

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
AND SAN MATEO COUNTY HEALTH DIRECTIVE
FROM MARCH 14, 2020**

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 current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, the San Bruno Senior Center is no longer open to the public for meetings of the San Bruno Community Foundation Board of Directors.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email us at info@sbcf.org or at mthurman@sanbruno.ca.gov. 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, 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 by 12:00 p.m. the day of 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

Regular Meeting of the Board of Directors

November 4, 2020

7:00 p.m.

Zoom Meeting Details:

<https://us02web.zoom.us/j/89299065393?pwd=Tm0zTjVRVVNsZ2FLOEg2VllwWGVsUT09>

Webinar or Meeting ID: 892 9906 5393

Webinar or Meeting Password: 335677

Zoom Phone Line: 669-900-6833 (same webinar ID and password as above)

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1. Call to Order/Welcome

2. Roll Call

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. Presentations:

- a. Recognition of Former San Bruno Finance Director Keith DeMartini for his service to the San Bruno community and his support of the San Bruno Community Foundation
- b. Recognition of Former San Bruno Community and Economic Development Director Darcy Smith for her service to the San Bruno community and her support of the San Bruno Community Foundation

5. Approval of Minutes: September 2, 2020, Regular Board Meeting

6. Executive Director's Report

7. Consent Calendar: All items are considered routine or implement an earlier Board action and may be enacted by one motion; there will be no separate discussion unless requested by a Board Member or staff.

- a. Receive and Approve Treasurer's Report (August and September 2020 Financial Statements)

8. Conduct of Business

- a. Receive Report from Novogradac & Company LLP Regarding the San Bruno Community Foundation's Audited Financial Statements for the Year Ended June 30, 2020, and Adopt Resolution Approving the Foundation's Audited Financial Statements for the Year Ended June 30, 2020
- b. Receive Reports on COVID-19 Relief Grants
 - i. Presentation by San Bruno Park School District Superintendent José Espinoza on the Teacher Laptop Grant in Support of Distance Learning

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- ii. Presentation by Bay Area Entrepreneur Center Director Pcyeta Stroud on the Small Business Recovery and Assistance Program
- iii. Presentation by Heather Hopkins of the Community Equity Collaborative on the Child Care Relief Fund
- c. Receive Report from Ad Hoc Committee on Recreation and Aquatics Center Project
- d. Receive Report from Ad Hoc Committee on Tanforan Memorial
- e. Receive Report on Other Programs (Community Grants Fund, Crestmoor Neighborhood Memorial Scholarship, Other Strategic Grants, and Off-Cycle Responsive Grants)
- f. Receive Report from Ad Hoc Committee on Strategic Planning Process and Adopt Resolution Directing Executive Director Leslie Hatamiya to Negotiate and Execute, under Her Contract Authority, a Consulting Agreement with Halualani & Associations for Diversity, Equity, and Inclusion Training Services
- g. Elect Officers for 2021

9. Board Member Comments

- 10. Adjourn:** The next regular meeting of the Board of Directors will be held on Wednesday, December 2, 2020, at 7:00 p.m.

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MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

September 2, 2020

7:00 p.m.

Meeting Conducted via Zoom

1. Call to Order/Welcome: President Roberts called the meeting to order at 7:02 p.m. She noted that September 9 marked the tenth anniversary of the tragic gas pipeline explosion and fire that devastated the Crestmoor neighborhood, opened the meeting with a moment of silence, and dedicated the meeting to all those affected ten years ago. She reported that the City of San Bruno has created a virtual exhibit of the explosion and its aftermath, which is accessible through a public engagement kiosk funded by the Foundation with a \$10,000 off-cycle responsive grant and located in Earl Glenview Park. She also acknowledged that the COVID-19 pandemic continues to threaten lives and livelihoods, creating hardship and stress for so many and that the nation and local community continue to confront the racial injustice that persists with daily and lifelong consequences for people of color.

2. Roll Call: Board Members Roberts, Ruane, McGlothlin, Ross, Gomez, Kraus, and Netane-Jones, present.

3. Public Comment: None.

4. Approval of Minutes: June 3, 2020, Regular Board Meeting: Vice President Ruane moved to approve the minutes of the June 3, 2020, Regular Board Meeting, seconded by Secretary McGlothlin, approved unanimously by roll call vote.

5. Executive Director's Report

Executive Director Leslie Hatamiya referenced her Executive Director's Report in the Board meeting packet and highlighted several items. She announced that the Foundation's Annual Report will be mailed to all San Bruno addresses the next day. She also encouraged the Board to listen to the Silicon Valley Community Foundation podcast that Vice President Ruane and Pcyeta Stroud, Director of the Bay Area Entrepreneur Center, recorded focusing on the joint efforts to support San Bruno small businesses

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struggling in the wake of COVID-19. Finally, she reported that she and Accounting Consultant Frank Bittner submitted all of the requested documents to the auditors, Novogradac & Company, for preparation of the Foundation's audited financial statements and tax returns for fiscal year 2019-2020. She said that the Audit Committee will meet on October 16, 2020, at 2:00 p.m.

6. Consent Calendar

- a. Adopt Resolution Canceling the October 7, 2020, Regular Meeting of the Board of Directors
- b. Receive and Approve Treasurer's Report (May, June, and July 2020 Financial Statements)

Secretary McGlothlin moved to accept the Consent Calendar as presented, seconded by Vice President Ruane, approved unanimously by roll call vote.

7. Conduct of Business

- a. Receive Report from Investment Committee and Presentation from Sand Hill Global Advisors, LLC, Regarding SBCF's Investment Portfolio

Investment Committee Chair Ross gave a brief summary of the Committee's most recent quarterly meeting, which was held on August 19, 2020. He then introduced Brian Dombkowski, CEO of Sand Hill Global Advisors, LLC, which serves as the Foundation's investment adviser, and Senior Wealth Manager Kristin Sun to give the firm's annual presentation to the Board.

Mr. Dombkowski gave the firm's assessment of the economic and market outlook, describing the COVID-19 event-driven shock to the marketplace and the current economic recovery. He reviewed the three pools of the Foundation's investment portfolio: (1) a Quasi-Endowment Pool, with a long-term time horizon following a classic endowment investment strategy (June 30, 2020, balance of \$18.4 million); (2) a Strategic Pool to be spent down over the next several years on strategic projects and operations (June 30 balance of \$43.4 million), and (3) a Liquidity Pool to cover the Foundation's near-term cash needs (June 30 balance of \$12.4 million). He explained that the portfolio has realized total gains of nearly \$14.3 million in the past four years since the Foundation took possession of the restitution funds in May 2016 (initial funding balance of \$69.9 million), factoring in the \$8.6 million in withdrawals to support all of the Foundation's investments in the community. In closing, Mr. Dombkowski noted that the firm is honored to work on behalf of the Foundation and the San Bruno community.

- b. Receive Report from Ad Hoc Committee on Recreation and Aquatic Center Project
 - i. Adopt Resolution Approving Strategic Grant to the City of San Bruno for Temporary Facilities Related to the Recreation and Aquatics Center Project in an Amount Not to Exceed \$375,000

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- ii. Adopt Resolution Approving Strategic Grant to the City of San Bruno for Business Plan Development Related to the Recreation and Aquatics Center Project in an Amount Not to Exceed \$60,000

On behalf of the Ad Hoc Committee on Recreation and Aquatic Center Project, Vice President Ruane gave a brief status report on the first four grants related to the San Bruno Recreation and Aquatic Center project. He then introduced San Bruno City Manager Jovan Grogan and Strategic Consultant Audree Jones-Taylor, who updated the Board on the project and explained the City's request for the fifth and sixth grants related to the project. They explained that the fifth grant, in an amount not to exceed \$375,000, will be used to cover the costs of relocating Community Services Department staff and programs while the new center is being constructed on the site of the current Veterans Memorial Recreation Center. The City has put together a plan to use various sites in San Bruno as temporary facilities during the construction process, including facilities at Capuchino High School; the city-owned Fireman's Hall, Belle Air Community Building, and Portola Performing Arts Center; and possibly facilities at Parkside Intermediate School. They also explained that the sixth grant, in an amount not to exceed \$60,000, will fund the development of a business and operations plan for the facility to ensure that the City has identified revenue streams and analyzed expenses related to operating and maintaining the Recreation and Aquatic Center once built.

Board Member Kraus moved to adopt the resolution approving a strategic grant to the City of San Bruno for temporary facilities related to the Recreation and Aquatic Center Project in an amount not to exceed \$375,000, seconded by Board Member Gomez, approved unanimously by roll call vote.

Vice President Ruane moved to adopt the resolution approving a strategic grant to the City of San Bruno for business plan development related to the Recreation and Aquatic Center Project in an amount not to exceed \$60,000, seconded by Secretary McGlothlin, approved unanimously by roll call vote.

- c. Receive Reports on COVID-19 Relief Grants

The Board received reports on two COVID-19 relief grants the Foundation awarded in the spring. Executive Director Hatamiya introduced the guest presenters.

- a. Presentation by San Bruno Park School District Superintendent José Espinoza on the Teacher Laptop Grant in Support of Distance Learning

San Bruno Park School District Superintendent (SBPSD) José Espinoza and Bryan Vander Lugt representing the San Bruno Education Foundation reported on the Teacher Laptop Initiative to Support Distance Learning. With a \$240,000 grant from SBCF, SBPSD has purchased new Apple MacBook laptops to enable all district teachers to have the same, up-to-date technology to utilize the online teaching tools they need to reach their students. Superintendent Espinoza reported that the district was focused on ensuring that all students have devices and internet access at the beginning of the new school year,

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so it was unable to distribute the teacher laptops prior to the start of the school year. He said the district plans to distribute the new laptops to teachers by the end of October.

- b. Presentation by Bay Area Entrepreneur Center Director Pcyeta Stroud on the Small Business Recovery and Assistance Program

Pcyeta Stroud, Director of the Bay Area Entrepreneur Center of Skyline College, reported on the San Bruno Small Business Recovery and Assistance Program, which is being funded by a \$100,000 grant from SBCF and assisted more than 200 businesses over the summer. She discussed the efforts made to reach struggling businesses, the workshops and individual consulting services being provided to San Bruno businesses as they attempt to reopen, apply for funding, and adapt to evolving safety mandates, and plans for a business symposium in the fall.

- c. Adopt Resolution Approving Strategic Grant to the Child Care Coordinating Council of San Mateo County to Support San Bruno Child Care Facilities through the Child Care Relief Fund in an Amount Not to Exceed \$100,000

Executive Director Hatamiya presented a proposal to support child care providers in San Bruno with a \$100,000 grant to the Child Care Relief Fund, a new County-led effort to provide critical grant funding to child care centers. She explained that the grant would specifically support San Bruno child care providers and would be distributed after the County's funds are disbursed.

Ms. Hatamiya introduced Heather Hopkins of the Community Equity Collaborative, who educated the Board about child care needs resulting from COVID-19, the Child Care Relief Fund, and how a grant from our Foundation could make a difference. She explained that grants to child care providers will provide up to one month's operating expenses and that programs serving vulnerable populations would receive priority. Board members expressed strong support for the proposal.

Vice President Ruane moved to adopt the resolution approving a strategic grant to the Child Care Coordinating Council of San Mateo County to support San Bruno child care facilities through the Child Care Relief Fund in an Amount not to exceed \$100,000, seconded by Board Member Kraus, approved unanimously by roll call vote.

- d. Adopt Resolution Creating Ad Hoc Committee on SBPSD 1:1 Technology Initiative

Executive Director Hatamiya noted that Board Member Kraus is not recusing herself from this agenda item because she is no longer a consultant working with the San Bruno Park School District.

