

SAN BRUNO

Community Foundation

Board of Directors

Emily Roberts, President • Jim Ruane, Vice President • John P. McGlothlin, Secretary • Tim Ross, Treasurer
Raul Gomez • Nancy A. Kraus • Malissa Netane-Jones
Leslie Hatamiya, Executive Director

GOVERNOR'S EXECUTIVE ORDER N-25-20** CORONAVIRUS COVID-19**

On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the CDC's social distancing guidelines which discourage large public gatherings, the Board of Directors of the San Bruno Community Foundation is now holding meetings via Zoom.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, you may address the Council orally during the meeting, or you may email us at info@sbcf.org. The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Foundation Board of Directors, posted on the Foundation's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Foundation Board of Directors and filed with the agenda packet becoming part of the public record for that meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Melissa Thurman, City Clerk 48 hours prior to the meeting at (650) 619-7070 or by email at mthurman@sanbruno.ca.gov. Notification in advance of the meeting will enable the San Bruno Community Foundation to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

AGENDA

SAN BRUNO COMMUNITY FOUNDATION

Special Meeting of the Board of Directors

July 28, 2021

4:00 p.m.

Zoom Meeting Details:

<https://us02web.zoom.us/j/82756295489?pwd=MlBzaW1TWFRKVFVFRBTHIVekNxDz09>

Webinar ID: 827 5629 5489

Passcode: 429578

Dial-in: (669) 900-6833

- 1. Call to Order/Welcome**
- 2. Roll Call**

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Emily Roberts, *President* • Jim Ruane, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*
Raul Gomez • Nancy A. Kraus • Malissa Netane-Jones
Leslie Hatamiya, *Executive Director*

3. **Public Comment:** Individuals are allowed three minutes. It is the Board's policy to refer matters raised in this forum to staff for research and/or action where appropriate. The Brown Act prohibits the Board from discussing or acting upon any matter not agendaized pursuant to State Law.
4. **Conduct of Business**
 - a. Adopt Resolution Appointing Members to the San Bruno Community Foundation Board Nomination Ad Hoc Committee
5. **Adjourn:** The next regular meeting of the Board of Directors is scheduled for Wednesday, September 1, 2021, at 7:00 p.m.

SAN BRUNO

Community Foundation

Memorandum

DATE: July 26, 2021

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Resolution Appointing Members to the San Bruno Community Foundation Board Nomination Ad Hoc Committee

At the end of this year, three current members of the San Bruno Community Foundation's Board of Directors will be concluding their second terms on the Board (and terming out) and one Board member will be completing his first full term on the Board. Under the Foundation's Bylaws, the San Bruno City Council designates the Foundation's Board members. In 2019, the last time the Foundation had open seats on the Board, the Foundation evaluated applicants seeking to serve on the Board and recommended to the Council three individuals for appointment, which the Council then approved without doing its own review.

This year, the City Manager has sought to incorporate the SBCF Board appointment process into the Council's broad Policies and Procedures document. The Council has been working on this document for a number of months and still has a few remaining issues to be resolved before the whole document is approved, but the Council has already agreed upon the SBCF Board appointment process. This process will consist of two steps: First, an ad hoc committee consisting of two Councilmembers and two SBCF Board members (named the "San Bruno Community Foundation Board Nomination Ad Hoc Committee") will agree upon the announcement brochure and application, which the City Clerk's office will distribute, and then review applications, conduct interviews, and make a recommendation to the City Council. Then, the City Council will receive the joint committee's recommendation, decide on its review process, which could include interviewing the recommended slate or other applicants, and then make its appointments to the Foundation Board.

At the July 28, 2021, special meeting, the Board will consider the attached resolution appointing President Emily Roberts and Board Members Malissa Netane-Jones to the San Bruno Community Foundation Board Nomination Ad Hoc Committee. The ad hoc committee is expected to have its first meeting the week of August 9, 2021, and release the announcement regarding the application process shortly thereafter. The City Council expects to make the appointments to the Board in late November or early December.

SAN BRUNO

Community Foundation

Memorandum

I recommend that the Board adopt the resolution appointing members to the San Bruno Community Foundation Board Nomination Ad Hoc Committee

Attachments:

1. Resolution Appointing Members to the San Bruno Community Foundation Board Nomination Ad Hoc Committee

RESOLUTION NO. 2021-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
APPOINTING MEMBERS TO THE SAN BRUNO COMMUNITY FOUNDATION BOARD
NOMINATION AD HOC COMMITTEE**

WHEREAS, the second terms of three current members of the San Bruno Community Foundation Board of Directors and the first full term of an additional member of the Board will conclude on December 31, 2021;

WHEREAS, under Article V, Section 5 of the Bylaws, the San Bruno City Council shall designate all Foundation Board members;

WHEREAS, the San Bruno City Council has created the San Bruno Community Foundation Board Nomination Ad Hoc Committee, charged with reviewing applications from individuals seeking to serve on the Board, interviewing candidates, and recommending a list of finalists to the City Council; and

WHEREAS, the San Bruno Community Foundation Board Nomination Ad Hoc Committee shall consist of two members of the San Bruno City Council and two members of the Foundation Board of Directors.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors appoints President Emily Roberts and Board Member Malissa Netane-Jones as the Foundation's two representatives on the San Bruno Community Foundation Board Nomination Ad Hoc Committee.

Dated: July 28, 2021

ATTEST:

John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2021-__ was duly and regularly passed and adopted by the Board of Directors of The San Bruno Community Foundation on this 28th day of July, 2021, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members: