

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

September 2, 2015

5:30 p.m.

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

1. **Call to Order/Welcome:** Vice President McGlothlin called the meeting to order at 5:30 p.m.
2. **Roll Call:** Board Members McGlothlin, Roberts, Cohn, Bohm, and Stanback Stroud present; Board Members Kraus and Hedley excused.
3. **Executive Director's Report:** Executive Director Hatamiya reported on engaging with the NEO Group to provide nonprofit legal counsel on various matters to the Foundation. She also reported that, per her compensation package, had secured life insurance at an annual rate of \$234.38. She also reported on her research into the logistics of televising Foundation Board meetings.
4. **Conduct of Business:**
 - a. Adopt Resolution Authorizing President Nancy Kraus to Execute a Contract with Novogradac & Company LLP for Audit and Tax Preparation Services for Fiscal Year 2014-2015 for an Amount Not to Exceed \$6,300

Audit Committee Chair McGlothlin reported on the Audit Committee's activities as part of the process to select an accounting firm to conduct the Foundation's annual audit and to prepare its tax returns. He reported that the Committee received proposals from 13 firms, interviewed four firms, and conducted additional due diligence on the finalists. He reported that the Committee recommends that the Foundation engage with Novogradac & Company LLP to provide audit and tax preparation services for fiscal year 2014-2015.

Board Member Stanback Stroud moved to adopt resolution authorizing President Nancy Kraus to execute a contract with Novogradac & Company LLP for audit and tax preparation services for fiscal year 2014-2015 for an amount not to exceed \$6,300, seconded by Board Member Roberts, approved unanimously.

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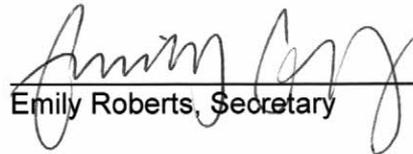
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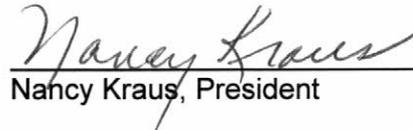
5. Public Comment: None.

6. Adjourn: Board Member Stanback Stroud moved to adjourn the meeting at 5:52 p.m., seconded by Board Member Bohm, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of October 7, 2015, by Secretary Emily Roberts and President Nancy Kraus.



Emily Roberts, Secretary



Nancy Kraus, President