She explained that SBPSD Superintendent Espinoza approached her about a new initiative the district hopes to launch to enhance educational opportunities for all students by ensuring that they have the technology needed for a 21st century education. This initiative, called the 1:1 Technology Initiative, seeks to build upon the "Portrait of a Graduate" work the district developed under former

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Superintendent Stella Kemp to nurture digitally literate citizens and creative and innovative critical thinkers. She noted that as currently envisioned, one component is to provide every SBPSD student with a digital device and internet access at home. She explained that following the Board's usual process for evaluating potential strategic grant opportunities and to be a good community partner to the district and support Superintendent Espinoza's request, she is recommending that the Board create an Ad Hoc Committee on SBPSD 1:1 Technology Initiative, which would be tasked to serve as the Foundation's liaison to district as it develops the 1:1 Technology Initiative, and to consider, as appropriate, preparing a proposal to support the district's efforts to enhance and transform learning opportunities for the 21st century, while providing all students with equitable access to technology. She said that the resolution would appoint Board Member Gomez as chair and President Roberts and Treasurer Ross as Committee members.

Superintendent Espinoza then elaborated on the district's initiative, particularly its vision to have one device for every student by the end of the current school year. He explained that while the digital divide is not new, the COVID-19 pandemic and distance learning have amplified the divide. On behalf of the San Bruno Education Foundation, Dr. Vander Lugt shared SBEF's strong support for Superintendent Espinoza and excitement to make the initiative a reality. SBPSD Board President Teri Chavez thanked SBCF for its support and said the SBPSD Board looks forward to partnering with SBCF and SBEF on this initiative. City Councilmember Marty Medina said he was excited about this initiative for San Bruno's schools and thanked the SBCF Board for partnering with the school district.

Board Member Kraus moved to adopt the resolution creating the Ad Hoc Committee on SBPSD 1:1 Technology Initiative, seconded by Secretary McGlothlin, approved unanimously by roll call vote.

e. Adopt Resolution Creating Ad Hoc Committee on Tanforan Memorial

Executive Director Hatamiya reported that the Tanforan Assembly Center Memorial Committee (TACMC) reached out to her over the summer to inquire about obtaining the Foundation's support for the Tanforan Memorial project. She explained that during World War II, nearly 8,000 Japanese Americans – most of whom were American citizens – were interned at the Tanforan Assembly Center, which was situated on the site that is now the Shops at Tanforan, until they were shipped to more permanent internment camps in other parts of the United States. She reported that TACMC is spearheading efforts to create and install a permanent bronze statue memorial and plaza outside the San Bruno BART station.

Following this Board's usual process for evaluating potential strategic grant opportunities, Ms. Hatamiya recommended that the Board create an ad hoc committee to research the Tanforan Memorial project and report back to the Board with a possible funding recommendation. She said that under the resolution, Board Member Malissa Netane-Jones would chair the committee, and Vice President Jim Ruane and Secretary John McGlothlin would serve as committee members.

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Vice President Ruane moved to adopt the resolution creating the Ad Hoc Committee on Tanforan Memorial, seconded by Secretary McGlothlin, approved unanimously by roll call vote.

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

Executive Director Leslie Hatamiya and Program Consultant Stephanie Rutgers provided updates on the Foundation's other programs.

Ms. Rutgers reported that the fifth annual cycle of the Community Grants Fund launched at the beginning of July, and the application deadline is September 30, 2020. She said the Foundation is pleased to have the support of Google.org and YouTube again this year; with the Google/YouTube donation of \$100,000, the Foundation will award grants totaling \$300,000 in December.

With regard to the Crestmoor Neighborhood Memorial Scholarship, Ms. Rutgers reported that the Foundation has disbursed all 2020 scholarship payments. She noted that one 2020 Crestmoor Scholar decided to take a gap year and delay starting college until the fall of 2021 because the student's college is starting remotely with limited opportunities on campus later in the year; the Scholar has returned the first payment and will be required to submit proof of enrollment in the fall of 2021 to receive the scholarship payment next year. She also reported that the 2021 Crestmoor Scholarship program will launch in December 2020, with a March 2, 2021, application deadline.

Ms. Hatamiya also briefly reported on the Music Education Strategic Initiative, which was extended a fourth year to June 2021. She noted that the grant extension to the San Bruno Education Foundation was in large part to fund the elementary school music program this year, but because SBPSD may not be able to offer music ed to the elementary schools while the schools remain 100% in distance learning due to the challenges of offering it in that format, SBEF may request an extension for using the funds into the 2021-2022 school year.

- g. Receive Report from Ad Hoc Committee on Strategic Planning Process

On behalf of the Ad Hoc Committee on Strategic Planning Process, President Roberts reported on plans for a three-phase process to strategize SBCF's future once it has fully disbursed \$50 million to the City of San Bruno for the Recreation and Aquatic Center project. She noted that the three phases are: (1) diversity, equity, and inclusion (DEI) training for the Board to examine internal biases and adopt practices that promote diversity, equity, and inclusion in the Foundation's program work, employment practices, board room, and communications; (2) a community listening campaign to solicit from members of the San Bruno community feedback on the Foundation's programs thus far and input on current community needs and a vision for the Foundation going forward; and (3) strategic planning deliberations by the Board to develop a forward-looking plan articulating the Foundation's program and investment strategies once its investment portfolio decreases after the Recreation and Aquatic Center is funded, its role in the community, and the size and scope of its ongoing operations.

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- h. Receive Report from Ad Hoc Committee on Personnel
 - i. Adopt Resolution Adopting San Bruno Community Foundation Employee Handbook
 - ii. Adopt Resolution Amending San Bruno Community Foundation Retirement Savings Plan Document

Committee Chair McGlothlin reported on the activities of the Ad Hoc Committee on Personnel. He explained that under AB 5, the California gig work bill that was enacted into law in 2019, Executive Director Hatamiya consulted with outside employment counsel and determined that Program Consultant Rutgers should be classified as an employee. He explained that with the addition of a second employee, Ms. Hatamiya determined that the Foundation should implement an Employee Handbook and several amendments to the Foundation's Retirement Savings Plan. He then presented the Employee Handbook and Retirement Savings Plan amendments to the Board for approval.

Vice President Ruane moved to adopt the resolution adopting the San Bruno Community Foundation Employee Handbook, seconded by Board Member Netane-Jones, approved unanimously by roll call vote.

Board Member Kraus moved to adopt the resolution amending the San Bruno Community Foundation Retirement Savings Plan document, seconded by Secretary McGlothlin, approved unanimously by roll call vote.

- i. Discuss Upcoming Officer Elections for 2021 Term

President Roberts noted that under the Board's officer elections process, the subject of officer elections is agendaized at the meeting prior to taking nominations and holding the election to allow for Board discussion on this topic.

Board Member Kraus complimented the current slate of officers and, in the interest of continuity, argued in favor of having the same officers serve another year. Secretary McGlothlin expressed his interest in providing development opportunities to Board members; he said he is willing to serve another term but would also step aside if others would like to serve as Secretary. President Roberts said she appreciated the vote of confidence and would be willing to serve again. Treasurer Ross said he would serve again but also would be supportive of another Board member stepping up to be Treasurer. Vice President Ruane also appreciated the support and said he is willing to continue serving as Vice President and learning from the other Board members.

8. Board Member Comments: President Roberts lauded the collaborative spirit of the Board and remarked that tonight's agenda epitomized what the Foundation was intended to do for the San Bruno community. Board Member Netane-Jones said she is humbled to be a part of the Foundation in service

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to the people of San Bruno. Board Member Gomez said he looks forward to learning from other Board members.

9. Adjourn: Board Member Kraus moved to adjourn the meeting at 9:56 p.m., seconded by Board Member Netane-Jones, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of November 4, 2020, by Secretary John McGlothlin and President Emily Roberts.

John McGlothlin, Secretary

Emily Roberts, President

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Community Foundation

Memorandum

DATE: October 30, 2020

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Executive Director's Report

Since the September 2, 2020, Board meeting, I have continued to focus on administering the Community Grants Fund and Crestmoor Scholarship programs, overseeing strategic grants, preparing for the FY2019-2020 audit, and supporting the Strategic Planning, SBPSD 1:1 Technology Initiative, and Tanforan Memorial Committees, all of which will be covered during the business portion of the November 4, 2020, regular Board meeting. In addition, I have handled a variety of other matters, including the following:

1. 2021 Board Meeting Calendar

Our Bylaws list the first Wednesday of each month as the Board's regular meeting schedule. While we are often able to cancel up to seven regular meetings each year based on the program schedule and expected work flow, we may need to meet more frequently, especially in the first half of the year, to accommodate anticipated strategic planning activities, and may even need to schedule several special meetings. At this time, Board members should plan to hold on their calendars the evening of the first Wednesday of each month, and we will keep you posted as the year progresses about whether we are able to cancel any regular meetings. The regular meetings are scheduled for January 6, February 3, March 3, April 7, May 5, June 2, July 7, August 4, September 1, October 6, November 3, and December 1. The meetings that will definitely not be canceled are the March, June, September, November, and December meetings.

2. Program Manager

Following up on the personnel updates at the September Board meeting, the Program Manager position is now a staff position, and Stephanie Rutgers officially became a part-time (.3 FTE), non-exempt SBCF employee as of October 1, 2020. She is paid on the same twice-a-month schedule as I am (on the 15th of the month and last day of the month).

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Memorandum

3. Email Newsletter and Website Hits

Since the September 2 Board meeting, I have sent out three email blasts to the Foundation's email distribution list. One reported on the September Board meeting, and the other two reminded community members of the Community Grants Fund application deadline. The Community Grants Fund deadline reminder sent out on September 23 received the most views. Of the approximately 725 emails sent each time, 31%-34% of the recipients opened the email.

An issue arose with our Google Analytics account that disconnected the sbcf.org website from our account. As a result, I do not have information regarding traffic activity on the sbcf.org website since the September meeting. Our IT consultants have resolved the issue, and I should be able to report our website traffic activity going forward.

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Memorandum

DATE: October 30, 2020

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Consent Calendar for the November 4, 2020, Regular Board Meeting

For the November 4, 2020, Regular Meeting of the Board of Directors of the San Bruno Community Foundation, the Consent Calendar includes one item related to administrative and operational functions of the Foundation:

1. Receive and Approve Treasurer's Report (August and September 2020 Financial Statements)

The August and September 2020 financial statements consist of a Budget Report and Balance Sheet. The attached Budget Narrative provides a thorough explanation of the financial statements. The Budget Report includes the budget figures approved at the June 3, 2020, Board meeting. I recommend that the Board receive and approve the Treasurer's Report as part of the Consent Calendar.

Attachments:

1. August 2020 Financial Statements
2. September 2020 Financial Statements

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Community Foundation

August 2020

Budget Narrative

This report primarily describes amounts in column a (Actual Year to Date) of the monthly Budget Report. When projections vary from Budget (column b), the changes will be reflected in columns d (Final Projected Amount) and e (Change in Budget) and be explained. First two months equal 16.7% of the fiscal year.

INCOME

Line 1 Transfers from Quasi Endowment – Transfers planned for later in the year, coinciding with Community Grants and Scholarships payments.

Line 2 Transfers from Strategic Pool – First transfer of the year, \$15,250,000, is 96.1% of budget.

Line 3 Transfers from Liquidity RAC – Transfer planned for later in the year.

Line 5 Interest Income – \$14,714 is 56.3% of budget. Liquidity Pool – Operating balance is currently \$15,335,096.

EXPENSES

Line 9 Strategic Grants – \$100,000 Covid-19 Grant was executed and recorded in the current fiscal year and represents 0.2% of the budget.

Line 13 Salaries & Wages – Expense is under budget at 15%, as second employee will go on payroll in October.

Line 14 Payroll Taxes & Benefits – Expense (\$4,560) is 18.1% of budget. Social Security/Medicare (\$2,523) is the largest cost and will be lower at the end of the calendar year. Other costs include retirement (\$1,649) and life insurance (\$214).

Line 16 Occupancy – Only cost is office lease (\$2,476). Amount is 16.4% of budget.

