

# SAN BRUNO

## Community Foundation

2026 Board of Directors

Malissa Netane-Jones, *President* • Jim Ruane, *Vice President* • Raul Gomez, *Secretary* • Belinda Wong, *Treasurer*  
Larry Franzella • Jessica Inglima • Supriya S. Perry  
Leslie Hatamiya, *Executive Director*

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### MINUTES

## SAN BRUNO COMMUNITY FOUNDATION

### Regular Meeting of the Board of Directors

January 7, 2026

7:00 p.m.

#### Meeting Location:

San Bruno Recreation & Aquatic Center, Community Room, 251 City Park Way, San Bruno

**1. Call to Order/Welcome:** Vice President Ruane called the meeting to order at 7:15 p.m. He notified the Board that President Netane-Jones was unable to attend the meeting in person, as she informed the Foundation that she was under the weather with what might be a contagious illness and therefore would attend the meeting remotely for “just cause.” Given that there was a quorum of the Board attending the meeting in person, he noted that under Brown Act meeting provisions, President Netane-Jones could attend remotely and that he would chair the meeting in person at the Recreation and Aquatic Center. Appearing on Zoom, President Netane-Jones confirmed that there was no one 18 years of age or older in the room with her.

Vice President Ruane then welcomed Board Member Franzella to his first meeting as a member of the Board and congratulated Board Members Inglima, Perry, and Wong for their reappointment to the Board by the San Bruno City Council.

**2. Roll Call:** Board Members Netane-Jones, Ruane, Gomez, Franzella, Inglima, Perry, and Wong, present.

**3. Public Comment:** None.

**4. Presentation:** Recognition of Pak Lin for Her Service on the San Bruno Community Foundation Board of Directors

On behalf of the Board, Vice President Ruane recognized former Board Member Pak Lin, whose term on the Board concluded on December 31, 2025. He read a proclamation from the San Bruno Community Foundation, a framed copy of which Ms. Lin received from the Foundation. The proclamation outlined Ms. Lin’s significant contributions to the Foundation, including serving as Treasurer and chair of the Investment Committee for four years. Other Board members shared memories of working with Ms. Lin and thanked her for her service to the Foundation and to the community. Ms. Lin made brief remarks, noting how meaningful her service on the Board was.

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### 5. **Approval of Minutes:** November 5, 2025, Regular Board Meeting

Board Member Wong moved to approve the minutes of the November 5, 2025, Regular Board Meeting, seconded by Secretary Gomez, approved unanimously by roll call vote (Franzella abstained).

### 6. **Executive Director's Report**

Executive Director Hatamiya gave a brief report. Thanking them for their service, she noted that the San Bruno City Council reappointed Board Members Inglima, Perry, and Wong to new terms on the Board and also appointed Board Member Franzella to his first term on the Board.

Ms. Hatamiya notified the Board that she renewed Accounting Consultant Frank Bittner's contract for another year beginning December 1.

She also reported that the Foundation filed its state and federal tax returns on time by the November 15 deadline.

Finally, she reminded the Board that the Alliance of Community Foundations is a group of community foundations in the counties of San Mateo and Santa Clara that meets quarterly to network and share best practices. She said that SBCF will host the Alliance's next meeting at the Recreation and Aquatic Center.

### 7. **Consent Calendar**

- a. Receive and Approve Treasurer's Report (October and November 2025 Financial Statements)

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

### 8. **Conduct of Business**

- a. Receive Report from the Ad Hoc Committee on Strategic Planning Regarding Potential Legacy Projects and Provide Any Board Comments on Potential Next Steps

As Committee Chair, President Malissa Netane-Jones reported on the Committee's recent deliberations. She explained that the Committee is focusing its work on researching a small number of potential final legacy projects using the Foundation's remaining assets, including recommending that the Board approve the additional funding of nearly \$2 million for permanent lighting as part of the Crestmoor Fields Project. As the Board has already expressed its plans to use the bulk of the remaining assets to support the City's plans to replace Fire Station No. 52, she said that the Committee is monitoring the City's discussions with Caltrans to obtain its desired site for the new facility. She also said the Committee

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is exploring possible legacy project opportunities to benefit the San Bruno Park School District and possible paths for providing long-term funding.

