

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*

MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

March 2, 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:** Jim Evangelist expressed concern regarding the direction of the Foundation, grants it has made, and the Executive Director's compensation.
- 4. Approval of Minutes:** February 2, 2022, Special Board Meeting, February 2, 2022, Regular Board Meeting, and February 22, 2022, Special Board Meeting: Board Member Moreno moved to approve the minutes of the February 2, 2022, Special Board Meeting, February 2, 2022, Regular Board Meeting, and February 22, 2022, Special 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 on several items not covered in the business portion of the agenda. She reported that, under her contract authority as Executive Director, she renewed the Foundation's commercial general liability, property, non-owned hired auto liability, and cyber liability insurance policies with Philadelphia Insurance Companies (total combined premium of \$1,227) and the workers compensation insurance policy with AmTrust North America (\$1,175). These policies are up for renewal on March 21, 2022.

Ms. Hatamiya noted that Jessica Carrillo started as the new Program Manager on January 19 and that Stephanie Rutgers has been training her and will phase out of her interim position by mid-March.

Ms. Hatamiya reminded Board members to submit their FPPC Form 700s by the April 1 deadline as well as complete their Conflict of Interest Policy Annual Affirmation Statements at their earliest convenience.

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6. 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 Authorizing Executive Director to Bind Directors and Officers Liability Insurance Policy from Travelers Casualty and Surety Company of America for an Amount Not to Exceed \$14,098
- c. Adopt Resolution Adjusting Executive Director's Compensation
- d. Adopt Resolution Requiring the Recording of Virtual Board Meetings and Amending the Document Retention and Destruction Policy
- e. Adopt Resolution Canceling the April 6, 2022, Regular Meeting of the Board of Directors and Scheduling a Special Board Meeting on April 4, 2022
- f. Receive and Approve Treasurer's Report (January 2022 Financial Statements)

Board Member Torres commented on item 6.d., saying he appreciated that the Foundation will be posting recordings of Board meetings on its website.

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

7. Conduct of Business

- a. Receive Report on Tanforan Memorial Project from the Tanforan Assembly Center Memorial Committee

Tanforan Assembly Center Memorial Committee (TACMC) President Doug Yamamoto and Project Manager David Fielder gave an update on construction of the Tanforan Memorial. They noted that the groundbreaking ceremony took place on February 11 and that construction began the following Monday. They said that an issue regarding an underground water line has caused a delay in construction and that BART is requiring them to install an ADA-compliant walkway from the BART station to the memorial, both of which may increase construction costs. Several Board members acknowledged the work of TACMC in leading the memorial project.

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

Executive Director Hatamiya reported on the Foundation's other programs and initiatives. She first reported on the Crestmoor Neighborhood Memorial Scholarship, whose application deadline was March 1. She said that staff was in the process of going through the applications to check for eligibility and completeness and that it appears that the total number of applications submitted will be about the same as last year, although the distribution among the three categories has shifted, with a greater number of applications in the high school to community college category and fewer applications in the community college to four-year college category. She said the decrease in the latter category may be a result of the pandemic and staff is examining ways to increase outreach to community college applicants in future cycles. She said the 2022 Crestmoor Scholars will be recognized at the Foundation's June 1 Board meeting and that the Foundation will distribute scholarships totaling \$190,000.

With regard to the Community Grants Fund, Ms. Hatamiya reported that grant agreements were executed for all of the 2021-2022 Community Grants Fund awards and that nearly all grant checks have been delivered. She thanked the entire Board for assisting with virtual grant presentations. She announced that the 2022-2023 grant cycle will launch in July and follow the same schedule as the past five years.

Ms. Hatamiya then reviewed two strategic grants. She said that the City of San Bruno would provide a quarterly update to the Board on the Recreation and Aquatic Center (RAC) project at the April Board meeting. She also reported that the City submitted its latest set of grant reports in January and February and that the Foundation made six RAC grant payments totaling \$1.4 million.

