



SAN BRUNO

Community Foundation

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

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, you may address the Committee orally during the meeting, or you may email us at mthurman@sanbruno.ca.gov. The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total.

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 24 - 48 hours prior to the meeting at (650) 619-7070 or by email at mthurman@sanbruno.ca.gov. Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

AGENDA

SPECIAL MEETING

SAN BRUNO COMMUNITY FOUNDATION BOARD NOMINATION AD-HOC COMMITTEE

August 11, 2021

5:00 p.m.

San Bruno City Hall – Conference Room 115
567 El Camino Real ~ San Bruno, CA ~ 94066

Public seating is limited to 10 people. Seats will not be reserved for the meeting.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**
Individuals allowed three minutes. It is the Committee's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Committee from discussing or acting upon any matter not agendaized pursuant to State Law.
4. **CONDUCT OF BUSINESS**
 - a. Select a Chairperson for the Committee.
 - b. Review and Approve Draft Recruitment Announcement and Recruitment Timeline.
5. **ADJOURNMENT**



SAN BRUNO

Community Foundation

ANNOUNCEMENT OF APPLICATION FOR APPOINTMENT TO THE SAN BRUNO COMMUNITY FOUNDATION BOARD OF DIRECTORS

About SBCF

The San Bruno Community Foundation is the nonprofit organization created by the City of San Bruno to administer the \$70 million in restitution funds received from PG&E after the devastating 2010 gas pipeline explosion in San Bruno's Crestmoor neighborhood. The Foundation's mission is to serve the San Bruno community by investing in projects, programs, services, and facilities that have significant and lasting benefits. Through making grants, leveraging partnerships, and taking advantage of other resources, the Foundation assists and enables the community to maximize shared investments and realize their subsequent enhancements and benefits.

The Foundation focuses on projects, programs, and initiatives that promote a healthy, vibrant, and equitable San Bruno community, especially where it can serve as a catalyst for significant enhancements in the quality of life for those who live and work in San Bruno. Current Foundation programs include the Crestmoor Neighborhood Memorial Scholarship, the Community Grants Fund, and strategic initiatives with the City of San Bruno, the San Bruno Education Foundation, and the Capuchino High School Alumni Association. Of note, the Foundation has awarded grants totaling \$50 million for the design and construction of the new San Bruno Recreation and Aquatic Center in San Bruno City Park.

The Foundation is a California nonprofit public benefit corporation as well as a 501(c)(3) public charity. The Foundation maintains a small office in San Bruno and is currently staffed by a full-time executive director and a part-time program manager, with additional support from accounting and information technology consultants. For more information, visit the Foundation's website at www.sbcf.org.

Openings on the Board of Directors

The Foundation is governed by a seven-member Board of Directors appointed by the San Bruno City Council. Board terms are four years in length, and Board members may serve up to two consecutive terms. At the end of 2021, three current Board members will conclude their second terms on the Board, and one Board member will conclude a first Board term. The San Bruno City Council will appoint four individuals to serve four-year terms commencing on January 1, 2022, and concluding on December 31, 2025.

Expectations of the Board as a Whole

The Board supports the work of the Foundation and provides mission-based leadership and strategic governance. While day-to-day operations are led by the Foundation's executive director, the Board-executive director relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

As the organization's governing body and to satisfy its fiduciary duties, the Board is responsible for:



SAN BRUNO

Community Foundation

- Determining the mission and purposes of the organization
- Selecting and evaluating the performance of the executive director
- Strategic and organizational planning
- Approving the Foundation's annual budget, audit reports, and material business decisions
- Ensuring strong fiduciary oversight and financial management
- Approving and monitoring SBCF's programs and services
- Enhancing SBCF's public image
- Resource development

Expectations of Individual Board Members

Each individual Board Member is expected to:

- Know the organization's mission, policies, programs, and needs
- Faithfully read and understand the organization's financial statements
- Represent the Foundation to stakeholders and the broader San Bruno community and act as an ambassador and advocate for the organization
- Leverage connections, networks, and resources to develop collective action to fully achieve SBCF's mission
- Prepare for, attend, and conscientiously participate in Board meetings
- Participate fully on committees, as needed
- Follow the Foundation's bylaws, policies, and board resolutions
- Carry out their fiduciary duties as a Director of a California nonprofit public benefit corporation, including as set forth in California Corporations Code Section 5231
- Follow all applicable conflict of interest, ethics, and confidentiality policies and applicable laws, including submitting an annual conflict-of-interest disclosure statement, filing a Form 700 with the California State Fair Political Practices Commission as an appointed local official, and completing AB 1234 ethics training¹

Board Terms/Participation

Under the Foundation's bylaws, Board Members serve staggered four-year terms. Board members may serve two consecutive terms. A Board Member may be reappointed two years after serving consecutive terms.

All meetings of the Board of Directors, or any standing committee thereof, is called, noticed, held, and conducted in accordance with the applicable provisions of the Ralph M. Brown Act (commencing with Section 54950 of the California Government Code). The Board of Directors takes no action other than at a meeting called.