- b. Receive Report on the Crestmoor Fields Project from the City of San Bruno; Determine Whether the Proposed Grant Modifications Present a Conflict of Interest Under Nonprofit and Exempt Entity Laws; and Adopt Resolution Increasing Strategic Grant Funding to the City of San Bruno Supporting Phase 1 of the Crestmoor Fields Project Specifically for the Installation of Permanent Lighting by an Amount Not to Exceed \$1,952,400 and Extending the Grant Period Consistent with the Updated Project Timeline

San Bruno Community Services Director Travis Karlen gave an update on the development of a new soccer complex on the site of the former Crestmoor High School, which the Foundation is helping fund with a \$3.4 million grant. He reported on key project milestones and reviewed the City's master plan, budget, and funding sources for Phase 1 of the project. He also reported on the current project timeline, which expects construction to begin in late summer 2026 and conclude in late 2027.

Noting that the Foundation previously expressed an interest in considering funding for permanent lighting at the fields once better cost estimates are available, he presented on behalf of the City a request for \$1,952,400 in additional grant funding to support the installation of permanent lighting at the fields as part of Phase 1. He noted the tremendous potential benefits of adding lighting to the project as well as the merits and urgency of including the lights as part of the initial construction.

Vice President Ruane noted that before the Board was a resolution increasing strategic grant funding to the City of San Bruno supporting Phase 1 of the Crestmoor Fields Project specifically for the installation of permanent lighting by an amount not to exceed \$1,952,400 and extending the grant period consistent with the updated project timeline, as recommended by the Ad Hoc Committee on Strategic Planning.

Legal Counsel Heather Minner said due to a timely disclosure by the Executive Director, the Board had to determine whether the proposed modifications to the Crestmoor Fields Project grant to the City presented a conflict of interest under nonprofit and exempt entity laws, in accordance with the Foundation's Conflict of Interest Policy. She reported that the Executive Director disclosed to the President, as required by the policy, that her adult son was a full-time employee in the City's Community Development Department as an assistant planner, having previously served a paid internship with the City. Ms. Minner noted that under the Conflict of Interest Policy, the Executive Director is thus considered to have a "financial interest" through a family member that must be disclosed and the Foundation must follow certain procedures to consider the financial interest, including having the Board determine whether a conflict of interest exists before approving the modifications to the grant to the City. She reported that the San Bruno City Manager confirmed that the Executive Director's son has not worked on the Crestmoor Field Project. She also explained that the grant agreement for this grant includes a term explicitly prohibiting the use of grant funds to compensate or provide any other monetary benefits to the Executive Director's son or any other insider of the Foundation, and this term would remain in the grant agreement post-modification. Ms. Minner said that after considering these

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facts, she has determined that the Executive Director's son's employment with the City does not pose a conflict of interest under public entity laws, consistent with the analysis presented in her prior memorandum to the Board. Also consistent with that prior analysis, Ms. Minner advised that his employment does not pose a conflict of interest under applicable nonprofit and tax-exempt entity laws with respect to the proposed modifications to the Crestmoor Fields Project grant.

Executive Director Hatamiya departed from the meeting room, and the Board discussed the potential conflict of interest issue.

Secretary Gomez made a motion to determine that the proposed modifications to the strategic grant to the City of San Bruno supporting Phase 1 of the Crestmoor Fields Project do not present a conflict of interest under nonprofit and exempt entity laws, in accordance with the Foundation's Conflict of Interest Policy, seconded by Board Member Franzella, passed unanimously by roll call vote.

Executive Director Hatamiya returned to the meeting room.

President Netane-Jones moved to approve the resolution increasing strategic grant funding to the City of San Bruno supporting Phase 1 of the Crestmoor Fields Project specifically for the installation of permanent lighting by an amount not to exceed \$1,952,400 and extending the grant period consistent with the updated project timeline, seconded by Secretary Gomez, approved unanimously by roll call vote.

c. Receive Report on the Downtown Beautification Initiative from the City of San Bruno

Community Services Director Travis Karlen provided an update on the series of improvements the City is undertaking to improve the aesthetics of downtown San Bruno and replace aging amenities along San Mateo Avenue, which are being funded by a \$350,000 SBCF grant. He reported that improvements to revitalize planters, medians, trees, and other greenery along the streets, including significant irrigation upgrades, began in the fall and are track to be completed this spring. He also noted that the third set of street pole banners, with a winter holiday motif, currently adorn San Mateo Avenue, with the City receiving favorable feedback from merchants and community members about the banners. In response to a question from a Board member, Director Karlen confirmed that the City is on track to spend the full amount of the grant, as the project budget totals approximately \$650,000. Director Karlen also responded to questions from Board members about the trees being planted on Jenevein Avenue and San Mateo Avenue.

d. Receive Report on Other Programs

Executive Director Hatamiya gave a brief report on the Foundation's other programs, noting that at the request of the San Bruno Education Foundation, she amended the grant agreement supporting the San Bruno-Narita Sister City program to adjust the grant disbursement schedule due to the scheduling of the program's first alumni dinner in the first quarter of 2026. She also reported that the grant period for the

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2024-2025 Community Grants concluded at the end of December, and grant reports from the grantees are due by March 1.