Line 17 Insurance – Total (\$3,715) is 16.2% of budget and includes Directors & Officers (\$2,994) and crime (\$524) policies.

Line 18 Telecommunications – Cost (\$304) is 12.2% of budget.

Line 19 Postage & Shipping – Cost (\$1,462) is 73.1% of budget. 95% of the total (\$1,385) is for Annual Report postage.

Line 20 Marketing & Communications - \$549 expense is 4% of budget. 88% of the total (\$485) is for Annual Report design.

Line 21 Office Supplies & Equipment – Total of \$97 is 1.9% of budget.

Line 22 Legal Fees – \$11,589 expense is 27.8% of budget. \$10,809 incurred for review of employee handbook and employment issues; \$540 related to Strategic Grants; and \$240 for Community Grants.

Line 23 Accounting & Payroll Fees – Total (\$4,873) is 14.1% of budget with \$4,671 for Accounting Consultant and \$202 for payroll service fees.

Line 24 Other Consultants - Cost (\$2,800) is 5.6% of budget and is for Program Support.

Line 25 Travel, Meetings & Conferences – No expenses incurred in July & August.

Line 26 Miscellaneous – Cost (\$103) equals 3.9% of budget.

SUMMARY

Excluding the budget for Scholarships & Grants, total expenses are at 14.9% of budget, which is below 16.7% benchmark for the first two months of the year. In terms of dollars, the \$65,515 in first two-months expense is \$7,785 less than the two-month budget allocation.

The Fidelity Liquidity Pool – RAC, was created with a \$10 million July 2018 transfer. The balance as of August 31, 2020 is \$10,571,874, including market value gain of \$26,092 in August.

Total August Investment net income or increase in value is \$820,460. This came from the Strategic Pool (\$165,409), Quasi Endowment (\$628,959), and Liquidity Pool – RAC (\$26,092).

Overall organization year to date net income or increase in net assets is \$2,191,661.

Total Net Assets, as of August 31, 2020 are \$72,075,332 with \$19,720,877 in Quasi Endowment; \$52,253,255 in general Unrestricted funds; and \$101,200 in Donor Restricted Net Assets.

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Community Foundation

August 2020 2020-2021 Budget Report

	(a) Actual Year to Date	(b) Budget	(c) Actual as % of Budget (a/b)	(d) Final Projected Amount
INCOME & TRANSFERS				
1 Transfers from Quasi Endowment	\$ -	\$ 295,681	0.0%	\$ 295,681
2 Transfers from Strategic Pool	15,250,000	15,861,933	96.1%	15,861,933
3 Transfers from Liquidity RAC	-	340,000	0.0%	340,000
4 Donations	200	-	-	200
5 Interest Income	14,714	26,115	56.3%	26,115
6 Miscellaneous Income	106	-	-	106
7 Total Available for Operations	15,265,020	16,523,729	92.4%	16,524,035
EXPENSES				
8 Crestmoor Scholarships	-	160,000	0.0%	160,000
9 Community Grants	-	300,000	0.0%	300,000
10 Strategic Grants	100,000	42,292,892	0.2%	42,292,892
11 Other Grants	-	10,000	0.0%	10,000
12 Subtotal Direct Program Expenses	100,000	42,762,892	0.2%	42,762,892
13 Salaries & Wages	32,987	220,420	15.0%	220,420
14 Payroll Taxes & Benefits	4,560	25,257	18.1%	25,257
15 Subtotal Personnel Expenses	37,547	245,677	15.3%	245,677
16 Occupancy	2,476	15,063	16.4%	15,063
17 Insurance	3,715	22,930	16.2%	22,930
18 Telecommunications	304	2,500	12.2%	2,500
19 Postage & Shipping	1,462	2,000	73.1%	2,000
20 Marketing & Communications	549	13,700	4.0%	13,700
21 Office Supplies & Equipment	97	5,240	1.9%	5,240
22 Legal Fees	11,589	41,693	27.8%	41,693
23 Accounting & Payroll Fees	4,873	34,560	14.1%	34,560
24 Other Consultants	2,800	49,595	5.6%	49,595
25 Travel, Meetings & Conferences	-	4,210	0.0%	4,210
26 Miscellaneous	103	2,633	3.9%	2,633
27 Subtotal Non-Personnel	27,968	194,124	14.4%	194,124
28 Total Expenses	165,515	43,202,693	0.4%	43,202,693
29 Net Surplus/(Loss)	\$ 15,099,505	\$ (26,678,964)		\$ (26,678,658)

SAN BRUNO

Community Foundation

Statement of Financial Position as of August 31, 2020

ASSETS

Cash, Wells Fargo General	\$ 74,208.72	
Cash, Wells Fargo Payroll	37,393.99	
Cash, Wells Fargo Savings	120,095.90	
Cash, Fidelity Liquidity Pool - Operating	15,335,096.42	
Total Cash		15,566,795.03
Investments, Fidelity Liquidity Pool - RAC	10,571,873.95	
Investments, Fidelity Strategic Pool	30,048,194.20	
Investments, Fidelity Quasi-Endowment	19,720,876.77	
Total Investments		60,340,944.92
Prepaid Rent	1,238.00	
Prepaid Insurance	14,121.50	
Total Other Current Assets		15,359.50
Deposits	909.45	
Total Other Assets		909.45
TOTAL ASSETS		<u>\$ 75,924,008.90</u>

LIABILITIES & NET ASSETS

LIABILITIES

Accounts Payable	19,999.89	
Accrued Grants Payable	3,615,609.38	
Accrued Scholarships Payable	200,000.00	
Accrued Employee PTO	13,067.27	
Total Liabilities		3,848,676.54

NET ASSETS

Unrestricted, Non-QE 7/1/2020 Balance	51,436,041.24	
Transfer from Quasi-Endowment	-	
Year to Date Net Income from Operations	(150,494.54)	
Year to Date Strategic Investment Income	967,708.89	
Total Non-QE Unrestricted Net Assets	52,253,255.59	
Quasi-Endowment 7/1/2020 Balance	18,346,430.11	
Transfer to Liquidity for Operations	-	
Year-to-date QE Investment Income	1,374,446.66	
Total QE Unrestricted Net Assets	19,720,876.77	
Total Unrestricted Net Assets		71,974,132.36
Donor Restricted Net Assets 7/1/2020 Balance	101,200.00	
Year to Date Donor Restricted Net Income	-	
Total Donor Restricted Net Assets		101,200.00
Total Net Assets		<u>72,075,332.36</u>
TOTAL LIABILITIES & NET ASSETS		<u>\$ 75,924,008.90</u>

SAN BRUNO

Community Foundation

September 2020

Budget Narrative

This report primarily describes amounts in column a (Actual Year to Date) of the monthly Budget Report. When projections vary from Budget (column b), the changes will be reflected in columns d (Final Projected Amount) and e (Change in Budget) and be explained. First three months equal 25% of the fiscal year.

INCOME

Line 1 Transfers from Quasi Endowment – Transfers planned for later in the year, coinciding with Community Grants and Scholarships payments.

Line 2 Transfers from Strategic Pool – First transfer of the year, \$15,250,000, is 96.1% of budget.

Line 3 Transfers from Liquidity RAC – Transfer planned for later in the year.

Line 5 Interest Income – \$20,713 is 79.3% of budget. Liquidity Pool – Operating balance is currently \$15,341,095.

EXPENSES

Line 10 Strategic Grants – \$100,000 Covid-19 Grant was executed and recorded in the current fiscal year and represents 0.2% of the budget.

Line 10 Other Grants – \$10,000 is 100% of budget and was used for 10th Anniversary Public Engagement Kiosk.

Line 13 Salaries & Wages – Expense is under budget at 22.4%, as second employee will go on payroll in October.

Line 14 Payroll Taxes & Benefits – Expense (\$6,096) is 24.1% of budget. Social Security/Medicare (\$3,149) is the largest cost and will be lower at the end of the calendar year. Other costs include retirement (\$2,474), workers' compensation insurance (\$259), and life insurance (\$214).

Line 16 Occupancy – Only cost is office lease (\$3,714). Amount is 24.7% of budget.

Line 17 Insurance – Total (\$5,571) is 24.3% of budget and includes Directors & Officers (\$4,490), crime (\$786), and commercial liability (\$295) policies.

Line 18 Telecommunications – Cost (\$455) is 18.2% of budget.

Line 19 Postage & Shipping – Cost (\$1,561) is 78.1% of budget. 93% of the total (\$1,452) is for Annual Report postage.

Line 20 Marketing & Communications - \$7,304 expense is 53.3% of budget. 99% of the total (\$7,208) is for Annual Report design & printing.

Line 21 Office Supplies & Equipment – Total of \$154 is 2.9% of budget.

Line 22 Legal Fees – \$17,708 expense is 42.5% of budget. \$11,025 incurred for review of employee handbook and employment issues; \$4,673 for first quarter City Attorney cost; \$1,530 related to Strategic Grants; and \$330 for Community Grants.

Line 23 Accounting & Payroll Fees – Total (\$6,270) is 18.1% of budget with \$5,967 for Accounting Consultant and \$303 for payroll service fees.

Line 24 Other Consultants - Cost (\$9,303) is 18.8% of budget and is for Program Support (\$7,123) and retirement plan modifications (\$2,180).

Line 25 Travel, Meetings & Conferences – No expenses incurred in first quarter.

Line 26 Miscellaneous – Cost (\$105) equals 4% of budget.

SUMMARY

Excluding the budget for Scholarships & Grants, total expenses are at 24.5% of budget, which is below 25% benchmark for the first quarter of the year. In terms of dollars, the \$107,721 in first quarter expense is \$2,229 less than the first quarter budget allocation.

The Fidelity Liquidity Pool – RAC, was created with a \$10 million July 2018 transfer. The balance as of September 30, 2020 is \$10,576,009, including market value gain of \$4,135 in September.

Total September Investment net loss or decrease in value is \$608,685. This came from the Strategic Pool (\$203,532), and Quasi Endowment (\$409,288), less Liquidity Pool – RAC gain of \$4,135.

Overall organization year to date net income or increase in net assets is \$1,536,768.

Total Net Assets, as of September 30, 2020 are \$71,420,440 with \$19,311,589 in Quasi Endowment; \$52,007,651 in general Unrestricted funds; and \$101,200 in Donor Restricted Net Assets.

SAN BRUNO

Community Foundation

September 2020 2020-2021 Budget Report

	(a) Actual Year to Date	(b) Budget	(c) Actual as % of Budget (a/b)	(d) Final Projected Amount
INCOME & TRANSFERS				
1 Transfers from Quasi Endowment	\$ -	\$ 295,681	0.0%	\$ 295,681
2 Transfers from Strategic Pool	15,250,000	15,861,933	96.1%	15,861,933
3 Transfers from Liquidity RAC	-	340,000	0.0%	340,000
4 Donations	200	-	-	200
5 Interest Income	20,713	26,115	79.3%	26,115
6 Miscellaneous Income	106	-	-	106
7 Total Available for Operations	15,271,019	16,523,729	92.4%	16,524,035
EXPENSES				
8 Crestmoor Scholarships	-	160,000	0.0%	160,000
9 Community Grants	-	300,000	0.0%	300,000
10 Strategic Grants	200,000	42,292,892	0.5%	42,292,892
11 Other Grants	10,000	10,000	100.0%	10,000
12 Subtotal Direct Program Expenses	210,000	42,762,892	0.5%	42,762,892
13 Salaries & Wages	49,480	220,420	22.4%	220,420
14 Payroll Taxes & Benefits	6,096	25,257	24.1%	25,257
15 Subtotal Personnel Expenses	55,576	245,677	22.6%	245,677
16 Occupancy	3,714	15,063	24.7%	15,063
17 Insurance	5,571	22,930	24.3%	22,930
18 Telecommunications	455	2,500	18.2%	2,500
19 Postage & Shipping	1,561	2,000	78.1%	2,000
20 Marketing & Communications	7,304	13,700	53.3%	13,700
21 Office Supplies & Equipment	154	5,240	2.9%	5,240
22 Legal Fees	17,708	41,693	42.5%	41,693
23 Accounting & Payroll Fees	6,270	34,560	18.1%	34,560
24 Other Consultants	9,303	49,595	18.8%	49,595
25 Travel, Meetings & Conferences	-	4,210	0.0%	4,210
26 Miscellaneous	105	2,633	4.0%	2,633
27 Subtotal Non-Personnel	52,145	194,124	26.9%	194,124
28 Total Expenses	317,721	43,202,693	0.7%	43,202,693
29 Net Surplus/(Loss)	\$ 14,953,298	\$ (26,678,964)		\$ (26,678,658)

SAN BRUNO

Community Foundation

Statement of Financial Position as of September 30, 2020

ASSETS

Cash, Wells Fargo General	\$ 42,118.56	
Cash, Wells Fargo Payroll	18,427.78	
Cash, Wells Fargo Savings	20,096.48	
Cash, Fidelity Liquidity Pool - Operating	15,341,095.10	
Total Cash		15,421,737.92
Investments, Fidelity Liquidity Pool - RAC	10,576,009.20	
Investments, Fidelity Strategic Pool	29,844,661.74	
Investments, Fidelity Quasi-Endowment	19,311,588.89	
Total Investments		59,732,259.83
Prepaid Rent	1,238.00	
Prepaid Insurance	12,178.50	
Total Other Current Assets		13,416.50
Deposits	909.45	
Total Other Assets		909.45
TOTAL ASSETS		<u>\$ 75,168,323.70</u>

LIABILITIES & NET ASSETS

LIABILITIES

Accounts Payable	19,207.25	
Accrued Grants Payable	3,615,609.38	
Accrued Scholarships Payable	200,000.00	
Accrued Employee PTO	13,067.27	
Total Liabilities		3,847,883.90

NET ASSETS

Unrestricted, Non-QE 7/1/2020 Balance	51,436,041.24	
Transfer from Quasi-Endowment	-	
Year to Date Net Income from Operations	(296,702.01)	
Year to Date Strategic Investment Income	768,311.68	
Total Non-QE Unrestricted Net Assets	51,907,650.91	
Quasi-Endowment 7/1/2020 Balance	18,346,430.11	
Transfer to Liquidity for Operations	-	
Year-to-date QE Investment Income	965,158.78	
Total QE Unrestricted Net Assets	19,311,588.89	
Total Unrestricted Net Assets		71,219,239.80
Donor Restricted Net Assets 7/1/2020 Balance	101,200.00	
Year to Date Donor Restricted Net Income	-	
Total Donor Restricted Net Assets		101,200.00
Total Net Assets		<u>71,320,439.80</u>

TOTAL LIABILITIES & NET ASSETS		<u>\$ 75,168,323.70</u>
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SAN BRUNO

Community Foundation

Memorandum

DATE: October 30, 2020

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report from Novogradac & Company LLP Regarding the San Bruno Community Foundation's Audited Financial Statements for the Year Ended June 30, 2020, and Resolution Approving the Audited Financial Statements for the Year Ended June 30, 2020

On October 16, 2020, the Audit Committee met to discuss the fiscal year 2019-2020 audited financial statements. At the November 4, 2020 Board meeting, Committee Chair Raul Gomez will provide a report on behalf of the Committee as well as introduce the audit team who will present the audited financial statements. Board Member Malissa Netane-Jones also serves on the Audit Committee.

Article XIII, Section 4, of the San Bruno Community Foundation's Bylaws states that the Foundation "shall retain an independent auditor and conduct annual independent audits in accordance with the applicable provisions of the Supervision of Trustees and Fundraisers for Charitable Purposes Act (commencing with Section 12586 of the California Government Code)." As authorized by the Board on March 4, 2020, the Foundation is using Novogradac & Company LLP to conduct the audit of the Foundation's financial statements for the year ended June 30, 2020, and to prepare the Foundation's annual federal and state tax returns. Engagement partner Lance Smith is again heading up the Novogradac team assigned to the Foundation.

In July, Accounting Consultant Frank Bittner and I began preparing the financial reports and documentation Novogradac requested to begin work on the audit. We submitted all of the requested materials by August 25. The Novogradac team examined the Foundation's financial records, accounts, business transactions, accounting practices, and internal controls. Mr. Bittner and I responded to several follow-up requests for additional information from the Novogradac team.

On October 16, 2020, the Audit Committee met to discuss with the Novogradac team the draft audited financial statements that the Novogradac team had prepared. Following the meeting, the Novogradac team produced the attached final audit report, which covers the Foundation's finances from July 1, 2019, through June 30, 2020. Novogradac's report states its unqualified opinion that "the financial statements...present fairly, in all material respects, the financial position of The San Bruno Community Foundation as of June 30, 2020, and the changes in its

SAN BRUNO

Community Foundation

Memorandum

net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.” Novogradac has also issued a standard AU-C 260 letter, as it has in past years.

At the November 4, 2020, Board meeting, Mr. Smith will present the audited financial statements to the Board, review his team’s findings with regard to the Foundation’s financial records, accounts, business transactions, accounting practices, and internal controls, and field questions from the Board. Attached to this memo are the audited financial statements and AU-C 260 letter from Novogradac.

At the conclusion of Mr. Smith’s report, I recommend that the Board adopt the attached resolution accepting and approving the Foundation’s audited financial statements for the year ended June 30, 2020.

On a related note, the Novogradac team has prepared a first draft of the Foundation’s annual federal and state tax returns (IRS Form 990 and California Form 199), which Accounting Consultant Frank Bittner and I are in the process of reviewing. We hope to have a final draft by the Board meeting, which I will circulate to the full Board for review, with the goal of submitting the returns by their November 15, 2020, deadline. Assuming I am able to circulate the tax returns prior to November 4, Mr. Smith and I will be able to answer any questions Board members may have about the tax returns at the Board meeting.

Attachments:

1. Resolution Approving the San Bruno Community Foundation’s Audited Financial Statements for the Year Ended June 30, 2020
2. The San Bruno Community Foundation Financial Statements and Report of Independent Auditors for the year ended June 30, 2020, with comparative totals as of and for the year ended June 30, 2019
3. AU-C 260 letter from Novogradac

RESOLUTION NO. 2020-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
APPROVING THE FOUNDATION'S AUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

WHEREAS, Article XIII, Section 4, of the Bylaws calls for the retention of an independent auditor to conduct an annual audit of the San Bruno Community Foundation's financial statements and records;

WHEREAS, on March 4, 2020, the Board of Directors authorized President Emily Roberts to execute a contract with Novogradac & Company LLP to conduct the audit of the Foundation's financial statements for the year ended June 30, 2020, and to prepare the Foundation's annual federal and state tax returns;

WHEREAS, on March 6, 2020, President Emily Roberts executed a contract with Novogradac & Company LLP to conduct an audit of the Foundation's financial statements for the year ended June 30, 2020, and to prepare the Foundation's federal and state tax returns;

WHEREAS, Novogradac & Company LLP examined the Foundation's financial records, accounts, business transactions, accounting practices, and internal controls;

WHEREAS, Novogradac has produced audited financial statements for the Foundation for the year ended June 30, 2020, and issued an unqualified opinion that the Foundation's financial statements present fairly, in all material respects, the Foundation's financial position as of June 30, 2020, in accordance with accounting principles generally accepted in the United States; and

WHEREAS, Lance Smith, the Novogradac engagement partner assigned to the Foundation's account, will present the audited financial statements to the Board at the Foundation's November 4, 2020, regular Board meeting.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors accepts and approves the audited financial statements for the year ended June 30, 2020, as prepared by Novogradac & Company LLP.

Dated: November 4, 2020

ATTEST:

John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2020-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 4th day of November, 2020, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

THE SAN BRUNO COMMUNITY FOUNDATION

**Financial Statements and
Report of Independent Auditors**

**For the year ended June 30, 2020
with comparative totals as of and
for the year ended June 30, 2019**

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Report of Independent Auditors

To the Board of Directors of
The San Bruno Community Foundation:

Report on the Financial Statements

We have audited the accompanying financial statements of The San Bruno Community Foundation, a California nonprofit corporation, which comprise the statement of financial position as of June 30, 2020, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of The San Bruno Community Foundation as of June 30, 2020, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited The San Bruno Community Foundation's financial statements for the year ended June 30, 2019, and our report dated October 24, 2019 expressed an unmodified opinion on those audited financial statements. In our opinion, the summarized comparative information presented herein for the year ended June 30, 2019, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Norogardac & Company LLP

Petaluma, California
October 23, 2020

THE SAN BRUNO COMMUNITY FOUNDATION

STATEMENT OF FINANCIAL POSITION

June 30, 2020

with comparative totals as of June 30, 2019

ASSETS

	2020	2019
Cash and cash equivalents	\$ 658,720	\$ 265,726
Investments (See Note 4)	74,720,584	75,295,912
Interest receivable	-	3,735
Prepaid expenses	19,248	15,415
Deposits	909	1,253
Total assets	<u>\$ 75,399,461</u>	<u>\$ 75,582,041</u>

LIABILITIES

Accounts payable	\$ 32,640	\$ 30,318
Accrued scholarships	275,000	182,500
Accrued grants payable	<u>5,208,150</u>	<u>6,321,547</u>
Total liabilities	5,515,790	6,534,365

NET ASSETS

Without donor restriction		
Board designated	18,346,430	17,980,690
Non-designated	51,436,041	50,662,240
With donor restriction	<u>101,200</u>	<u>404,746</u>
Total net assets	<u>69,883,671</u>	<u>69,047,676</u>
Total liabilities and net assets	<u>\$ 75,399,461</u>	<u>\$ 75,582,041</u>

see accompanying notes

THE SAN BRUNO COMMUNITY FOUNDATION
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
For the year ended June 30, 2020
with comparative totals for the year ended June 30, 2019

	2020			2019
	Without donor restriction	With donor restriction	Total	Total
REVENUE AND OTHER SUPPORT				
Donations	\$ 2,505	\$ 170,000	\$ 172,505	\$ 121,492
Investment return, net	3,357,156	-	3,357,156	3,482,240
Miscellaneous income	15,400	-	15,400	177,638
Net assets released from restrictions	473,546	(473,546)	-	-
	<u>3,848,607</u>	<u>(303,546)</u>	<u>3,545,061</u>	<u>3,781,370</u>
EXPENSES				
Program expense	2,553,335	-	2,553,335	7,447,899
Management and general	<u>155,731</u>	<u>-</u>	<u>155,731</u>	<u>148,916</u>
	<u>2,709,066</u>	<u>-</u>	<u>2,709,066</u>	<u>7,596,815</u>
CHANGE IN NET ASSETS	1,139,541	(303,546)	835,995	(3,815,445)
NET ASSETS AT BEGINNING OF YEAR	<u>68,642,930</u>	<u>404,746</u>	<u>69,047,676</u>	<u>72,863,121</u>
NET ASSETS AT END OF YEAR	<u>\$ 69,782,471</u>	<u>\$ 101,200</u>	<u>\$ 69,883,671</u>	<u>\$ 69,047,676</u>

see accompanying notes

THE SAN BRUNO COMMUNITY FOUNDATION
STATEMENT OF FUNCTIONAL EXPENSES
For the year ended June 30, 2020
with comparative totals for the year ended June 30, 2019

