

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

June 29, 2015

6:30 p.m.

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

1. **Call to Order/Welcome:** President Kraus called the meeting to order at 6:31 p.m.
2. **Roll Call:** Board Members Kraus, McGlothlin, Cohn, Bohm, Hedley, Roberts, and Stanback Stroud present.
3. **Approval of Minutes:** May 21, 2015, Regular Board Meeting: Board Member Hedley moved to approve the minutes of the May 21, 2015, Regular Board Meeting, seconded by Vice President McGlothlin, approved unanimously.
4. **Board Member Comments:**
 - a. **President:** President Kraus acknowledged how seriously the SBCF is taking its responsibility. She congratulated the Board, Executive Director Hatamiya, and the community on accomplishing three major milestones in a very short time. She also thanked the Public Dialogue Consortium for its work and for making the Community Listening Campaign open and comfortable for all.
 - b. **Others:** None.
5. **Executive Director's Report:** Executive Director Hatamiya shared that her primary focus of the past few weeks has been the Community Listening Campaign. She reported that the San Bruno City Council approved the Foundation's 2015-2016 budget on June 9, 2015, and that the Foundation may return to the City Council in the fall with a revised budget that reflects investment and program strategy decisions. She also reported that SBCF has received tax-exempt status from the State of California and confirmation of registration with the Attorney General's Registry of Charitable Trusts. She also reported that she continues to reach out to the greater Bay Area philanthropic community.

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6. Consent Calendar:

- a. Adopt Resolution Canceling the July 16, 2015, Regular Board Meeting and Scheduling a Special Board Meeting on July 29, 2015:

Board Member Stanback Stroud moved to adopt the Consent Calendar, seconded by Secretary Roberts, approved unanimously.

7. Conduct of Business:

- a. Receive and Approve Treasurer's Report

Treasurer Cohn reviewed the Treasurer's Report for May 2015. Board Member Bohm moved to approve the Treasurer's Report, seconded by Vice President McGlothlin, approved unanimously.

- b. Receive Audit Committee Report and Adopt Resolution to Contract with the Same Certified Public Accounting Firm to Conduct Independent Audit of SBCF's Financial Statements and to Prepare SBCF's Tax Returns

Vice President McGlothlin, chair of the Audit Committee, reported on the Committee's progress in drafting a Request for Proposal for Audit and Tax Preparation Services and compiling a list of certified public accounting firms to which to send it. Board Member Hedley moved to adopt Resolution to Contract with the Same Certified Public Accounting Firm to Conduct Independent Audit of SBCF's Financial Statements and to Prepare SBCF's Tax Returns, seconded by Secretary Roberts, approved unanimously.

Board Member Stanback Stroud moved to accept the Audit Committee report, seconded by Secretary Roberts, approved unanimously.

- c. Receive and Accept Community Listening Campaign Report from the Public Dialogue Consortium (PDC), presented by PDC President and Senior Consultant Shawn Spano, Ph.D., and Give Direction to the Executive Director on Next Steps

Presentation of Report from PDC

Accompanied by PDC Senior Consultant Linda Blong, Ph.D., PDC President and Senior Consultant Shawn Spano, Ph.D., presented the final report for the Foundation's Community Listening Campaign. He outlined the engagement approach used during the Community Listening Campaign, the various engagement activities used during the Listening Campaign, and a summary of recruitment efforts and participation figures. In particular, he emphasized the impressive community participation in the Listening Campaign, with more than 1,000 community members sharing their thoughts through town halls, focus groups, interviews, and survey responses. He spent most of his presentation explaining the themes that emerged during the Listening Campaign with respect to (a) community assets and resources, and (b) community

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needs and suggestions for using the restitution funds to address those needs. He highlighted three categories of themes for needs and suggestions, which he said were heard consistently throughout the Campaign:

