

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

February 1, 2023

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, Lin, Moreno, Perry, and Torres, present; Board Member Gomez, excused.
3. **Public Comment:** None.
4. **Approval of Minutes:** January 4, 2023, Regular Board Meeting: Board Member Moreno moved to approve the minutes of the January 4, 2023, Regular Board Meeting, seconded by President Netane-Jones, approved unanimously by roll call vote (Gomez absent).

5. Executive Director's Report

Executive Director Leslie Hatamiya reported on several items. She thanked Board members for participating in the diversity, equity, and inclusion study session on January 30. She also reminded Board members to submit their necessary ethics paperwork (Form 700 and Conflict of Interest Policy Annual Affirmation).

6. Consent Calendar

- a. Adopt Resolution Declaring the Continued State of 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. Receive and Approve Treasurer's Report (December 2022 Financial Statements)

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Board Member Torres moved to accept the Consent Calendar as presented, seconded by Treasurer Lin, approved unanimously by roll call vote (Gomez absent).

7. Conduct of Business

- a. Receive Fundraising Analysis Presentation from the Partnership Resources Group and Provide Direction to Staff on Next Steps in Considering a Fundraising Program

In introducing the consultants from the Partnership Resources Group (PRF), President Netane-Jones noted that in considering the possibility of building up a fund development operation, the Foundation engaged with PRG to provide a high-level analysis of SBCF's fundraising potential and the projected cost of implementing an active fundraising operation. She explained that the questions the PRG team explored in its study included the Foundation's potential for fundraising to add to the Foundation's corpus and/or to raise operating funds on an annual basis, the fundraising-related best practices of a community-based foundation tied to a local city, the unique value proposition the Foundation brings to the table, and how the Foundation might best organize itself internally and what kind of staff and leadership would be needed to be successful.

Representing PRG, Elliot Levin and Melissa Irish summarized the firm's analysis and key findings, as documented in the written report contained in the Board meeting packet. They highlighted the key findings as the following:

- SBCF has a strong track-record of putting its assets to use since establishment, creating "standing" in the community.
- There are indicators of untapped and under-tapped wealth in San Bruno from individuals and companies but giving capacity is only part of the equation.
- The purpose of additional fundraising must be defined by identifying needs and solutions as a precursor to assessing what fundraising is possible.
- Fundraising feasibility assessment by engaging potential donor prospects is necessary to accurately measure what can be raised by the Foundation.
- The Foundation can play a valuable role as a convener and can build on this role to generate and direct future funds.
- The Foundation's ability to raise charitable funds is diminished if perceived to be merely a fundraising arm of the City.
- Time and money would have to be invested to launch a fundraising effort, including hiring development staff and dedicating 30-40% of the executive director's time to fundraising.

Mr. Levin and Ms. Irish also identified possible next steps as conducting a feasibility study to understand the interest and inclination of potential individual and institutional donors to give, considering a planned

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giving program, continuing to be a channel for funding from institutions, and developing funding collaboratives with regional partners to address issues of common concern.

The Board discussed the fundraising analysis and possible next steps. Board members agreed that the issue merits further discussion and analysis before making any decisions about starting a fundraising program and that the Board should not rush such a decision.

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

Executive Director Hatamiya reported that since the Board approved 23 Community Grants at the December meeting, staff has provided executed 22 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.

Ms. Hatamiya also noted that the 2023 Crestmoor Scholarship, which launched in early December with a March 7, 2023, 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 payments from the City of San Bruno, made a \$2.8 million payment for the construction grant, and is in the process of paying out quarterly payments totaling just under \$288,000 for the other RAC grants. She said that once those payments are made, the Foundation will have paid out nearly \$35.6 million of the \$50 million committed for the RAC, with a balance of \$14.4 million to be paid.

- c. Discuss Transition to and Logistics of In-Person San Bruno Community Foundation Board Meetings

Executive Director Hatamiya said that with the anticipation end of California's pandemic state of emergency at the end of February, the Foundation will be transitioning back to in-person meetings in March. She noted that, as established by resolution in 2015, the Foundation Board's regular meetings are held on the first Wednesday of the month at 7:00 p.m. at the San Bruno Senior Center, and unless the Board officially changes its regular meeting schedule, it will resume in-person meetings at the Senior Center starting with the March 1 regular meeting. She said that since the public has been accustomed to attending Board meetings remotely via Zoom during the pandemic, the public may reasonably expect to be able to continue such remote attendance even once the Board resumes meeting in person, although it is not required by the Brown Act. She explained that the easiest way to accommodate this expectation is to conduct meetings in a hybrid format – that is, for the Board to meet in person as required by the Brown Act, but to enable community members to participate via Zoom – which requires specialized equipment that is only available in City facilities at the Senior Center and City Hall Conference Room 115. She noted that while Room 115 would be a less expensive and logistically

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simpler option, it is not available at the time of the Foundation's Board meetings, so the Board will resume in-person meetings with a Zoom option at the Senior Center in March, with the hope of eventually moving to the new Recreation and Aquatic Center once it is open. She noted that the Foundation's two standing committees – Audit and Investment – will return to in-person meetings at City Hall Room 101, without the Zoom option.

Legal Counsel Heather Minner then explained the limited options for virtual participation under the Brown Act's rules. She said that under the teleconferencing option that has historically been – and will remain – available, to participate in a meeting by teleconference, a Board or Committee member must post a hard copy of the agenda at their remote location and allow the public to physically attend the meeting at the location where the member is located. She said a second option is now available under AB 2449, which was signed into law in 2022. AB 2449 created a new "Just Cause or Personal Emergency" option with two distinct bases for a Board member to attend meetings remotely: (a) for Just Cause, or (b) due to a Personal Emergency. She then reviewed the criteria that must be satisfied, procedures that must be implemented, and limitations on the number of times a Board member can rely on these bases to attend remotely. She explained that for Board members to take advantage of this new teleconference option, they would need to be able to participate through both audio and video (like Zoom), and the public would also need to be able to participate remotely in real time, being able to both hear and see the meeting and remotely address the Board, so if the Foundation holds hybrid in-person and Zoom meetings, this requirement would be met. She noted that Audit and Investment Committee members would not have this option to participate remotely if those committees' meetings are not held in-person only without a Zoom option.

8. Board Member Comments: None.

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

There was no reportable action.

10. 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.

11. Adjourn: Board Member Moreno moved to adjourn the meeting at 9:30 p.m., seconded by Board Member Torres, approved unanimously (Gomez absent).

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Respectfully submitted for approval at the Regular Board Meeting of March 1, 2023, by Secretary Raul Gomez and President Malissa Netane-Jones.



Raul Gomez, Secretary



Malissa Netane-Jones, President