- e. Elect 2026 Treasurer, Adopt Resolution Ratifying Election of 2026 Officers, Adopt Resolution Designating Signatories on SBCF Wells Fargo Bank Accounts, and Adopt Resolution Designating Signatories on SBCF Fidelity Investments Brokerage Accounts

Vice President Ruane noted that on November 5, 2025, the Board elected the following officers for 2026: Malissa Netane-Jones – President; Jim Ruane – Vice President; and Raul Gomez – Secretary. He explained that at that time, the San Bruno City Council had not yet reappointed Board Members Inglima, Perry, and Wong or appointed Board Member Franzella, but now that they have been appointed, the Board will hold its election for Treasurer. He noted the importance of this action to ensure that the Treasurer, who is a signatory on the Foundation’s bank and investment accounts, is in place to facilitate the smooth continuation of the Foundation’s finance and investment functions.

Vice President Ruane opened up Treasurer nominations for 2026.

Secretary Gomez nominated Belinda Wong for Treasurer, seconded by Board Member Inglima, approved unanimously by roll call vote.

Vice President Ruane then said the Board will consider the resolution ratifying the election of the 2026 officers, including President, Vice President, Secretary, and Treasurer, and requested that the prepared resolution be amended to insert “Belinda Wong” as the elected Treasurer.

Secretary Gomez moved to approve the resolution ratifying the election of the 2026 officers, amending the resolution to include “Belinda Wong” as Treasurer, seconded by Board Member Perry, approved unanimously by roll call vote.

Noting that the SBCF Bylaws require and authorize the Board to designate individuals to execute checks, including electronic funds transactions used in lieu of checks, and that the Foundation’s Fiscal Policies and Procedures state that the “President, Treasurer, and Executive Director are the authorized signatories on all bank and investment accounts,” Vice President Ruane presented two resolutions designating Malissa Netane-Jones, Belinda Wong, and Leslie Hatamiya as signatories on the Foundation’s Wells Fargo bank accounts and Fidelity brokerage accounts, respectively. In both cases, he requested that the prepared resolution be amended to insert “Belinda Wong” as the elected Treasurer.

Board Member Inglima moved to approve the resolution designating signatories on SBCF Wells Fargo bank accounts, amending the resolution to include “Belinda Wong” as Treasurer, seconded by President Netane-Jones, approved unanimously by roll call vote.

President Netane-Jones moved to approve the resolution designating signatories on SBCF Fidelity Investments brokerage accounts, amending the resolution to include “Belinda Wong” as Treasurer, seconded by Board Member Inglima, approved unanimously by roll call vote.

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f. Adopt Resolution Approving Appointment to the Investment Committee

Vice President Ruane explained that with Board Member Wong's election as Treasurer, she becomes chair of the Investment Committee, and therefore the Board needed to appoint another Board member to fill the remainder of the term she had been serving on the Committee. He noted that the prepared resolution affirms Treasurer Wong's service as chair of the Investment Committee and appoints Board Member Franzella to fill the Director vacancy created by Belinda's election as Treasurer. He requested that the resolution be amended to insert "Belinda Wong" as the Treasurer.

Treasurer Wong moved to approve the resolution approving an appointment to the Investment Committee, amending the resolution to include "Belinda Wong" as Treasurer, seconded by Board Member Perry, approved unanimously by roll call vote.

g. Receive Report from Investment Committee on its November 19, 2025, Special Meeting

Treasurer Wong reported that the Committee held its quarterly meeting on Wednesday, November 19, 2025. She summarized the report the Committee received from Sand Hill Global Advisors LLC, the Foundation's investment adviser, and noted that as of September 30, 2025, the Foundation's investment portfolio balances totaled approximately \$32 million. She also reported that the Committee briefly discussed the Foundation's cash flow needs related to the funding of any final legacy project grants.

### 9. Board Member Comments

President Netane-Jones welcomed Board Member Franzella to the Board and thanked Treasurer Wong and Board Members Inglima and Perry for their continued service on the Board.

**10. Adjourn:** Secretary Gomez moved to adjourn the meeting at 8:24 p.m., seconded by Treasurer Wong, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of February 4, 2026, by Secretary Raul Gomez and President Malissa Netane-Jones.



Raul Gomez, Secretary



Malissa Netane-Jones, President