- Dominant (High Intensity/High Frequency) Themes:
 - ✓ Upgrade and Expand the Library
 - ✓ Upgrade and Expand the Recreation Center, Pool, and Gym
 - ✓ Upgrade and Expand Sports Fields and Programs
 - ✓ Upgrade and Expand Parks and Open Spaces
 - ✓ Community Meeting Spaces – Use Existing Public Facilities
 - ✓ New Multi-Purpose Community Center
 - ✓ Downtown Revitalization, Beautification and Maintenance
 - ✓ Infrastructure Upgrade – For Safety, Growth, and Technology
 - ✓ Support and Invest in Schools

- Moderate Intensity/Moderate Frequency Themes:
 - ✓ Citywide Beautification
 - ✓ Youth Programs and Facilities
 - ✓ Economic Development Plan for Downtown - Recruit and Attract Businesses
 - ✓ Community Events and Public Awareness
 - ✓ Social Services and Affordable Housing

- Process-Oriented Suggestions:
 - ✓ Integrate Community Resources
 - ✓ Develop Public-Private Partnerships
 - ✓ Leverage and Invest the Funds for Future Growth

Board members commented on Dr. Spano's presentation. Several Board members complimented the Executive Director and PDC on successfully executing the Listening Campaign in a short time frame and providing rich information in the report that accurately captured what was heard during the Listening Campaign. They also commended the community for its active and thoughtful participation in the Listening Campaign and commented on the wonderful spirit of community that emerged from it.

One Board member asked the PDC consultants what was most surprising to them about the Listening Campaign. Dr. Spano responded that what was most surprising to him was that the community quickly coalesced around the dominant themes, while Dr. Blong said she was struck by how community members respectfully listened to each other and acknowledged that there were many great ideas beyond their own.

In response to a question from a Board member about the breakdown of responses by demographic groups, Dr. Spano replied that PDC did not conduct that level of analysis, per its

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direction from the Ad Hoc Community Engagement Committee. However, he said the report does include a section showing what percentage of demographic groups participated in the Listening Campaign.

Board members also suggested the value of considering other forms of information about San Bruno, such as Census data, to better understand community needs and the importance of discussing the Report with City leaders and other community stakeholders to ensure coordination and prevent duplication of efforts.

A dozen members of the public made comments or asked questions about the report and the Board's plans for making decisions about use of the restitution funds. Many of them complimented the Foundation Board and staff on the successful execution of the Community Listening Campaign.

Linda Mason commended the Foundation for its outreach efforts and provided her support for modernizing the library, creating a hub on San Mateo Avenue, and memorializing the victims of the pipeline explosion.

Walter Bird stated his support for many ideas in the report and emphasized the importance of safety in the community.

Ceci Guerra asked to match demographics with program decisions, called for a home purchase assistance program, and offered her assistance as a volunteer.

Maria Barr thanked the Foundation for a fine job in the Community Listening Campaign and expressed her appreciation that the process has brought the community together. She also stressed the need to make sure the funds are not used where there are other sources of funding.

Marty Medina thanked the Board and Executive Director for bringing the community together. He asked for a breakdown of percentages to determine priorities and a time frame for decisions.

Claire Gagas said she was very happy to hear about the support for a new library and volunteered to participate on a library committee.

Andy Mason highlighted the opportunity to expand and grow San Bruno Cable and its programming.

Ray Levinson expressed his support for everything in the report and in particular advocated for a solar energy rebate program. He said he wants the Board to remember the circumstance in which this fund was created.

Patty Lenahan expressed her support for the ideas in the Report and stressed the need to make sure City department heads are involved in decisions going forward.

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Laura Davis said she heard, at the town hall she attended, many ideas suggested that in fact already are in place and stressed the need for better communication in the City. She also said she would like to see projects funded sooner rather than later.

Rosenda Jardin expressed the need for water pipe improvements and asked for assistance with the water pipe situation in her building.

Mike McGuirk asked for the costs for each of the suggested projects and an outline of next steps in the Board's process.

President Kraus, Executive Director Hatamiya, and PDC staff responded to comments where appropriate. Board Member Hedley moved to accept the Community Listening Campaign report from the Public Dialogue Consortium (PDC), seconded by Vice President McGlothlin, approved unanimously.

