

SAN BRUNO

Community Foundation

Board of Directors

Nancy A. Kraus, *President* • John P. McGlothlin, *Vice President* • Emily Roberts, *Secretary* • Ben Cohn, *Treasurer*
Patricia Bohm • Frank Hedley • Regina Stanback Stroud
Leslie Hatamiya, *Executive Director*

MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

March 19, 2015

6:30 p.m.

**Meeting Location: San Bruno City Hall, Conference Room 115,
567 El Camino Real, San Bruno**

1. **Call to Order/Welcome:** President Kraus called the meeting to order at 6:32 p.m.
2. **Roll Call:** Board Members Kraus, McGlothlin, Roberts, Cohn, Bohm, Hedley, and Stanback Stroud present.
3. **Approval of Minutes: February 19, 2015, Regular Board Meeting, and March 5, 2015, Special Board Meeting:** Board Member Hedley moved to approve the minutes of the February 19, 2015, Regular Board Meeting and March 5, 2015, Special Board Meeting, seconded by Vice President McGlothlin, approved unanimously.
4. **Announcements:** Treasurer Cohn announced that Atticus Cohn was born last Sunday.
5. **Board Member Comments**
 - a. **President:** President Kraus welcomed back Secretary Roberts and congratulated Treasurer Cohn on his new addition. She thanked Executive Director Hatamiya for sending the message to the community that the SBCF is working as diligently as we can.
 - b. **Others:** Vice President McGlothlin welcomed Secretary Roberts back.
6. **Executive Director's Report:** Executive Director Hatamiya gave the Board a summary of her activities over the past month, including finding an office space, opening bank accounts, hiring an accounting consultant, and acquiring a credit card. Executive Director Hatamiya also shared that she is going out into the community to meet with individuals and groups.
7. **Consent Calendar:**
 - a. Adopt Resolution Approving Payment of Invoice from the City of San Bruno Totaling \$141,031.00 to Reimburse City for SBCF Formation Costs It Incurred Between March 1, 2014, and January 31, 2015

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- b. Adopt Resolution Approving Commercial General Liability, Non-Owned Hired Auto Liability, Property, Professional Liability, and Directors and Officers Liability insurance Policies from Philadelphia Insurance Companies for the Total Amount of \$13,821.00
- c. Adopt Resolution Approving Workers' Compensation Policy with State Compensation Insurance Fund for Total Estimated Annual Premium of \$1,836.00
- d. Adopt Resolution Ratifying Appointment of Ad Hoc Committee Charged with Developing Fiscal Policies and Procedures
- e. Adopt Resolution Ratifying Appointment of Ad Hoc Committee Charged with Preparing a Request for Proposals for Investment Services, Reviewing Proposals Received in Response to the Request for Proposals, and Making Recommendations Regarding Ongoing Oversight of Investment Services and Activities

Board Member Hedley moved to adopt the consent calendar, seconded by Board Member Stanback Stroud, approved unanimously.

8. Conduct of Business

- a. Receive and Approve Treasurer's Report

Treasurer Cohn reviewed the Treasurer's Report. Board Member Stanback Stroud moved to approve the Treasurer Report, seconded by Vice President McGlothlin, approved unanimously.

- b. Adopt Resolution Creating and Appointing Members to Ad Hoc Committee Charged with Developing Personnel Policies

President Kraus presented a resolution creating an ad hoc committee charged with developing personnel policies for the Foundation and appointing Vice President McGlothlin and Board Member Stanback Stroud to the committee. Secretary Roberts moved to adopt the resolution, seconded by Board Member Hedley, approved unanimously.

- c. Adopt Resolution Appointing Audit Committee Members

President Kraus presented a resolution appointing Vice President McGlothlin and Board Member Bohm to the Audit Committee. Board Member Stanback Stroud moved to adopt the resolution, seconded by Secretary Roberts, approved unanimously.

- d. Adopt Resolution Adopting Fiscal Policies and Procedures

Executive Director Hatamiya presented for approval the Fiscal Policies and Procedures drafted by the ad hoc committee consisting of Treasurer Cohn, Vice President McGlothlin, and Board Member Bohm. Board Member Hedley moved adopt the Policies and Procedures Resolution, seconded by Secretary Roberts, approved unanimously.

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9. Study Session

a. Receive and Discuss Report on Community Engagement Planning Process

Executive Director Hatamiya reported on the need for a community engagement campaign to solicit input from the broader San Bruno community and on her work, with the assistance of President Kraus, Secretary Roberts, and Board Member Hedley, to identify a consulting firm to assist the Foundation in this effort. She outlined the following goals for the campaign: involving the community in the planning process, educating the community about the Foundation, identifying community needs, challenges, and ideas for how the Foundation could address those needs and challenges, and identifying community leaders and assets.

10. Public Comment

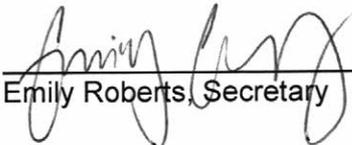
Barry Marquardt of the Marine Corps Detachment, American Legion, Post #409, expressed his frustration with the Foundation's process and his concern about how the Board is planning to reach out to the San Bruno community.

Marty Medina expressed his concerns regarding San Bruno Park School District cuts and shared some plans the community is putting together to generate funding for the district.

Alessandra Clark expressed her concerns regarding the San Bruno Park School District. She also emphasized the need for transparency and suggested that the Foundation create a committee of community members to assist the Board in its work.

11. Adjourn: Board member Hedley moved to adjourn the meeting at 7:22 p.m., seconded by Board Member Stanback Stroud, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of April 16, 2015, by Secretary Emily Roberts and President Nancy Kraus.



Emily Roberts, Secretary



Nancy Kraus, President