	Program Services	Management and General	Total	2019 Total
PERSONNEL EXPENSES				
Salaries and wages	\$ 126,462	\$ 68,095	\$ 194,557	\$ 188,891
Payroll taxes and benefits	<u>19,598</u>	<u>10,553</u>	<u>30,151</u>	<u>31,345</u>
Total personnel expenses	146,060	78,648	224,708	220,236
OTHER EXPENSES				
Scholarships	190,000	-	190,000	120,000
Grants	2,133,156	-	2,133,156	7,101,888
Rent	9,774	5,263	15,037	14,657
Insurance	-	19,029	19,029	17,705
Telecommunications	1,179	634	1,813	1,820
Postage and shipping	1,211	652	1,863	1,944
Marketing and communications	8,703	2,618	11,321	11,507
Office supplies	2,215	1,798	4,013	1,633
Legal fees	16,058	11,728	27,786	25,710
Accounting and payroll fees	-	30,066	30,066	28,991
Other professional services	44,965	1,328	46,293	47,352
Travel, meetings and conferences	14	2,456	2,470	2,168
Miscellaneous	<u>-</u>	<u>1,511</u>	<u>1,511</u>	<u>1,204</u>
Total other expenses	<u>2,407,275</u>	<u>77,083</u>	<u>2,484,358</u>	<u>7,376,579</u>
TOTAL EXPENSES	<u>\$ 2,553,335</u>	<u>\$ 155,731</u>	<u>\$ 2,709,066</u>	<u>\$ 7,596,815</u>

see accompanying notes

THE SAN BRUNO COMMUNITY FOUNDATION
STATEMENT OF CASH FLOWS
For the year ended June 30, 2020
with comparative totals for the year ended June 30, 2019

	<u>2020</u>	<u>2019</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 835,995	\$ (3,815,445)
Adjustments to reconcile change in net assets to net cash (used in) provided by operating activities:		
Net realized/unrealized gain on investments	(1,532,527)	(1,633,995)
(Decrease) increase in assets:		
Deposits	344	-
Pledges receivable	-	5,000
Interest receivable	3,735	29,559
Prepaid expenses	(3,833)	(605)
Increase (decrease) in liabilities:		
Accounts payable	2,322	(22)
Accrued scholarships	92,500	42,500
Accrued grants payable	<u>(1,113,397)</u>	<u>5,545,925</u>
Net cash (used in) provided by operating activities	(1,714,861)	172,917
 CASH FLOWS FROM INVESTING ACTIVITIES		
Net sales (purchases) of securities	<u>2,107,855</u>	<u>(437,508)</u>
 Net change in cash, and cash equivalents	392,994	(264,591)
Cash and cash equivalents at beginning of year	<u>265,726</u>	<u>530,317</u>
Cash, cash equivalents and restricted cash at end of year	<u><u>\$ 658,720</u></u>	<u><u>\$ 265,726</u></u>

see accompanying notes

THE SAN BRUNO COMMUNITY FOUNDATION

Notes to Financial Statements

June 30, 2020

with comparative totals as of and for the year ended June 30, 2019

1. Organization

The San Bruno Community Foundation (the "Foundation"), a California nonprofit corporation, was organized in 2013 as a public benefit 501(c)(3) nonprofit corporation and has been determined to be a Type I supporting organization under Section 509(a)(3) of the Internal Revenue Code ("IRC"). Pursuant to the settlement agreement dated March 12, 2012, between Pacific Gas & Electric Company ("PG&E") and the City of San Bruno (the "City"), both parties agreed to resolve and settle all claims arising out of the September 9, 2010 pipeline incident (the "Settlement Agreement"). The terms required PG&E to contribute a total of \$70 million to the City, which comprised of 1) five vacant plots of land in the Glenview (Crestmoor) neighborhood, which had a total fair market value of \$1,250,000 and 2) \$68,750,000 in cash, to transfer to a tax-exempt, nonprofit public purpose entity. Hence, the Foundation was created from the Settlement Agreement. The Foundation engages primarily in the administration of PG&E restitution funds and building community partnerships.

The Foundation's goals serve the San Bruno community by investing in projects, programs, services, and facilities that have significant and lasting benefits. Through making grants, leveraging partnerships, and taking advantage of other resources, the Foundation assists and enables the community to maximize shared investments and realize their subsequent enhancements and benefits.

2. Summary of significant accounting policies

Basis of accounting

The Foundation prepares its financial statements on the accrual basis of accounting consistent with accounting principles generally accepted in the United States of America. The Foundation's year end for tax and financial reporting purposes is June 30.

Basis of presentation

The Foundation is required to report information regarding its financial position and activities according to the following net asset classifications:

Net Assets without donor restrictions:

Net assets available for use in general operations and not subject to donor restrictions. The Foundation's governing board has designated, from net assets without donor restriction, long-term funds held in the quasi-endowment pool.

Net assets with donor restrictions:

Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature, which will be met by actions of the Foundation or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Prior period comparison

The financial statements include certain prior-period summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in accordance with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Foundation's financial statements for the year ended June 30, 2019, from which the summarized information was derived.

Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

THE SAN BRUNO COMMUNITY FOUNDATION

Notes to Financial Statements

June 30, 2020

with comparative totals as of and for the year ended June 30, 2019

2. Summary of significant accounting policies (continued)

Cash and cash equivalents

Cash and cash equivalents include all cash balances on deposit with financial institutions and highly liquid investments with a maturity of three months or less at the date of acquisition. As of June 30, 2020 and 2019, cash and cash equivalents consist of the following:

	<u>2020</u>	<u>2019</u>
Cash - operating	\$ 250,131	\$ 206,332
Liquidity fund cash	408,589	59,394
Total cash and cash equivalents	<u>\$ 658,720</u>	<u>\$ 265,726</u>

Concentration of credit risk

Financial instruments that potentially subject the Foundation to concentrations of credit risk consist principally of temporary cash investments. The Foundation places its temporary cash investments with high credit quality financial institutions and, by policy, limits the amount of credit exposed to any one financial institution. The Foundation has not experienced any losses in such accounts.

Investments

The Foundation carries investments in various investment pools with readily determinable fair values and all investments are stated at their fair values in the Statement of Financial Position. Unrealized gains and losses are included in the change in net assets in the accompanying Statement of Activities and Changes in Net Assets.

Accounts receivable

Management considers receivables to be fully collectible. If amounts become uncollectible, they are charged to operations in the period in which that determination is made. Accounting principles generally accepted in the United States of America require that the allowance method be used to recognize bad debts; however, the effect of using the direct write-off method is not materially different from the results that would have been obtained under the allowance method.

Fair value measurements

The Foundation applies the accounting provisions related to fair value measurements. These provisions define fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date, establish a hierarchy that prioritizes the information used in developing fair value estimates and require disclosure of fair value measurements by level within the fair value hierarchy. The hierarchy gives the highest priority to quoted prices in active markets (Level 1 measurements) and the lowest priority to unobservable data (Level 3 measurements), such as the reporting entity's own data. These provisions also provide valuation techniques, such as the market approach (comparable market prices), the income approach (present value of future income or cash flows) and the cost approach (cost to replace the service capacity of an asset or replacement cost).

THE SAN BRUNO COMMUNITY FOUNDATION

Notes to Financial Statements

June 30, 2020

with comparative totals as of and for the year ended June 30, 2019

2. Summary of significant accounting policies (continued)

Fair value measurements (continued)

A financial instrument's categorization within the valuation hierarchy is based upon the lowest level of input that is significant to the fair value measurement. The three levels of valuation hierarchy are defined as follows:

Level 1: Observable inputs such as quoted prices (unadjusted) for identical assets or liabilities in active markets.

Level 2: Inputs other than quoted prices for similar assets and liabilities in active markets, and inputs that are observable for the asset or liability, either directly or indirectly, for substantially the full term of the financial instrument.

Level 3: Unobservable inputs that reflect the Foundation's own assumptions.

The following tables present the Foundation's assets that are measured and recognized at fair value on a recurring basis classified under the appropriate level of the fair value hierarchy as of June 30, 2020 and 2019:

		June 30, 2020			
		Level 1	Level 2	Level 3	Fair Value Measurements
Assets					
Liquidity pool	\$	11,968,098	\$ -	\$ -	\$ 11,968,098
Strategic pool		44,406,056	-	-	44,406,056
Quasi-endowment pool		18,346,430	-	-	18,346,430
Total assets	\$	74,720,584	\$ -	\$ -	\$ 74,720,584
		June 30, 2019			
		Level 1	Level 2	Level 3	Fair Value Measurements
Assets					
Liquidity pool	\$	10,532,470	\$ -	\$ -	\$ 10,532,470
Strategic pool		46,782,752	-	-	46,782,752
Quasi-endowment pool		17,980,690	-	-	17,980,690
Total assets	\$	75,295,912	\$ -	\$ -	\$ 75,295,912

Income taxes

The Foundation is a not-for-profit corporation under Section 501(c)(3) of the IRC and Section 23701(d) of the California Revenue and Taxation Code and therefore, is generally exempt from both federal and state income taxes, except on net income derived from unrelated business activities.

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires the Foundation to report information regarding its exposure to various tax positions taken. Management has determined whether any tax positions have met the recognition threshold and has measured its exposure to those tax positions. Management believes that the Foundation has adequately addressed all relevant tax positions and that there are no unrecorded tax liabilities. Federal tax authorities generally have the right to examine and audit the previous three years of tax returns filed. California tax authorities generally have the right to examine and audit the previous four years of tax returns filed. Any interest or penalties assessed to the Foundation are recorded in operating expenses. No interest or penalties from federal or state tax authorities were recorded in the accompanying financial statements.

THE SAN BRUNO COMMUNITY FOUNDATION

Notes to Financial Statements

June 30, 2020

with comparative totals as of and for the year ended June 30, 2019

2. Summary of significant accounting policies (continued)

Miscellaneous income

Miscellaneous income consists mostly of prior year grant and scholarship expenses that were written off as the actual amount due was less than the amount originally recorded. For the years ended June 30, 2020 and 2019, miscellaneous income was \$15,400 and \$177,638, respectively.

Scholarships expense

The Foundation offers three types of scholarships, which are defined as follows:

1. \$5,000 each year for four years, totaling \$20,000, for a high school student to attend a 4-year college.
2. \$2,500 each year for two years, totaling \$5,000, for a high school student to attend a 2-year community college.
3. \$5,000 each year for two years, totaling \$10,000, for a community college student who transfers to a 4-year college.

Members of the San Bruno community are eligible to apply for a scholarship. Scholarships are recognized when they have been awarded. Recipients are required to renew their scholarships for each year by submitting proof of full time enrollment for the following fall and certification of status as a student in good standing, by June 1 of each year. For the years ended June 30, 2020 and 2019, scholarship expense was \$190,000 and \$120,000, respectively. As of June 30, 2020 and 2019, accrued scholarships payable was \$275,000 and \$182,500, respectively.

Grant expense

Grants are recognized when they are approved by the board, all significant conditions are met, all due diligence has been completed, and grant agreements have been executed. Grant refunds are recorded as a reduction of grant expense if the refund or notice of refund is received in the same fiscal year as the grant was expensed. For the years ended June 30, 2020 and 2019, grant expense was \$2,133,156 and \$7,101,888, respectively. As of June 30, 2020 and 2019, accrued grants payable was \$5,208,150 and \$6,321,547, respectively.

Functional allocation of expenses

The Statement of Functional Expenses reports expenses by both natural and functional classification. Certain categories of expenses are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. Costs are directly applied to the related program or supporting service category when identifiable and possible. Other expenses have been allocated to programs and management and general based on estimates of time and effort.

THE SAN BRUNO COMMUNITY FOUNDATION

Notes to Financial Statements

June 30, 2020

with comparative totals as of and for the year ended June 30, 2019

3. Liquidity and availability of financial assets

The following represents the Foundation's financial assets as of June 30:

	2020	2019
Financial assets at year end:		
Cash and cash equivalents	\$ 658,720	\$ 265,726
Investments	74,720,584	75,295,912
Total financial assets	75,379,304	75,561,638
Less amounts not available due to:		
Net assets with donor restrictions	101,200	404,746
Board designated quasi-endowment fund	18,346,430	17,980,690
Grants payable	5,208,150	6,321,547
Scholarship payable	275,000	182,500
	23,930,780	24,889,483
Financial assets available to meet general expenditures over the next twelve months	\$ 51,448,524	\$ 50,672,155

The Foundation's goal is generally to maintain financial assets to meet its operating and budgeted needs. As part of its liquidity plan, excess cash is invested in short-term investments, including mutual funds.

