

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

May 21, 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 6:31 p.m.
- 2. Roll Call:** Board Members Kraus, McGlothlin, Cohn, Bohm, Hedley, and Stanback Stroud present; Roberts excused.
- 3. Approval of Minutes: April 16, 2015, Regular Board Meeting:** Board Member Stanback Stroud moved to approve the minutes of the April 16, 2015, Regular Board Meeting, seconded by Board Member Bohm, approved unanimously.
- 4. Board Member Comments:**
 - a. President: President Kraus thanked community members for the time they have invested in the Foundation's community listening campaign and expressed gratitude for the support from Capuchino High School, Skyline College, St. Roberts Church, St. Bruno's Church, Belle Air Elementary School, San Bruno Park School District, San Bruno Chamber of Commerce, Bay Area Entrepreneur Center, and the City. Kraus also thanked the Board members for their participation and attendance at a variety of events and meetings and the Executive Director for her leadership.
 - b. Others: Vice President McGlothlin shared that he had the opportunity to meet and talk to many small businesses and was pleased with their willingness to publicize the Listening Campaign.
- 5. Executive Director's Report:** Executive Director Hatamiya reviewed her activities over the past month, including work on the Listening Campaign, continuing to attend City commission and committee meetings, speaking at a Chamber of Commerce Networking Breakfast, meeting with the outgoing San Bruno Park School District Superintendent, and attending a Google for

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Nonprofits training. She reported that she registered the Foundation with the California Attorney General's Registry of Charitable Trusts and that Meyers Nave submitted the forms for the Foundation to apply for state tax-exempt status.

6. Consent Calendar

- a. Adopt Resolution Approving Crime Insurance Policy from Travelers Casualty and Surety Company of America for the Total Amount of \$2,725.00:
- b. Adopt Resolution Canceling the June 18, 2015, Regular Board Meeting and Scheduling a Special Board Meeting on June 26, 2015:

Vice President McGlothlin moved to approve the Consent Calendar, seconded by Board Member Stanback Stroud, approved unanimously.

7. 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's Report, seconded by Vice President McGlothlin, approved unanimously.

- b. Receive Update on Community Listening Campaign from Leslie Hatamiya, Executive Director

Executive Director Hatamiya provided an update on the Community Listening Campaign. She reported on efforts to publicize the campaign and on the news coverage the campaign had received thus far. She reported that interviews had been taken at two "community conversations" events (American Legion breakfast and Operation Clean Sweep luncheon), and that the first town hall and three focus groups had been conducted. She also reported on the online survey and explained that the mySidewalk site hosting the Foundation's campaign webpage and online discussion board had unexpectedly crashed; although the survey data was unaffected, the company had not been able to recover discussion board posts. She said that the deadline for collecting online and paper surveys is June 12 and that the Public Dialogue Consortium would compile and synthesize the collected data in a written report to be presented to the Board at the end of June.

- c. Adopt Resolution Approving 2015-2016 Budget:

Executive Director Hatamiya reviewed the 2015-2016 budget, emphasizing that because the Foundation is at the beginning of its strategic planning process and has not made any decisions about program and investment strategy, the budget does not include estimated grant-making outlays, costs associated with program strategy, or costs associated with investment strategy

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and hiring an investment management firm. She said that once the Board concludes its strategy discussions and presents a grant-making policy to the City Council for approval, the Foundation will prepare a revised budget that reflects the new policy and its implementation. Board Member Hedley moved to adopt the Resolution Approving 2015-2016 Budget, seconded by Board Member Stanback Stroud, approved unanimously.

8. Public Comment:

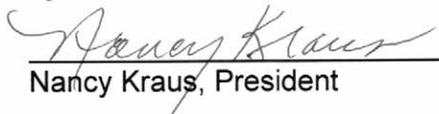
Barry Marquardt of the Marine Corps Detachment, American Legion, offered the American Legion Hall as a meeting space.

9. Adjourn: Board Member Stanback Stroud moved to adjourn the meeting at 7:17 p.m., seconded by Board Member Bohm, approved unanimously.

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



Emily Roberts, Secretary



Nancy Kraus, President