and December 2023 Financial Statements)

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

7. Conduct of Business

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- a. Receive Report on Downtown Beautification Projects from the City of San Bruno and Adopt Resolution Creating and Appointing Members to the Ad Hoc Committee on Downtown Beautification Initiatives

The Board received a presentation from San Bruno Community Services Director Travis Karlen, accompanied by Park Services Manager Dan Venezia, requesting funding for a number of beautification projects the City of San Bruno wants to undertake in downtown San Francisco. He underscored the important bolstering the downtown, with the City Council recently identifying downtown beautification as one of its top strategic initiatives. Mr. Karlen gave a thorough overview of the beautification projects, including revitalizing the planters along San Mateo Avenue, replacing the trees on Jenevein Avenue, improving the median landscape at both the north and south ends of San Mateo Avenue, developing a collection of downtown street banners, and installing a new LED marquee sign at the southern end of San Mateo Avenue. In requesting SBCF grant funding, Mr. Karlen provided a project budget totaling \$308,000 and including a 10% contingency (\$28,000).

Board members asked a number of questions regarding volunteer involvement in maintaining the downtown planters, the potential tree planting on Jenevein Avenue, the basis for the City's cost estimates, the lifespan of new planters, the project timeline, and other sources of funding for the project.

Several downtown business owners and interested community members – including Sadana Traxler, owner of Twice As Nice; Rebecca Molano, owner of One Love Café; the owner of Catch 22 Salon and Boutique; Nancy Foreman; Mario Guitron, chair of the San Bruno Culture & Arts Commission; and Linda Mason – spoke in support of the City's proposed efforts to beautify the downtown corridor.

The Board then considered a resolution creating an Ad Hoc Committee on Downtown Beautification Initiatives to research and analyze the City's proposed projects and funding request and then, as appropriate, consider recommending to the full Board a strategic grant proposal for funding them.

Vice President Ruane moved to adopt the resolution creating and appointing members to the Ad Hoc Committee on Downtown Beautification Initiatives, seconded by Secretary Gomez, approved unanimously by roll call vote.

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

Executive Director Hatamiya reported that since the Board approved 26 Community Grants at the December meeting, staff has provided executed 25 grant agreements and begun distributing grant checks to the organizations. She thanked Board members who have participated in the virtual and in-person check presentations.

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Ms. Hatamiya also noted that the 2024 Crestmoor Scholarship, which launched in early December with a March 5, 2024, deadline, is in full swing. She said that students have begun completing the application and that staff has begun conducting workshops on the application process for potential applicants.

She also reported on the quarterly grant payment process for the Recreation and Aquatic Center (RAC) grants. She said that the Foundation recently received quarterly grant reports from the City of San Bruno and is in the process of paying out quarterly grant payments totaling just under \$75,000. She said that once those payments are made, the Foundation will have paid out nearly \$49.3 million of the \$51.5 million committed for the RAC, with a balance of about \$2.2 million to be paid.

Regarding the Centennial Plaza Improvement Project, she said the City received bids from contractors in January and that the City Council is expected to consider the project budget and additional funding needed to complete the project at its February 13 meeting.

8. Study Session: Conduct Strategic Planning Discussion on Post-RAC Program and Investment Strategies and Provide Direction to Staff Regarding Potentially Revising Such Strategies

The Board conducted a strategic planning study session to discuss the Foundation's program and investment strategies once the RAC, the Foundation's primary legacy project, is completed. Executive Director Hatamiya provided an overview of the three main options being considered – (1) spending down the remaining funds (approximately \$25 million) in the near-to-mid term on one or two large legacy projects and winding down all other programs, (2) spending down the remaining funds over a set period of time (e.g., 10-25 years), or (3) following an endowment model, under which the Foundation is sustained in perpetuity at a lower annual budget level – and the pros and cons of each option. She also mentioned large capital projects that the City of San Bruno and the San Bruno Park School District are separately considering, which could potentially serve as major legacy projects to which the Foundation may want to contribute.

The Board had a robust discussion of the three options, including commenting on the impact of potentially ending the Community Grants Fund and the Crestmoor Scholarship, the influence of future City Councils on the Foundation's funds, the impact of funding a final legacy project such as a new fire station, which would be a meaningful capstone given the origins of the restitution funds, and the value of waiting until after the November election to make a decision. Several Board members expressed a desire to seek feedback from the community on the Foundation's future strategy.

The Board ultimately agreed to set aside the endowment model (option #3), which would result in a relatively modest annual payout to support the Foundation's programs and operations in order to maintain the purchasing power of the endowment's corpus. Board members felt that option #3 would be viable only if additional revenue generation became part of the Foundation's business model but noted that the Board, after feedback and analysis from fundraising consultants, had already expressed concerns about adding an active fundraising operation. Instead, the Board decided to focus its deliberations on the other two options and potentially wait until after the November 2024 election, as both the City and the school district may be

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placing revenue measures on the ballot, to make a final decision. The Board agreed to have the Executive Director convey to the City Manager that the Foundation is open to considering a legacy project in partnership with the City, or the School District, with the remaining restitution funds.

9. Board Member Comments: Board Member Wong said she appreciated being in the same room with the rest of the Board.

10. Closed Session: Public Employee Performance Evaluation Pursuant to Government Code section 54957: Executive Director

There was no reportable action.

11. Closed Session: Conference with Labor Negotiators Pursuant to Government Code section 54957.6. Agency designated representative: Board President Malissa Netane-Jones. Unrepresented employee: Executive Director

There was no reportable action.

12. Adjourn: Board Member Perry moved to adjourn the meeting at 9:16 p.m., seconded by Board Member Torres, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of March 6, 2024, by Secretary Raul Gomez and President Malissa Netane-Jones.



Raul Gomez, Secretary



Malissa Netane-Jones, President