¹ Please note that Members of the Board of Directors and their spouses, domestic partners, and children are not eligible to apply for the Crestmoor Scholarship. Also note that the Foundation is unable to award grants to nonprofit organizations or other entities where a Board Member has a financial interest.



SAN BRUNO

Community Foundation

Under its regular meeting schedule, the Board meets on the first Wednesday of each month at 7:00 p.m. at the San Bruno Senior Center, although, based on current work flow, the Board may not hold its regular meeting each month or may add special meetings as needed. Two Board Members serve on the Investment Committee, which meets on the third Wednesday of February, May, August, and November at 4:30 p.m. at San Bruno City Hall. Board and Investment Committee meetings are currently held via Zoom pursuant to Executive Order N-29-20 issued by the Governor of California suspending certain provisions of the Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means during the COVID-19 pandemic, and as public health conditions improve, it is expected that in-person public meetings will resume. Other standing and ad hoc committees meet on an as-needed basis.

The time commitment required of Board Members varies from month to month and week to week, depending on a particular Board Member's committee assignments, status as an officer, participation on other special projects, as well as whether a Board meeting is scheduled. Officers, especially the president, may spend upwards of 25 hours a month on Foundation business, while other Board Members may dedicate four to ten hours a month to the Foundation.

Board Members serve without compensation.

Qualifications

We seek individuals who are passionate about the Foundation's mission and who have a track record of engagement in the San Bruno community to serve on the SBCF Board.

Candidates should have:

- A strong commitment to the Foundation's mission
- Engagement in the San Bruno community
- A sincere desire to serve the San Bruno community and see it thrive
- Strong interpersonal skills and an affinity for cultivating relationships and convening, facilitating, and building consensus among diverse individuals
- A broad, open-minded, big-picture perspective when approaching issues
- Strong analytical skills
- A commitment to transparency and openness
- Personal qualities of integrity, credibility, and dependability

Board Members should include individuals with particular expertise in areas applicable to the operation of a nonprofit organization, such as finances, investments, communications, law, philanthropy, or community-based programs. This year, the Foundation is particularly in need of Board members with experience in finance and investment management as well as marketing and communications.

Under the Bylaws, Board Members are not required to live in San Bruno, although a majority of Board Members must be residents of the City of San Bruno. Among non-residents, preference may be given to representatives of a business or other entity located in or with a substantial interest in the City.



SAN BRUNO

Community Foundation

Members of the San Bruno City Council may not concurrently serve on the Foundation Board of Directors.

Individuals of diverse backgrounds are welcome and encouraged to apply. The Foundation continues to prioritize diversity among its Board members, including diversity of expertise, experience, background, and demographics.

Application and Appointment Process

To apply, interested individuals must complete and submit an application on Friday September 17, 2021 by 5:00 p.m. Please email your completed application to Vicky Hasha, Deputy City Clerk by the date and time detailed above.

Please be advised that submitted applications (with the exception of personal identifying information) may be subject to disclosure under the California Public Records Act.

All completed applications submitted by the deadline will be reviewed by the San Bruno Community Foundation Board Nomination Ad Hoc Committee, which is comprised of two members of the San Bruno City Council and two members of the Foundation Board. The Ad Hoc Committee will likely interview selected applicants in late September/early October and submit a list of recommended finalists along with all submitted applications to the San Bruno City Council in October. The City Council may elect to conduct its own review and interview process. The City Council intends to make appointments to the Foundation, for Board terms beginning on January 1, 2022, by the end of 2021.

Finalists must undergo and pass a credit and criminal background check before appointment.



SAN BRUNO

Community Foundation

SAMPLE APPLICATION

Application Deadline: Friday, September 17, 2021, 5:00 p.m.

Email completed application and backup materials to Vicky Hasha, Deputy City Clerk at vhasha@sanbruno.ca.gov.

Applicant Information

First Name: _____

Last Name: _____

Email: _____

Preferred Phone: _____

- Mobile
- Home
- Work

Street Address: _____

City: _____

State: _____

Postal Code: _____

San Bruno Resident?

- Yes
- No

If a San Bruno Resident,
how long have you lived in San Bruno? _____ years

Current Occupation: _____

Employer: _____

City of Employment: _____

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SAN BRUNO

Community Foundation

Narrative Questions

1. Please share your interest in serving on the Board of Directors of the San Bruno Community Foundation and your commitment to the Foundation's mission. Include highlights of your engagement and involvement in the San Bruno community. (No more than 500 words.)
2. What relevant professional, volunteer, and personal experience, skills, expertise, education, qualities, and other qualifications would you bring to the San Bruno Community Foundation as a Board Member? Please include any past nonprofit Board experience. (No more than 500 words.)
3. Please share at least one example demonstrating your interpersonal skills and/or your ability to cultivate relationships and convene, facilitate, and build consensus among diverse individuals. Examples can come from a professional, volunteer, or personal context. (No more than 250 words.)
4. Are you willing to make the necessary time commitment service on the Foundation Board requires? What other volunteer commitments do you have or plan to make during the period from January 2021 to December 2025? (No more than 250 words.)

* * * * *

Resume

Please upload your current resume. We prefer receiving resumes in PDF format, although a Word document will be accepted.