

SAN BRUNO

Community Foundation

Audit Committee

Raul Gomez, *Chair* • Malissa Netane-Jones, *Member*

Leslie Hatamiya, *Executive Director*

MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Special Meeting of the Audit Committee

February 19, 2020

4:00 p.m.

Meeting Location:

San Bruno City Hall, 567 El Camino Real, Room 101, San Bruno

1. **Call to Order:** Committee Chair Gomez called the meeting to order at 4:02 p.m.
2. **Roll Call:** Committee Members Gomez and Netane-Jones, present.
3. **Public Comment:** None.
4. **Approval of Minutes:** January 27, 2020, Special Meeting: Chair Gomez moved to approve the minutes of the January 27, 2020, Special Meeting, seconded by Committee Member Netane-Jones, passed unanimously.
5. **Conduct of Business**
 - a. Discuss Finalists Being Considered to Provide Nonprofit Audit and Tax Preparation Services to the San Bruno Community Foundation and Make Recommendation to the SBCF Board of Directors

With support from Executive Director Hatamiya and Accounting Consultant Frank Bittner, the latter participating by teleconference, the Committee discussed the proposals, reference checks, and other due diligence for the two finalist accounting firms to provide audit and tax preparation services to the Foundation.

Committee Chair Gomez moved to recommend to the Board of Directors the accounting firm of Novogradac & Company LLP to provide audit and tax preparation services for fiscal year 2019-2020, with the condition that Novogradac assign a new set of staff accountants to work on the Foundation's account, seconded by Committee Member Netane-Jones, approved unanimously.

SAN BRUNO

Community Foundation

Audit Committee

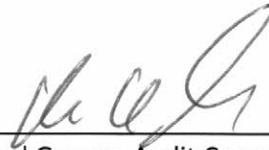
Raul Gomez, *Chair* • Malissa Netane-Jones, *Member*

Leslie Hatamiya, *Executive Director*

6. Committee Member Comments: None.

7. Adjourn: Committee Chair Gomez moved to adjourn the meeting at 4:31 p.m., seconded by Committee Member Netane-Jones, approved unanimously.

Respectfully submitted for approval at the Special Audit Committee Meeting of October 16, 2020, by Audit Committee Chair Raul Gomez.



Raul Gomez, Audit Committee Chair