Report on Next Steps

Executive Director Hatamiya then made a presentation on next steps to assist the Board in its deliberations to formulate program and investment strategies for the Foundation. First, she explained the concept of the Board designating a certain amount of funds as a quasi-endowment and reported that she had enlisted the pro bono assistance of Mark Hayes, Ph.D., a former managing director of the Stanford Management Company, to develop a model to demonstrate scenarios in which a different portion of the restitution funds is treated as quasi-endowment and how the size of the quasi-endowment would affect the Foundation's operating budget and ability to fund programs and operations.

Second, she emphasized the importance of Foundation Board representatives meeting with representatives of the City Council and the City Manager in the near future to share the report, learn about the City's plans to address some of the suggestions, understand the City Council's interests in the various suggestions, and discuss benefits and challenges in undertaking various suggestions. Because such a meeting is a natural extension of the community engagement process, she recommended that the Board extend the duties of the Ad Hoc Committee on Community Engagement through the summer and direct the Committee to represent the Foundation at such meetings with City Council representatives.

Third, she reported that she planned to share the report with other key community stakeholders, including but not limited to the San Mateo Union High School District, the San Bruno Park School District, San Mateo County elected officials, and the business community, and invite discussion about their interests in working with the Foundation to pursue various suggested projects.

The fourth step she outlined was the need to obtain conceptual scoping or cost modeling of some of the capital projects suggested in order to evaluate the viability of such projects. She reported that she had begun seeking proposals from several construction management and architectural design firms to complete such cost modeling by the July Board meeting and that she expects the cost of such services to be under \$20,000. In response to a

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question from a Board Member about working with the City to incorporate previous cost scoping efforts into the new cost modeling project, the Executive Director responded that this was being done.

Ms. Hatamiya also reported that she is working to compile additional data on the San Bruno community, including demographic and Census data that would be helpful to the Board's deliberations.

In response to earlier questions from the public, she reported that the Foundation seeks to be thoughtful and deliberative in its strategy decisions, but is also sensitive to the desire to begin benefiting the community with the restitution funds. As a result, she said she anticipated that the Foundation would attempt to accomplish some smaller projects in the short term, while working through the details of the larger, more complex projects. She also explained that in the Foundation's bylaws, the City Council reserved a number of powers, including approval of the Foundation's grant and investment policies, and that the Foundation Board would make funding decisions in accordance with those policies.

In response to a question from a Board member, Ms. Hatamiya said that the Foundation is unlikely to do a comprehensive strategic plan prior to making any program decisions, as such a process could take months. Rather, she said that the Board would likely construct its strategic plan in stages, so that some short term projects could get started in 2016, while plans for the larger, more complex projects were deliberated.

Several members of the public made comments or asked questions.

Renee Callantine asked about the type of information the cost-modeling consultants would provide and how the community might be involved in discussions of endowment proposals.

Laura Davis suggested developing a criteria for the decision process.

Lorry Greenberg asked whether the restitution funds are currently being invested.

Marty Medina mentioned a City Council study session on the future of San Bruno Cable and suggested the Foundation could partner with the City to bring fiber to San Bruno.

President Kraus and Executive Director Hatamiya responded to comments where appropriate. Board Member Bohm moved to extend the term of the Ad Hoc Committee on Community Engagement through the summer to represent the Foundation at meetings with City Council representatives on matters related to community engagement and next steps in the process, seconded by Board Member Stanback Stroud, approved unanimously.

8. Public Comment: None.

9. Adjourn: Board Member Stanback Stroud moved to adjourn the meeting at 8:42 p.m., seconded by Secretary Roberts, approved unanimously.

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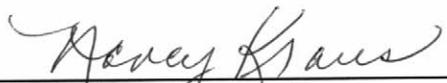
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Respectfully submitted for approval at the Special Board Meeting of July 29, 2015, by Secretary Emily Roberts and President Nancy Kraus.


Emily Roberts, Secretary


Nancy Kraus, President