

# SAN BRUNO

## Community Foundation

### *Board of Directors*

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

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## MINUTES

### SAN BRUNO COMMUNITY FOUNDATION

#### Regular Meeting of the Board of Directors

January 5, 2022

7:00 p.m.

#### Meeting Conducted via Zoom

1. **Call to Order/Welcome:** President Netane-Jones called the meeting to order at 7:00 p.m.
2. **Roll Call:** Board Members Netane-Jones, Ruane, Gomez, Lin, Moreno, Perry, and Torres, present.
3. **Public Comment:** None.
4. **Approval of Minutes:** December 1, 2021, Regular Board Meeting: Vice President Ruane moved to approve the minutes of the December 1, 2021, Regular Board Meeting, seconded by Board Member Torres, approved unanimously by roll call vote.
5. **Consent Calendar**
  - a. Adopt Resolution Declaring the Continued State of Local Emergency and Need for the San Bruno Community Foundation Board of Directors and Other Foundation Legislative Bodies Subject to the Ralph M. Brown Act to Continue to Teleconference in Order to Ensure the Health and Safety of the Public Pursuant to AB 361
  - b. Adopt Resolution Designating Signatories on SBCF Wells Fargo Bank Accounts
  - c. Adopt Resolution Designating Signatories on SBCF Fidelity Investments Brokerage Accounts
  - d. Adopt Resolution Appointing Members to the Investment Committee
  - e. Adopt Resolution Appointing Member to the Audit Committee
  - f. Adopt Resolution Appointing Member to the Ad Hoc Committee on Program Development

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- g. Adopt Resolution Appointing Member to the Ad Hoc Committee on Recreation and Aquatic Center Project
- h. Adopt Resolution Appointing Member to the Ad Hoc Committee on Tanforan Memorial
- i. Adopt Resolution Appointing Member to the Ad Hoc Committee on Vocational Education Strategic Initiative
- j. Adopt Resolution Creating and Appointing Members to the Ad Hoc Committee on Education Initiatives
- k. Receive and Approve Treasurer's Report (November 2021 Financial Statements)

Treasurer Lin moved to accept the Consent Calendar as presented, seconded by Board Member Moreno, approved unanimously by roll call vote.

### **6. Study Session: Discuss Roles, Responsibilities, and Operating Norms of the Board of Directors**

The Study Session began with each Board member and the Executive Director introducing themselves to the group, including their personal and professional background, their interest in serving on the Foundation Board, ways they have been involved with the Foundation, and a favorite San Bruno memory.

President Netane-Jones gave an overview of the governing responsibilities of the Board as a whole, the role of individual Board members in supporting the organization, and the board-executive director relationship. She then covered the Board's operating norms and operations, explaining the protocol for placing items on a Board meeting agenda, the role and formation of committees, officer elections, and diversity, equity, and inclusion (DEI) training.

The Board discussed the officer elections process, in particular the challenges of the two-step process that includes City Council approval and the fact that the President and Treasurer serve a critical operating function as signatories on the Foundation's bank and investment accounts, and agreed to maintain the current process.

The Board also discussed the value of DEI training and agreed to have the new Board members participate in the self-assessment and individual meetings with the DEI consultant in which last year's Board members participated and to have the Board engage in at least one DEI discussion each year.

### **7. Board Member Comments: None.**

**8. Adjourn:** Vice President Ruane moved to adjourn the meeting at 8:03 p.m., seconded by Board Member Torres, approved unanimously.

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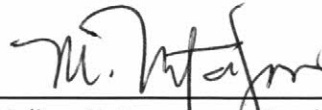
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Respectfully submitted for approval at the Regular Board Meeting of February 2, 2022, by Secretary Raul Gomez and President Malissa Netane-Jones.



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Raul Gomez, Secretary



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Malissa Netane-Jones, President