4. Investments

Securities are stated at current market value and consist of the following as of June 30, 2020 and 2019:

	Cost	2020 Market Value
Liquidity pool	\$ 11,934,558	\$ 11,968,098
Strategic pool	42,041,809	44,406,056
Quasi-endowment pool	16,284,909	18,346,430
Total securities	\$ 70,261,276	\$ 74,720,584

	Cost	2019 Market Value
Liquidity pool	\$ 10,515,628	\$ 10,532,470
Strategic pool	45,022,465	46,782,752
Quasi-endowment pool	16,188,750	17,980,690
Total securities	\$ 71,726,843	\$ 75,295,912

5. Office lease

The Foundation entered into an amended office lease with San Bruno Office Associates, LLC, which expires on March 31, 2025. Current monthly payments are \$1,238. The monthly rent increases annually at a rate of 3% on April 1 of each year. For the years ended June 30, 2020 and 2019, office lease payments were \$15,037 and \$14,657, respectively.

THE SAN BRUNO COMMUNITY FOUNDATION

Notes to Financial Statements

June 30, 2020

with comparative totals as of and for the year ended June 30, 2019

6. Employee benefit plan

Effective January 1, 2015, the Foundation established a tax-deferred annuity plan qualified under Section 403(b) of the IRC for its employees. The Foundation makes non-matching contributions equal to 5% of the gross salary for individual employees. For the years ended June 30, 2020 and 2019, \$19,335 and \$18,772, respectively, was contributed by the Foundation on behalf of its employees.

7. Net assets with donor restriction

Net assets with donor restriction consist of the following as of June 30:

	<u>2020</u>	<u>2019</u>
Community Grants Fund	\$ 100,000	\$ 100,000
First Responder Effectiveness Strategic Initiative	-	300,546
Recreation & Aquatic Memorial Bench	<u>1,200</u>	<u>1,200</u>
Total net assets with donor restriction	<u>\$ 101,200</u>	<u>\$ 401,746</u>

Net assets were released from restrictions by incurring expenses satisfying the restricted purpose or by the expiration of time as follows:

	<u>2020</u>	<u>2019</u>
Community Grants Fund	\$ 100,000	\$ 100,000
First Responder Effectiveness Strategic Initiative	303,546	
Community Day	-	17,500
CNM Scholarships	<u>70,000</u>	<u>-</u>
Total net assets released from restrictions	<u>\$ 473,546</u>	<u>\$ 117,500</u>

8. Subsequent events

Subsequent events have been evaluated through October 23, 2020, which is the date the financial statements were available to be issued.

The spread of a novel strain of coronavirus (COVID-19) during 2020 has caused significant volatility in U.S. markets. There is significant uncertainty around the breadth and duration of business disruptions related to COVID-19, as well as its impact on the U.S. economy. The extent of the impact of COVID-19 on the Foundation's operational and financial performance will depend on certain developments, including the duration and spread of the outbreak, and the impact on investments, employees and vendors, all of which are uncertain and cannot be determined at this time.



NOVOGRADAC
& COMPANY LLP®

October 23, 2020

To the Audit Committee and Board of Directors of
The San Bruno Community Foundation:

We have audited the financial statements of The San Bruno Community Foundation (the "Foundation") as of and for the year ended June 30, 2020, and have issued our report thereon dated October 23, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter dated March 5, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Foundation are described in Note 2 to the financial statements. As described in Note 2, the Foundation adopted changes in accounting principles related to revenue recognition and presentation and disclosure of the statements of cash flows. The accounting change for adopting the standard for the presentation and disclosure of the statements of cash flows has been retrospectively applied to prior periods presented as if the policy had always been used. All other adopted standards did not have a significant impact on the financial statements. We noted no transactions entered into by the Foundation during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

1. Management's estimates affecting the financial statements based on subjective and objective factors including the allocation of assets, liabilities, revenues and expenses among funds, and the fair market value of investments.
2. Management's estimate of the fair market value of investments is based on an evaluation of third party information obtained.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

1. The disclosure of investments in the notes to the financial statements. This note contains a description of the composition of the investment balance as of June 30, 2020 and 2019.
2. The disclosure of net assets in the notes to the financial statements. This note contains a description of the composition of net assets with donor restriction and net assets without donor restriction.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management.

There are no such misstatements.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 23, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Foundation's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Foundation's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Audit Committee, Board of Directors and management of the Foundation and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink that reads "Novogradac & Company LLP". The signature is written in a cursive, flowing style.

NOVOGRADAC & COMPANY LLP

SAN BRUNO

Community Foundation

Memorandum

DATE: October 30, 2020

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Reports on COVID-19 Relief Grants

At the November 4, 2020, Board meeting, the Board will receive updates on three of the Foundation's COVID-19 relief grants.

1. Presentation by San Bruno Park School District Superintendent José Espinoza on the Teacher Laptop Grant to Support Distance Learning

On May 6, 2020, the Board approved a \$240,000 grant to the San Bruno Education Foundation to underwrite the purchase of laptops for all TK-8 teachers in the San Bruno Park School District (SBPSD) to support distance learning as a result of school site closures caused by the COVID-19 pandemic. Later in May, then-SBPSD Interim Superintendent Sharon Kamberg informed me that, in the process of seeking quotes for the order of laptops, the district's information technology staff found some unexpected savings. She requested that the savings be used to purchase additional laptops that would be distributed to all preschool teachers as well as some support staff, including counselors, psychologists, and support services staff, to which I agreed. The grant agreement, which was executed in June, includes the purchase of 125-135 laptops (increased from the original projection of 115) for use by all preschool-eighth grade teachers and some district staff, as well as the Jamf device management software to enable SBPSD IT staff to efficiently manage and support use of the laptops.

On November 4, SBPSD Superintendent José Espinoza will update the Board on the grant and the distribution of the laptops to the teachers this fall.

2. Presentation by Bay Area Entrepreneur Center Director Pcyeta Stroud on the Small Business Recovery and Assistance Program

Another COVID-19 relief grant that the Board approved on May 6 was a \$100,000 grant to the San Mateo County Community College District to enable Skyline College's Bay Area Entrepreneur Center to launch the San Bruno Small Business Recovery and Assistance Program. The SMCCCD Board of Trustees formally accepted the grant at its June 24 meeting. Leveraging the BAEC's partnerships with the San Bruno Chamber of Commerce, Skyline College's

SAN BRUNO

Community Foundation

Memorandum

Accounting Department, SCORE, and the Small Business Development Center (SBDC), this program is offering no-cost financial advising, business consulting, tax preparation, translation services, valuable business tools, micro-grants, and a host of virtual workshops, to assist small businesses with navigating funding programs, managing their new financial picture and with exploring and understanding their options going forward in the face of COVID-19 impacts.

At the November 4 Board meeting, BAEC Director Pcyeta Stroud will provide an update to the Board on the program's progress over the fall.

BAEC has created a [marketing video](#) for the program, which acknowledges SBCF's support at the end, which I encourage you to view and share with your networks.

3. Presentation by Heather Hopkins of the Community Equity Collaborative on the Child Care Relief Fund

On September 2, the Board approved a \$100,000 grant to the Child Care Coordinating Council of San Mateo County to support San Bruno child care programs through the Child Care Relief Fund. The County of San Mateo launched the Child Care Relief Fund to distribute \$2 million of San Mateo County's CARES Act funds to child care programs that have been adversely impacted by COVID-19. SBCF's grant was specifically earmarked to assist San Bruno child care programs, and ultimately seven programs (two larger centers and five family in-home programs) received funding (see attached flyer).

In determining the grantees benefiting from the SBCF funds, CCRF used the following guidelines:

- Applied the same selection guidelines that were used for the county-wide fund (prioritizing the most vulnerable children)
- Split the fund into two chunks: two-thirds to centers and one-third to family child care homes
- Awards to cover the equivalent of one month of operating expenses (up to \$55,000 for centers and \$10,000 for homes)

On November 4, Heather Hopkins, an organizing member of the Community Equity Collaborative, which is overseeing the program for the County, will give a brief presentation updating the Board on the distribution Child Care Relief Fund to San Bruno programs and the impact the Foundation's grant has made to those programs.

Attachments:

1. Child Care Relief Fund San Bruno Community Foundation Grantees



SAN MATEO COUNTY

CHILD CARE RELIEF FUND



San Bruno Community Foundation Grantees (7 Grantees)

Program Name	Type	Grant Amount
San Bruno Park SD - Belle Air Preschool	Licensed Center	\$33,333
Happy Hall Schools	Licensed Center	\$33,333
Mimi's Wonderschool	Licensed Family Child Care Home	\$10,000
Abuelitas Daycare	Licensed Family Child Care Home	\$8,998
Julie's Early Birds Daycare	Licensed Family Child Care Home	\$6,865
Sherrie's Kiddie Corner	Licensed Family Child Care Home	\$4,530
Rollingwood Child Care	Licensed Family Child Care Home	\$2,940
TOTAL		\$100,000

SAN BRUNO

Community Foundation

Memorandum

DATE: October 30, 2020

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report from Ad Hoc Committee on Recreation and Aquatic Center Project

In March 2018, the Board created the Ad Hoc Committee on Recreation and Aquatic Center Project to serve as the Foundation's liaison to the City of San Bruno in the design and construction of a new Recreation and Aquatics Center in San Bruno City Park, to be funded by up to \$50 million in strategic grants from the Foundation. On behalf of the Committee, Vice President Jim Ruane will provide an update on the Recreation and Aquatic Center Project at the November 4, 2020, Board meeting. Board Member Nancy Kraus also sits on the Committee.

1. RAC Grants

As you know, the overall project consists of three phases: conceptual design, development of schematic design plans and construction drawings, and construction. The Foundation and City have agreed to fund the project through a series of grant agreements that will cover specific portions of the project costs, rather than a single grant for the full \$50 million. The first grant for the conceptual design phase has been completed and, in the end, totaled \$416,108.85. The second grant, for up to \$5,420,388, covers architectural services through the schematic design/construction documents and construction phases. The third grant, for up to \$1,079,000, supports project and construction management services for the duration of the project. The Board approved the fourth grant, which is for up to \$1,061,611 and covers City compliance review, on June 3. On September 2, the Board approved the fifth (temporary facilities) and sixth (business and operation plan) grants, for up to \$375,000 and \$60,000, respectively.

For RAC Grants #2-#6, grant payments are being made on a quarterly basis, based on a progress report for each grant quarter outlining expenses incurred submitted by the City after the end of each. The most recent grant payments were paid out in early August. The Foundation just received the quarterly interim grant reports for the period July 1-September 30, 2020. These reports document expenses totaling nearly \$462,000, and grant payments based on the reports will be paid to the City in November.

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Grant #	Grant	Grant Amount		Amount Paid thru 10/30/2020
RAC 1	Conceptual Design	\$416,109	Actual Paid	\$416,109
RAC 2	Architectural Services	\$5,420,388	Grant Amount	\$3,777,093
RAC 3	Project & Construction Management	\$1,079,000	Grant Amount	\$149,170
RAC 4	City Compliance Review	\$1,061,611	Grant Amount	\$357,672
RAC 5	Temporary Facilities	\$375,000	Grant Amount	\$0
RAC 6	Business & Operation Plan	\$60,000	Grant Amount	\$0
	TOTAL	\$8,412,108		\$4,700,043
	BALANCE OF \$50M COMMITMENT REMAINING	\$41,587,892		

2. RAC Project Update

On October 13, the City's RAC project team provided project updates on design, permits, timeline, and budget to the City Council. Vice President Ruane and I will provide highlights of that presentation and developments since the last RAC update the Board received from the City on September 2. Of note, the City is proceeding with the creek relocation permitting and National Environmental Policy Act (NEPA) clearance processes and currently expects to begin the process of soliciting bids from general contractors by the end of the year and then break ground on the project in March 2021.

