



SAN BRUNO

Community Foundation

Tom Hamilton, City Council
Malissa Netane-Jones, SBCF
Emily Roberts, SBCF
Michael Salazar, City Council

MINUTES

SAN BRUNO COMMUNITY FOUNDATION BOARD NOMINATION AD-HOC COMMITTEE SPECIAL MEETING

September 20, 2021

5:30 p.m.

1. **CALL TO ORDER** – The meeting was called to order at 5:35 p.m.
2. **ROLL CALL** – All Committee Members were present.
3. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

There were no speakers during public comment.

4. **CONDUCT OF BUSINESS**

- a. Review SBCF Board Applications Received and Select Applicants to be Interviewed.

The Committee reviewed the 12 applications that were received by the City Clerk's office, including two that were submitted after the deadline, and agreed to interview all 12 applicants.

- b. Discuss Interview Process and Schedule and Provide Direction to Staff.

The Committee discussed questions to ask in the applicant interviews and directed staff to prepare the list of questions discussed.

The Committee discussed the process for evaluating applicants and agreed to conduct 25-minute Committee interviews of each of the applicants, use a ranking system as the starting point for its deliberations, and, in selecting the applicants to recommend to the City Council for appointment, seek to come to consensus on a slate of four applicants that complement each other and the continuing Board members, so that the Board as a whole has a mix of skill sets, experience, qualities, and perspectives and a group of individuals who the Committee believes will work collegially and effectively with each other.

The Committee also discussed key criteria for effective Board membership to consider in evaluating candidates, including specific needed skill sets, a strategic vantage point, non-political orientation, collegial and team-oriented style, diversity, community engagement, and ability to meet the time requirement of Board members.

The Committee agreed to hold interviews on Monday, September 27, Monday, October 4, and Wednesday, October 13, 2021.

5. **ADJOURNMENT** – The meeting was adjourned at 6:55 p.m.

The next Committee meeting will be held on Monday, September 27, at 6:15 p.m.

The meeting minutes were prepared by San Bruno Community Foundation Executive Director Leslie Hatamiya for approval at the special meeting of September 27, 2021.

A handwritten signature in black ink, appearing to read 'Tom Hamilton', is written over a horizontal line.

City Councilmember Tom Hamilton
Chair, San Bruno Community Foundation Board Nomination Ad Hoc Committee