

# SAN BRUNO

## Community Foundation

*Audit Committee*

John P. McGlothlin, *Chair* • Patricia Bohm, *Member*  
Leslie Hatamiya, *Executive Director*

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### MINUTES

## SAN BRUNO COMMUNITY FOUNDATION

### Special Meeting of the Audit Committee

**August 17, 2015**

**4:30 p.m.**

#### **Meeting Location:**

**San Bruno City Hall, 567 El Camino Real, Conference Room #101, San Bruno**

1. **Call to Order:** Committee Chair McGlothlin called the meeting to order at 4:34 p.m.
2. **Roll Call:** Committee Members McGlothlin and Bohm, present.
3. **Approval of Minutes:** June 23, 2015, Special Committee Meeting: Committee Member Bohm moved to approve the minutes of the June 23, 2015, Special Committee Meeting, seconded by Chair McGlothlin, approved unanimously.
4. **Conduct of Business**
  - a. Review Proposals Received in Response to Request for Proposal for Audit and Tax Preparation Services and Select Finalists for Further Consideration

The Committee reviewed the 12 proposals that the Foundation received in response to its Request for Proposal for Audit and Tax Preparation Services. After considerable discussion of the proposals, the Committee selected four accounting firms to invite for in-person interviews with the Committee. The Committee directed Executive Director Hatamiya to poll Committee members for interview dates and set up the interviews. The Committee members agreed to make reference calls for the four finalists and directed the Executive Director to compile and circulate a list of references. The Committee also agreed to email the Executive Director suggested questions for interviews and reference calls.

5. **Public Comment:** None.
6. **Adjourn:** Chair McGlothlin adjourned the meeting at 5:38 p.m.

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## Community Foundation

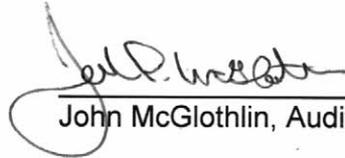
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Respectfully submitted for approval at the Special Audit Committee Meeting of August 26, 2015,  
by Audit Committee Chair John McGlothlin.



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John McGlothlin, Audit Committee Chair