SAN BRUNO

Community Foundation

Memorandum

DATE: October 30, 2020

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report from Ad Hoc Committee on Tanforan Memorial

At the November 4, 2020, Board meeting, the Board will receive a report from the Ad Hoc Committee on Tanforan Memorial. Board Member Malissa Netane-Jones chairs the Committee, and Vice President Jim Ruane and Secretary John McGlothin serve as Committee members. The Committee, which the Board created on September 2, 2020, is charged with researching the Tanforan Memorial project and reporting back to the Board with a possible funding recommendation.

During World War II, the Tanforan Racetrack was converted into one of 17 temporary detention camps established by the U.S. Army to hold Japanese Americans forcibly removed from the West Coast until more permanent internment camps could be constructed. The Tanforan Assembly Center held nearly 8,000 Bay Area Japanese Americans, most of whom were U.S. citizens, without charges being filed and without the due process guaranteed under the U.S. Constitution.

The Tanforan Assembly Center Memorial Committee (TACMC) is spearheading the creation and installation of a permanent bronze statue memorial and plaza outside the San Bruno station ("Tanforan Memorial"). With about \$800,000 in funding, primarily from the National Park Service, the County of San Mateo, and the Japanese American Community Foundation, TACMC has fabricated the bronze statue and is ready to move forward with construction of the memorial site in early 2021. TACMC has launched a second fundraising effort to raise an additional \$250,000 to finish the project.

On November 4, on behalf of the Committee, Chair Netane-Jones will report on the Committee's recent meeting with TACMC representatives, including plans for the Memorial, project timeline, and fundraising efforts.

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Community Foundation

Memorandum

DATE: October 30, 2020

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report on Other Programs (Community Grants Fund, Crestmoor Scholarship, Other Strategic Grants, and Off-Cycle Responsive Grants)

At the November 4, 2020, Board meeting, Program Manager Stephanie Rutgers and I will give an update on the Community Grants Fund and various strategic grants.

1. Community Grants Fund

a. 2019-2020 Grant Cycle

In December, the Board approved 29 grants totaling \$300,000 (of which \$100,000 was donated by YouTube/Google.org). We executed grant agreements for all 29 grants and distributed all grant checks by the second week of March, right before the San Mateo County's Shelter-in-Place was ordered.

As mentioned at previous Board meetings, acknowledging the particularly challenging financial and programmatic circumstances in which nonprofits are finding themselves as a result of the COVID-19 pandemic, we offered to each current grantee some flexibility in carrying out their grants – such as extending the grant period (currently concluding on December 31, 2020) or making other minor adjustments to its grant agreement to enable it to successfully carry out the program we agreed to fund, shifting the funding to another program benefiting the San Bruno community that the organization is able to continue providing, or amending the grant purposes to general support for any program of the grantee that supports or benefits the San Bruno community.

Since the September 2 Board meeting, we have amended or are in the process of amending grant agreements for several Community Grants, including providing grant extensions to grantees that will be unable to expend the grant funds by the end of 2020 due to program interruptions:

- Marine Science Institute (Discover Our Bay, San Bruno, school programs): Amended the grant purposes to include implementation of adapted virtual marine science school programs and development of additional programming for San Bruno schools.

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Community Foundation

Memorandum

- San Bruno Education Foundation (STEM curriculum development and teacher training): Extended the grant period to conclude on December 31, 2021.
- YMCA of San Francisco (Diaper Program): Expanded the grant purposes to include distribution of diapers and baby formula to San Bruno families in need.

We continue to be in discussion with several other grantees who have expressed a desire to extend the grant period or make other adjustments to their grant agreements; some are still in the process of determining whether they will be able to fully expend the grant funds by the end of 2020 given program limitations caused by COVID-19.

b. 2020-2021 Grant Cycle

The Foundation received 42 applications for Community Grants by the September 30 deadline. The applicants range from established nonprofits with professional staff to small, grassroots, all-volunteer community organizations. More than half of the Applicant Organizations are previous grantees. Some have reached their third year of funding for one specific program (the limit for consecutive years of funding under the program guidelines) and are now applying in their fourth year for a different program. Prior year grantees are not guaranteed additional years of funding, and their applications are being considered in the context of this year's applicant pool.

After receiving the applications, Ms. Rutgers began conducting due diligence, reviewing the applications for completeness and checking to ensure that the applications meet the Foundation's applicant and activity eligibility guidelines based on their responses to specific questions on the application. In addition, she checked several federal and state registries to see whether applicant organizations are properly registered with the appropriate government agencies (IRS, California Secretary of State, California Franchise Tax Board, and California Attorney General's Registry of Charitable Trusts).

The applications are currently in the second stage of review. A review panel of 14 individuals (community members and/or individuals with experience in grantmaking and the nonprofit sector) is in the process of reviewing and rating the applications based on the five criteria set forth in the program guidelines:

- Benefits of the proposed program to the San Bruno community
- Proposal's alignment with one of the Foundation's focus areas
- Program methodology and budget
- Requested grant amount in relation to the anticipated community benefit
- Organizational track record, stability, and financial health

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Of note, this year the panel received a one-hour diversity, equity, and inclusion (DEI) training that introduced the concept of cultural humility and encouraged panelists to follow a process of description, interpretation, and evaluation when reviewing the grant applications. Board member Malissa Netane-Jones led the DEI training.

After independently reviewing the applications, the panel will meet to discuss the applications. With the Executive Director and Program Manager, the panel will ultimately make a recommendation on grant awards to the Board. The goal is for the Board to consider and approve grant awards at the December 2 Board meeting. With the \$100,000 donation from Google.org and YouTube announced over the summer, the Foundation plans to award grants totaling \$300,000 this cycle.

2. Crestmoor Neighborhood Memorial Scholarship

The 2021 Crestmoor Neighborhood Memorial Scholarship will launch in December, when the online application will be accessible and updated marketing materials will be distributed to local schools and throughout the community. We are in the process of reviewing the program and at this time do not anticipate making any significant changes. We expect to award scholarships totaling \$160,000, as budgeted in the FY2020-2021 budget.

Ms. Rutgers and I have begun working on updating the online application and developing new marketing materials. Staff will offer virtual workshops on the Scholarship and the application process at Capuchino High School and Skyline College. The application deadline will be March 2, 2021.

3. Other Strategic Grants and Off-Cycle Responsive Grants

a. Florida Avenue Park Development

In May 2020, the San Bruno City Council took action to have landscape architect firm MIG to finalize the construction documents and provide bid ad construction support services for the Florida Avenue Park project. The goal is to have the project “shovel ready” for when the City identifies the remaining funding to complete the park construction. The City is in the process of applying for grant funding to support the project. As part of the City's commitment, staff was directed to seed and install irrigation. Due to COVID-19 and the lack of access to neighboring parks, staff recommended that the vacant lot be sodded rather than seeded, and this decision enabled the park to be open to the public much sooner. As of October 3, the park was opened to the public, and community members can use the site as a grassy open space until the full park development is completed. The City created a [video](#) of the October 3 soft opening.

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b. Public Engagement Kiosk

SBCF awarded a \$10,000 off-cycle responsive grant to the City of San Bruno to fund the purchase of a public engagement kiosk to be used as part of the remembrance of the tenth anniversary of the tragic gas pipeline explosion that led to this Foundation's creation. Due to the current circumstances with COVID-19 and to comply with the order of no or limited social gathering, City staff created an electronic story board – much like a virtual museum exhibit – to remember September 9, 2010, and what came from the tragedy. The kiosk displaying the story board was installed and unveiled in Earl Glenview Park (the rebuilt park in the Crestmoor neighborhood) on September 9, 2020, allowing the community to reflect on the last 10 impactful years and remember the eight lives that were lost in the explosion and fire. Community response to the virtual exhibit has been positive, and although the original plan was to take down the kiosk by the end of September, the City has decided to leave the kiosk in the park for public viewing through the fall.

4. Other Potential Strategic Grantmaking Opportunities

In September, the Board created the Ad Hoc Committee on SBPSD 1:1 Technology Initiative to serve as the Foundation's liaison to the San Bruno Park School District regarding its development of a 1:1 Technology Initiative and to consider, as appropriate, preparing a proposal to support the district's efforts to enhance and transform learning opportunities for the 21st century, while providing all students with equitable access to technology. Board Member Gomez chairs the Committee, and President Roberts and Treasurer Ross serve as Committee members.

In late September, the Committee met with SBPSD Superintendent José Espinoza to learn about his vision for the 1:1 Technology Initiative. The district is in the process of developing the initiative, and Superintendent Espinoza will reach out the Committee as the district's plans progress.

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DATE: October 30, 2020

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Report from Ad Hoc Committee on Strategic Planning Process and Resolution Directing Executive Director Leslie Hatamiya to Negotiate and Execute, under Her Contract Authority, a Consulting Agreement with Halualani & Associates for Diversity, Equity, and Inclusion Training Services

The November 4, 2020, Board meeting will include a report from the Ad Hoc Committee on Strategic Planning Process. As Committee chair, President Emily Roberts will give the report. Board Members Nancy Kraus and Malissa Netane-Jones also serve on the Committee.

1. Three-Part Strategic Planning Process

In 2019, the Board expressed a desire to begin a new strategic planning process on the future of the Foundation once the Foundation has fully disbursed \$50 million to the City of San Bruno for the design and construction of a new Recreation and Aquatic Center for the San Bruno community. In January 2020, the Board created the Ad Hoc Committee on Strategic Planning, charged with leading a strategic planning process to explore the Foundation's program and investment strategies, its role in the community, and the size and scope of its ongoing operations.

As reported at the September Board meeting, after hitting the pause button in the spring as the Foundation focused on addressing community needs in the midst of the COVID-19 pandemic, the Committee met several times over the summer to discuss plans to re-start the strategic planning process. Acknowledging the significant impact that the pandemic continues to have in the local community, as well as national and grassroots efforts to address racial injustice, the Committee envisions a three-part process:

- Diversity, equity, and inclusion (DEI) training for the Board to examine internal biases/leanings and adopt practices that promote diversity, equity, and inclusion in the Foundation's decision-making processes and communications.

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- Community listening campaign 2.0 to solicit from members of the San Bruno community feedback on the Foundation's programs thus far and input on current community needs and a vision for the Foundation going forward.
- Strategic planning deliberations by the Board to develop a forward-looking plan articulating the Foundation's program and investment strategies once its investment portfolio decreases after the Recreation and Aquatic Center is funded, its role in the community, and the size and scope of its ongoing operations.

Since September, the Committee solicited and received proposals from several Bay Area consulting firms to assist the Foundation in executing one or more of these three components. It reviewed the proposals and recently met with two of the firms. At the November 4 Board meeting, the Committee will put forth its recommendation to the Board for this process, and in the interest of moving forward promptly, the Committee will ask the Board for feedback on its overall recommendation and approval of the first component.

2. Committee's Recommendation

Although the Committee approached firms about doing all three components of the process, all of the firms that submitted proposals bid to do one or two of the components only. After careful review of the proposals and consideration of the firms' proposed work, understanding of SBCF's needs, experience working in San Bruno and San Mateo County, and cost estimates, the Committee is recommending that the Foundation move forward with two firms to assist with the process as follows:

- Contract with Halualani & Associates to conduct the DEI training (approximately \$15,000)
- Contract with the Public Dialogue Consortium to manage the community listening campaign and strategic planning components (approximately \$28,500)

The FY2020-2021 budget included a \$25,000 placeholder for the strategic planning process, but that was a rough, conservative estimate made prior to contacting any of the firms or deciding to include DEI work in the process. Once the Committee began speaking with the consultants, it became clear that to adequately do all three components, we would need to increase that budget, and the Committee adjusted its target budget to no more than \$50,000 (roughly \$10,000 for DEI, and \$20,000 each for the community listening and strategic planning components). The combined cost estimates for the two recommended firms total \$43,500.

