

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

Special Meeting of the Board of Directors

July 29, 2015

6:30 p.m.

**Meeting Location: San Bruno Senior Center, 1555 Crystal Springs Road,
San Bruno**

1. Call to Order/Welcome:

2. Roll Call: Board Members Kraus, McGlothlin, Roberts, Cohn, Bohm, and Hedley present; Board Member Stanback Stroud excused.

3. Approval of Minutes: June 29, 2015, Regular Board Meeting: Board Member Hedley moved to approve the minutes of the June 29, 2015, Regular Board Meeting, seconded by Vice President McGlothlin, approved unanimously.

4. Board Member Comments:

a. President: President Kraus explained that tonight's meeting is a study session and that no action will be taken regarding programs, projects, or spending. She said that tonight's meeting is the beginning of a journey, and, as the Foundation moves forward, its activities will remain transparent to the public and the Board continues to welcome the public in its deliberations.

b. Others: Vice President McGlothlin shared that he spoke before the National Association of Active and Retired Federal Employees and provided an update on the Foundation's activities.

5. Executive Director's Report: Executive Director Hatamiya reported on highlights of what she has been working on over the past month, including continued meetings with financial management firms. She also reported that at the direction of the Audit Committee, she sent the Foundation's Request for Proposals for audit and tax preparation services to a list of Bay Area certified public accounting firms. She said the Audit Committee plans to meet review received

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proposals in early August and select a list of finalists for further consideration, with the goal of making a recommendation of a CPA firm to the full Board in early September.

6. Consent Calendar

- a. Adopt Resolution Canceling the August 20, 2015, Regular Board Meeting and Scheduling a Special Board Meeting on August 24, 2015:
- b. Receive and Approve Treasurer's Report:

Vice President McGlothlin moved to adopt the consent calendar, seconded by Secretary Roberts, approved unanimously.

7. Study Session:

- a. Presentation on Capital Project Cost Modeling by Pamela Anderson-Brulé of Anderson Brulé Architects:

Executive Director Hatamiya introduced Pamela Anderson-Brulé, Founder and President of Anderson Brulé Architects, the architectural firm the Foundation engaged to create a cost-modeling tool to help the Board understand the costs involved in municipal capital projects. She emphasized that the Foundation has made no decision to fund any of the sample projects, which were selected as representative of the types of projects identified in the Community Listening Campaign report, and that if the Foundation were to decide to fund any of the sample projects, much more extensive planning would be required.

Ms. Anderson-Brulé shared the cost-modeling tool her firm created using seven sample capital projects suggested during the Foundation's Community Listening Campaign. She said that the high-level cost-modeling tool was created using experience, benchmarking, and educated assumptions. She explained how the cost-modeling tool works, including outlining the assumptions built into the model, the categories of costs involved in such capital projects, the use of benchmarks, and the role of escalation, provided cost ranges for the sample projects, and explained how the Foundation can use the tool to evaluate capital projects in the early stages.

After Ms. Anderson-Brulé gave her presentation, Board members made comments and asked questions to clarify their understanding of the model.

Six members of the public asked questions or made comments about the presentation.

Wendy al-Mukdad asked whether the tool included demolition costs and whether the model assumed facilities similar to their current size; Ms. Anderson-Brulé responded affirmatively to both questions.

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Maria Barr asked if the style of the buildings were included in the model and how unexpected costs are handled by the model. Ms. Anderson-Brulé replied that style was not considered but a variety of style costs are represented in the model numbers. She also explained that contingency costs are factored into the cost modeling tool to account for unforeseen situations and that escalation costs, a prediction of what is happening within the construction and building industry, are also included.

Bob Lafelte said that he would like San Bruno to have a community swimming pool for year-round use.

Ron Dugrenier said that \$70 million will not cover many projects and asked about remodeling or adding on to existing buildings.

Marty Medina asked for an explanation of the size of the library in the model. Ms. Anderson-Brulé explained that the increased size of the library was based on population ratios for other community libraries and San Bruno's current population.

David Nigel thanked the Foundation and Executive Director Hatamiya for the tremendous job they are doing. He is excited to see what is ahead for San Bruno.

b. Presentation on Next Steps: Possible Program Strategies, Stakeholder Outreach and Data Collection by Executive Director Leslie Hatamiya:

Executive Director Hatamiya briefly reviewed the Community Listening Campaign report and the purpose of the campaign. She emphasized that the Listening Campaign was designed as a community engagement exercise with open-ended questions and not as a scientific survey or poll, and that due to the non-scientific nature of the Listening Campaign, additional analysis of the responses captured in the report will not be done at this time.

Hatamiya then presented data on San Bruno, including community health and well-being indicators, that can help inform the Board's evaluation of community needs and, ultimately, its program strategy.

Hatamiya introduced her "three-bucket" strategy for organizing Foundation programs that will hopefully evolve into a grant policy that the Board will submit to the City Council. The buckets are:

- Foundation-run Programs (such as scholarship or award programs)
- Responsive Grantmaking (grants consistent with the Foundation's mission in response to requests from community groups)
- Strategic Grantmaking (Foundation takes a leadership role in proactively addressing an identified community need with defined impact in mind)

Hatamiya also proposed that the Foundation identify a few near-term projects that can be accomplished by the end of 2016 while taking time to research more complex and costly projects, including many of the capital projects.

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She then reviewed next steps in stakeholder outreach, endowment scenarios, data collection and a timeline for the development of the Foundation's program and investment strategies.

8. Conduct of Business:

- a. Adopt Resolution Creating and Appointing Members to Ad Hoc Committee on Program Strategy Development:

Executive Director Hatamiya explained the rationale for creating an Ad Hoc Program Strategy Development Committee to develop the grant policy to be brought to City Council for approval and to identify short-term projects.

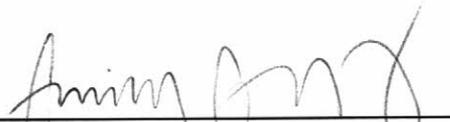
Board Member Roberts moved to adopt resolution creating and appointing members to ad hoc Committee on program strategy development, seconded by Board Member Bohm, approved unanimously.

9. Public Comment

Wendy al-Mukdad said that she is happy with the progress of the SBCF and is very excited to be a part of the San Bruno Community. She said she looks forward to seeing improvements and support for education and the San Bruno schools.

10. Adjourn: Vice President McGlothlin moved to adjourn the meeting at 8:16 p.m., seconded by Board Member Bohm, approved unanimously.

Respectfully submitted for approval at the Special Board Meeting of August 24, 2015, by Secretary Emily Roberts and President Nancy Kraus.



Emily Roberts, Secretary



Nancy Kraus, President