She also reported that the Foundation received the final grant report from the Bay Area Entrepreneur Center regarding the second Small Business Recovery and Assistance Program grant, which benefited 31 San Bruno small businesses struggling to deal with pandemic impacts.

c. Receive Report from Ad Hoc Committee on Education Initiatives

As Committee chair, Secretary Gomez provided a report from the Ad Hoc Committee on Education Initiatives. He reported that the Committee has met twice since January to discuss possible initiatives supporting San Bruno's public schools, he and Executive Director Hatamiya met with San Bruno Park School District Interim Superintendent Michael Milliken, and Ms. Hatamiya met with Capuchino High School Principal Jesse Boise to discuss needs at the schools. Out of those discussions, he said the Committee is bringing the idea of extending the Music Education Strategic Initiative for two additional years to the Board's attention.

Chair Gomez reported that Dr. Milliken expressed interest in the Foundation's support to revitalize the music program at Parkside Intermediate School by offering music to all sixth graders, which would require finding funding for an additional music teacher and other startup costs. The district seeks seed

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funding for the position for the 2022-2023 and 2023-2024 school years, which would give the district time to adjust its staffing structure to be able to fully fund the sixth grade music teacher position.

Because the Music Education Initiative has been a K-12 effort, he said staff reached out to Principal Boise to inquire about music program needs at Capuchino High School. While he noted the program has funding needs for transportation to competitions and performances and purchasing certain instruments, he ultimately said that the best investment for Capuchino is an investment in the SBPSD elementary and middle school music programs, as a thriving music program at Parkside is what feeds students into Capuchino's music program, and that is a significant issue for Capuchino right now.

Chair Gomez then asked for feedback from the full Board to the Music Education extension idea. Several Board members expressed strong support for the proposal and a desire to support San Bruno's youth through creative expression at a time that many are struggling with their mental health during the pandemic. Others raised questions about the school district's ongoing commitment to the sixth grade music program and about programs to support the elementary schools as well as Parkside.

Chair Gomez also noted that the Committee is exploring other possible education-related areas for investment, such as underwriting the Outdoor Education program for San Bruno fifth graders, creating a teacher grants program, and creating a field trip/transportation fund for San Bruno public schools. He said that these ideas are still in the preliminary stages of development, and the Committee may bring them to the full Board for discussion at a future date.

San Bruno Education Foundation President Bryan Vander Lugt expressed support for the possibility of SBCF funding the sixth grade music program and reinforced that SBEF, which would be the grantee, would be excited to continue the partnership with SBCF. He also said that SBCF is in the unique position to make transformational change and encouraged the Board to think long-term and not experimentally and to make sure it has done the appropriate outreach on the proposed initiatives.

d. Receive Report from Investment Committee

Treasurer Lin, who serves as Investment Committee chair, gave a brief report on the Committee's February 16 quarterly meeting, at which Sand Hill Global Advisors reported on the performance of the Foundation's investment portfolio in the fourth quarter of 2021. She noted that rising inflation and the war in Ukraine have contributed to market volatility and reminded the Board that the Investment Policy Statement takes the long-term (quasi-endowment) and mid-term (strategic pool) view. She also reported that the Committee reviewed the Foundation's cash flow needs related to the Recreation and Aquatic Center grants, deciding against recommending any additional transfers from the Strategic Pool to the Liquidity pool at this time and agreeing to revisit the question again at its May meeting.

8. Board Member Comments: President Netane-Jones said she was happy the Board was able to acknowledge Executive Director Hatamiya's work publicly.

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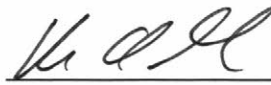
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9. Adjourn: Treasurer Lin moved to adjourn the meeting at 8:22 p.m., seconded by Secretary Gomez, approved unanimously.

Respectfully submitted for approval at the Special Board Meeting of April 4, 2022, by Secretary Raul Gomez and President Malissa Netane-Jones.



Raul Gomez, Secretary



Malissa Netane-Jones, President