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The tentative recommended timeline for the process is as follows, allowing for some overlap between the execution of one stage and the planning for the subsequent stage:

- November 2020-February 2021: Plan and implement DEI training
- December 2020-April 2021: Plan and implement community listening campaign
- March-June 2021: Plan and conduct strategic planning deliberations

The timeline is based on the goal of completing the process by the summer of 2021, in order to take advantage of the wealth of experience and knowledge of the remaining founding SBCF Board members, who will term out at the end of 2021. This timeline will also provide SBCF with ample lead time to begin preparations for implementing the strategic plan as the Foundation completes its \$50 million commitment to fund the Recreation and Aquatic Center project (construction completion is currently expected by the end of 2022).

3. Resolution Directing Executive Director Leslie Hatamiya to Negotiate and Execute, under Her Contract Authority, a Consulting Agreement with Halualani & Associates for Diversity, Equity, and Inclusion Training Services

On November 4, in the interest of moving forward quickly, the Committee will ask the Board to approve the attached resolution directing Executive Director Leslie Hatamiya to negotiate the terms of and execute, under her contract authority, a consulting agreement with Halualani & Associates for DEI training services. The Committee seeks the Board's approval to move forward with negotiating with Halualani & Associates the specific project elements and expenses and have the Executive Director execute a contract with the firm prior to the Board's next meeting. Because the current cost estimate based on the Committee's discussions with the firm is \$15,000, under my contracting authority (up to \$25,000), I am able to execute such a contract on the Foundation's behalf without specific Board approval. Thus, the resolution expresses the Board's agreement to have the Executive Director negotiate and execute a contract with Halualani & Associates under her contract authority.

Founded in 2008 and based in Redwood City, Halualani & Associates is a diversity strategy, analytics, training, and consulting firm that serves the needs of higher educational institutions and public/private agencies and sectors. It is both a minority-owned business and a Native-Hawaiian-owned business. The owners and founders, Roger Halualani and Dr. Rona Tamiko Halualani, represent a multiethnic (Native Hawaiian, Japanese American, and White/European American) brother-sister team that combines their industry, research, and academic backgrounds to help entities with their diversity, strategy, training, and communication needs.

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The lead consultant working with SBCF would be Dr. Rona Halualani, who is a published intercultural communication scholar with two books and over 30 academic journal articles and chapters in prestigious scholarly outlets. From 2007 to 2009, Dr. Halualani served as Special Assistant to the President, Director of Institutional Planning & Inclusive Excellence (Diversity Leader) for San Jose State University and spearheaded the creation, design, implementation, and completion of the university's (California State University's) first ever Diversity Master Plan (which focused on faculty retention and diversification and campus climate improvement) as well as the plan's first midpoint evaluation. She currently consults for other higher education institutions (two-year colleges, four-year public and private universities, faith-based colleges and universities) on diversity strategy, diversity mapping, planning, and evaluation. To date, under Dr. Halualani's leadership, Halualani & Associates has worked with 50 higher education institutions including Indiana University (7 campuses), Pennsylvania State University (all campuses), University of Alabama, University of Nebraska-Lincoln, Minnesota State University Moorhead, College of St. Scholastica, Whitworth University, University of Dayton, California State University Monterey Bay, California State University San Bernardino, and many others.

Dr. Halualani served as the Editor in Chief of the international journal, *Journal of International and Intercultural Communication* (JIIC), from 2013 to 2016. She earned her Ph.D. in Intercultural Communication from the first/oldest doctoral program in Intercultural Communication in the country at Arizona State University (1998). Dr. Halualani is a Full Professor of Language, Culture, and Intercultural Communication in the Communication Studies Department at San Jose State University. She possesses extensive expertise in insight analytics and design, with a special emphasis on critical tools (discourse analysis, textual analysis, articulation, critical cultural studies). She has extensive experience in designing diversity strategy and diversity master plans and conducting diversity training for organizations and educational institutions. Dr. Halualani teaches courses on intercultural communication, racial/ethnic identity, cultural studies, diasporic and global movements in relation to culture, and critical intercultural communication studies. Dr. Halualani conducts projects on critical intercultural communication studies, cultural identity and mis-identifications, intercultural interaction, renaming controversies and historical memories, intercultural communication pedagogy, identity negations and affirmations, diasporic identities, Native Hawaiians, mainland Hawaiians, and Pacific Islanders.

For SBCF, Dr. Halualani proposes a primer for the SBCF Board about how to be intentional with regard to diversity, equity, and inclusion (DEI), as defined below:

- Diversity: how difference, culture, and varied identity backgrounds and identity experiences are framed and engaged as a whole

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- Equity: how structured inequalities, systemic oppressions, and power differences among cultural groups, identity backgrounds, and identity experiences, are confronted and engaged
- Inclusion: how the Foundation addresses societal, historical, and internal structural barriers to the full participation, contribution, and success of community members across varied identity backgrounds and experiences

As proposed, this primer would serve the purpose of creating a DEI growth/change mindset for Board members in order to design an intentional strategy around DEI. This primer would include the following:

- An initial scan of the state of DEI awareness and implementation by SBCF
- Facilitation of Board conversations around what it means to be DEI-strategic and intentional as a community foundation
- Creation of a learning space (through an asynchronous online classroom portal) to provide small group educational sessions around DEI, social location, and implicit biases with Board members
- Sharing of key DEI resources and tools with board members through the asynchronous online classroom portal

The Committee has spoken with Dr. Halualani about the Board's Brown Act meeting requirements. She has proposed that full Board discussions focus on how to incorporate DEI principles into the Board's and the organization's decision-making processes, while opportunities for personal exploration of DEI concepts would be offered individually and/or in small groups.

The Committee is very impressed with Dr. Halualani's expertise, experience, and knowledge of San Bruno and north San Mateo County and believes she is a good fit for the Board in terms of style and approach. The Committee also believes that her cost estimate is reasonable given the various components of her proposal.

It is important to note that the Committee envisions Dr. Halualani's proposal as a starting point for SBCF's exploration of DEI and how DEI concepts can be incorporated into the Foundation's work. It is not a something that the Board can do once and then check it off the list. Rather, to be effective, it must be an ongoing conversation that the Board revisits annually, particularly when new Board members are onboarded (we expect three new Board members to be appointed for service commencing in January 2022). As a result, the Committee sees this first engagement with Dr. Halualani as laying the DEI foundation that will inform SBCF's community

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listening campaign and strategic planning process, with DEI concepts to be revisited and embedded in SCBF's work going forward.

4. Next Steps

Approval of the resolution will enable the Committee to work with Dr. Halualani to formulate the concrete DEI plan for the Board and me to execute a consulting agreement with Halualani & Associates, with the goal of beginning the DEI primer in December. At the same time, over the next month the Committee and I will also be working with the Public Dialogue Consortium to finalize plans to have the firm lead our community listening and strategic planning processes. As you may recall, PDC is the firm that conducted the Foundation's original community listening campaign in 2015. The Committee's intent is to bring that recommendation to the Board for formal approval at the December 2 meeting, which would authorize me to execute the consulting agreement with PDC (which will likely exceed my contract authority).

The Committee looks forward to discussing its research and recommendation with the Board, as well as receiving the Board's feedback of the overall plan and specific approval to move forward with Halualani & Associates for the DEI training component of this process.

Attachments:

1. Resolution Directing Executive Director Leslie Hatamiya to Negotiate and Execute, under Her Contract Authority, a Consulting Agreement with Halualani & Associations for Diversity, Equity, and Inclusion Training Services

RESOLUTION NO. 2020-__

RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION DIRECTING EXECUTIVE DIRECTOR LESLIE HATAMIYA TO NEGOTIATE AND EXECUTE, UNDER HER CONTRACT AUTHORITY, A CONSULTING AGREEMENT WITH HALUALANI & ASSOCIATES FOR DIVERSITY, EQUITY, AND INCLUSION TRAINING SERVICES

WHEREAS, the Foundation's Board of Directors has expressed a desire to begin a new strategic planning process on the future of the Foundation once the Foundation has fully disbursed \$50 million to the City of San Bruno for the design and construction of a new Recreation and Aquatic Center for the San Bruno community;

WHEREAS, this strategic planning process will explore the Foundation's programmatic, investment, and operational strategies, its role in the community, and the size and scope of its ongoing operations once the Foundation has fully disbursed funds for the City of San Bruno's Recreation and Aquatic Center project;

WHEREAS, the Board created the Ad Hoc Committee on Strategic Planning Process charged with leading that effort;

WHEREAS, the Committee proposes a three-step strategic planning process, consisting of:

- Diversity, equity, and inclusion (DEI) training for the Board to examine internal biases and adopt practices that promote diversity, equity, and inclusion in the Foundation's decision-making processes and communications;
- Community listening campaign to solicit from members of the San Bruno community feedback on the Foundation's programs thus far and input on current community needs and a vision for the Foundation going forward; and
- Strategic planning deliberations by the Board to develop a forward-looking plan articulating the Foundation's program and investment strategies once its investment portfolio decreases after the Recreation and Aquatic Center is funded, its role in the community, and the size and scope of its ongoing operations;

WHEREAS, Halualani & Associates has submitted a proposal to provide DEI training services to the Foundation with a cost estimate of \$15,000; and

WHEREAS, after much due diligence and consideration, the Committee recommends that the Foundation engage with Halualani & Associates to provide DEI training services as the first step in the strategic planning process.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby directs Executive Director Leslie Hatamiya to negotiate the terms of and execute, under her contract authority, a consulting agreement with Halualani & Associates for DEI training services.

Dated: November 4, 2020

ATTEST:

John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2020-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 4th day of November, 2020, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

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Memorandum

DATE: October 30, 2020

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Election of Officers for 2021

The San Bruno Community Foundation has four elected officers: President, Vice President, Secretary, and Treasurer. Article VIII, Section 2, of the Bylaws states:

The officers of the Corporation, except the Executive Director and those appointed under Section 3 of this Article [meaning those other than the President, Vice President, Secretary, and Treasurer], shall be chosen annually by the Board for one-year terms starting on January 1 and shall serve at the pleasure of the Board, subject to the rights, if any, of any officer under any contract of employment, and subject to the approval of the City Council.

At its September 7, 2016, meeting, the Foundation Board adopted two documents – (1) San Bruno Community Foundation General Principles Regarding Election of Officers, and (2) San Bruno Community Foundation Process for Electing Officers – which now govern the Foundation’s election of officers.

Under the Process for Electing Officers:

Officer elections are held no later than the Board’s regular November meeting, so that, per the Bylaws, the San Bruno City Council can consider and approve the officers by December 31. Prior to the making of nominations, the subject of elections will be agendized to give Board members the opportunity to comment.

Pursuant to this item, the agenda for the Board’s September 2, 2020, meeting included a discussion regarding the election of officers for 2021.

Under the process, the officers shall be elected by the Board of Directors, in the following order:

- President
- Vice President
- Secretary
- Treasurer

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Nominations, including self-nominations, for an office are made orally at the meeting. A nomination must receive a second prior to any vote on that nomination. A Director nominated for an office may decline the nomination, even if the nomination has been seconded. After nominations are taken, the Board is to take a vote. If there is more than one candidate for an office, the Secretary shall conduct a roll-call vote, with each Director casting his/her vote for one candidate. To be elected, a candidate must receive votes from a majority of Directors participating in the meeting.

Following this process, officer elections for 2021 will take place at the Board's November 4, 2020, Regular Meeting. The City Council will consider approving the slate of elected officers for 2021 at its November 24, 2020, Regular Meeting.