

# SAN BRUNO

## Community Foundation

*Board of Directors*

Malissa Netane-Jones, *President* • Jim Ruane, *Vice President* • Raul Gomez, *Secretary* • Pak Lin, *Treasurer*  
Melissa Moreno • Supriya S. Perry • Irving Torres  
Leslie Hatamiya, *Executive Director*

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### MINUTES

## SAN BRUNO COMMUNITY FOUNDATION

### Regular Meeting of the Board of Directors

**March 1, 2023**

**7:00 p.m.**

**Meeting Location:**

**San Bruno Senior Center, 1555 Crystal Springs Road, San Bruno**

- 1. Call to Order/Welcome:** President Netane-Jones called the meeting to order at 7:05 p.m. She notified the Board that Board Member Perry was not able to attend the meeting in person and needed to stay at home to care for her children due to last-minute changes in her childcare arrangements. She said Board Member Perry notified the Foundation that she would attend the meeting remotely for “just cause” due to childcare need. Given that there was a quorum of the Board attending the meeting in person, she noted that under new Brown Act meeting provisions, Board Member Perry could attend remotely. Appearing on Zoom, Board Member Perry confirmed that there was no one 18 years of age or older in the room with her.
- 2. Roll Call:** Board Members Netane-Jones, Ruane, Gomez, Lin, Moreno, Perry, and Torres, present.
- 3. Public Comment:** None.
- 4. Approval of Minutes:** January 30, 2023, Special Board Meeting and February 1, 2023, Regular Board Meeting: Vice President Ruane moved to approve the minutes of the January 30, 2023, Special Board Meeting and February 1, 2023, Regular Board Meeting, seconded by Board Member Moreno, approved unanimously by roll call vote.

#### **5. Executive Director’s Report**

Executive Director Leslie Hatamiya reported on several items. She reported that, under her contract authority as Executive Director, she renewed the Foundation’s commercial general liability, property, non-owned hired auto liability, and cyber liability insurance policies with Philadelphia Insurance Companies (total combined premium of \$1,256) and the workers compensation insurance policy with AmTrust North America (\$1,187). These policies are up for renewal on March 21, 2023. She also

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reminded Board members to submit their necessary ethics paperwork (Form 700 and Conflict of Interest Policy Annual Affirmation).

### **6. Consent Calendar**

- a. Adopt Resolution Authorizing Executive Director to Bind Directors and Officers Liability Insurance Policy from Travelers Casualty and Surety Company of America for an Amount Not to Exceed \$14,284
- b. Receive and Approve Treasurer's Report (January 2023 Financial Statements)

Treasurer Lin moved to accept the Consent Calendar as presented, seconded by Board Member Moreno, approved unanimously by roll call vote.

### **7. Conduct of Business**

- a. Receive Report on the Implementation Plan for the San Bruno Recreation and Aquatic Center from the City of San Bruno

San Bruno Community Services Director Ann Mottola and Deputy Director Damian Sandholm gave a report from the City of San Bruno on the Implementation Plan for the new San Bruno Recreation and Aquatic Center in San Bruno City Park, which is currently under construction and will open in the fall of 2023. They explained that the Implementation Plan will guide the operational, programmatic, and fiscal planning for the first three years of operation of the facility. Ms. Mottola and Mr. Sandholm gave a thorough presentation covering the facility's program areas, the schedule of expanded and new programs, budgeting methodology and cost recovery, revenue centers, fees, staffing requirements, timeline, and next steps. Ms. Mottola emphasized that the plan is designed for the facility's programming to grow in a responsible, sustainable manner. Board members asked clarifying questions about staffing, facility hours, fencing around the pool, staff onboarding, fees, and special events and thanked Ms. Mottola and Mr. Sandholm for the work they have put into planning for the successful operation of the new center.

- b. Receive Report on Other Programs (Crestmoor Scholarship, Community Grants Fund, and Other Strategic Grants)

Executive Director Hatamiya reported that since the Board approved 23 Community Grants at the December meeting, staff has provided executed all 23 grant agreements and that the Foundation is nearly done distributing grant checks to the organizations. She said that the 2023-2024 Community Grants Fund cycle will follow the usual schedule and launch in early July.

Ms. Hatamiya also noted that the 2023 Crestmoor Scholarship program is approaching the March 7, 2023, application deadline. She said that a large number of students registered online, with staff

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encouraging them to complete their applications by the deadline. She said that Program Manager Jessica Carrillo held three in-person and two virtual workshops for applicants, that the selection panel is assembled, and that staff will be very busy working on the program the next two weeks.

- c. Receive Report from Investment Committee on its February 15, 2023, Regular Meeting

Treasurer Pak Lin gave a brief update on the Investment Committee's recent quarterly meeting, which was held on February 15, 2023. She reported that the meeting included a report from the Foundation's investment management team at Sand Hill Global Advisors and a discussion of cash flow needs related to the Recreation and Aquatic Center project.

**8. Board Member Comments:** None.

**9. Closed Session:** Conference with Labor Negotiators Pursuant to Government Code section 54957.6. Agency designated representative: Board President Malissa Netane-Jones. Unrepresented employee: Executive Director

There was no reportable action.

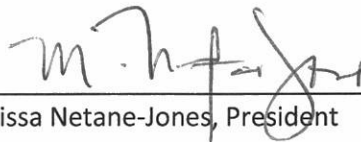
**10. Adjourn:** Vice President Ruane moved to adjourn the meeting at 8:32 p.m., seconded by Board Member Torres, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of April 5, 2023, by Secretary Raul Gomez and President Malissa Netane-Jones.



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Raul Gomez, Secretary



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Malissa Netane-Jones, President