



Chamber San Mateo County
Board of Directors Meeting - Minutes - Thursday, February 22, 2024 - Noon via Zoom

CALL TO ORDER by Chair of the Board Lennies Gutierrez at 12:02pm.

Present: Bailey, Bartaldo, Bautista, Beals, Boyd, Buckmaster, Cowan, Elliott, Foust, Friesz, Gee, Graham, Gutierrez, Hartnett, Korlipara, Lind, Lopez, Lunny, Martinez, Moore, Morrissey-Parden, North, Parmer-Lohan, Sacher, Tsai, Wagner, Webb

Absent: Aikins, Akin, Cecil, Chan, Fong, Gasparini, Greenway, Jenkins, Jones, Kamei, Mosley, Murphy, Murray, Paul, Pierry, Rendon, Stone, Weber

Other: Arnold, Basques, Gallosa

INTRODUCTIONS: Gutierrez welcomed everyone and asked attendees to introduce themselves.

APPROVAL OF MINUTES - Gutierrez: MSC (Hartnett - Lind) to approve the December and January meeting minutes from December 14, 2023 and January 25, 2024.

MEMBERSHIP ACTIVITY REPORT- Gutierrez: MSC (Foust - Graham) to approve the 2024 January - February membership activity report as emailed.

REPORT FROM CHIEF FINANCIAL OFFICER

2023 End of the Year - Q4 Financial Update - Buckmaster/Graham: MSC (Foust - Lind) to approve the Q4 Financial update. Graham gave a high level review and shared it's a realistic update. He emphasized it is consistent with our past practices. Buckmaster was pleased to share how we ended the year financially. She budgeted the same numbers as the previous year and explained that membership should always be our highest revenue. She thanked North for the opportunity to move into their building in order to reduce expenses on rent. Graham thanked Buckmaster and staff for doing a great job on managing expenses and how adaptable they've been through all of the recent changes.

Approval of Preliminary 2024 Budget - Buckmaster: MSC (Hartnett-Tsai) with abstention from Bailey, Buckmaster provided an overview of operating expenses such as payroll, administrative services (RCIA) and new costs. She also explained non-operating expenses including the Chamber's four departments, Community Development, Membership Services, Funding and Communications, Economic Development and Governmental Relations. The Board was reminded that each department needs to be revenue enhancing. She shared that CDD is our highest revenue generating department along with it being high in expense due to Progress Seminar and Leadership costs. Buckmaster shared she is working on bringing back the Legislative Bus Trip and is working on the Good morning SMC program. She thanked Sacher for his support as a Hole in One sponsor for our Annual Birdies for Business Benefit tournament. Hartnett recommended to Buckmaster in budgeting for 2025, we should look at including a higher non budgeted item line if we want to give a cushion for unexpected expenses such as in 2023, the move costs were which coded in non-budgeted.

DISCUSSION ITEMS

January Board of Directors Retreat Update - Actions Taken - Bailey/Buckmaster: Bailey thanked everyone who attended last month's retreat. He explained how beneficial it was to get together and discuss all the work that has been done in the last few years, such as, a transition of 3 chambers and a different economic environment. He emphasized how important it is to have an interpersonal connection as Board members and discuss their future advocacy efforts based on their survey results. He shared the direction the Board gave to Buckmaster and staff regarding a stronger hand in helping shape and encourage folks to run for office and working on being more assertive in the policy realm. Foust thanked Gutierrez and Bailey for organizing the retreat and shared it was the best retreat she's attended on her tenure on the board. Hartnett agreed with Foust and shared and he appreciated how well the session was organized and the

participation from all. He shared that it's up to us to help shape the political environment, particularly with district elections in place. Buckmaster thanked the Board and shared this was beneficial for Arnold and Gallosa, as this was their first retreat and they have taken a lot away from the conversations. Lopez shared that as a newer board member, it was a great day and she understood much better what the Chamber's role is and realized how much work we get done. Webb agreed with Lopez and shared it helped him get caught up. Buckmaster shared the pandemic put a stop to the retreats, but that they are critical and will happen on an annual basis. Elliott shared that there was a common theme at the retreat regarding our want to educate and mentor upcoming local leaders and how this is more important than ever. Gutierrez thanked the newer board members for their comments.

Final 2024 Program of Work - Buckmaster: Provided the final program of work has been reviewed by all committees and how they were very appreciative of it and provided feedback and now implementation is in process.

Signed Contract with M. Bailey Advisors for Communications and Governmental Relations Services, February 2024 - April 2024 - Buckmaster: Bailey explained that in order to mitigate any conflicts of interest relating to his contract with the Chamber, he is recusing himself from any discussion or votes where items relating to his contract are considered. He shared he is leaving for this portion of the meeting. Buckmaster said having communications for the Chamber has been a priority of hers. She emphasized how important it is for us to tell our story and how the survey results encapsulated that same idea. Bailey offered his services pro-bono along with Buckmaster while preparing for the board retreat. She was incredibly impressed after working with him the previous two months and felt it was important that we hire M. Bailey Advisors as our consultant to proceed with the communications and governmental relations services. She explained how Bailey is currently a consultant after he presented his proposal to her. Bailey was hired after Buckmaster discussed with the executive committee her recommendation and upon receiving approval, she budgeted 60k for his services through the end of the year. He is currently working on putting together our governmental relations and communications plan. She shared that if we proceed with M. Bailey Advisors, Bailey will resign from the board and will be a direct report to Buckmaster. Hartnett shared how this was a great move as Bailey is highly qualified and respected, he believes Bailey will bring a lot of value to this Chamber. Sacher asked how Bailey's impact is being measured and if goals were provided. Buckmaster explained she provided tangible goals that were important and need to be executed. She shared she is happy to share the 3-month proposal Bailey was provided if needed. Buckmaster shared that Bailey has already started meeting with key stakeholders including the executive committee, and is meeting with Buckmaster weekly.

Redwood City & Belmont Tax Measure Update - Buckmaster: and staff have attended various community meetings regarding the proposed tax measures in both Redwood City and Belmont. Buckmaster met with Kathy Kleinbaum and provided feedback on the Belmont license tax. Buckmaster stated we would be happy to help with outreach with our members on information about the upcoming virtual meetings, both current and future. She did stress with Kleinbaum that our members do have a high concern with possibly going to gross receipts.

NEW BUSINESS

San Carlos School District - Measure H Campaign - Moore: MSC (Parmer Lohan - Lind) with one abstention (Boyd) to support an endorsement of the Ballot measure, Measure H, as recommended by the Education Committee.

DEPARTMENT REPORTS

COMMUNITY DEVELOPMENT DEPARTMENT

2024 Progress Seminar: April 19-21, 2024 at Hyatt Sonoma - Foust & Lind: Provided an update of the current program planning and attendees list.

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OTHER: Due to wonderful dialogue and discussion in the previous action items above and in consideration of the Board's time, we opted to adjourn early without the following department updates.

- *Leadership Redwood City/Belmont/San Carlos/Menlo Park (Gallosa)*
 - o Education Day Update
 - o Economics and Business Day Update
- *Education Committee (Buckmaster)*
 - o Next meeting: Wednesday, April 3, 2024 @ 12:00pm
- **Economic Development Department**
 - *Economic Development Committee (Aknin)*
 - o Next meeting: Tuesday, March 5, 2024 @ 12:00pm
 - *Transportation & Housing Committee (Greenway)*
 - o Next meeting: Thursday, March 14, 2024 @ 12:00pm
 - *Belmont Business Committee (Morrissey Parden)*
 - o Next meeting: Thursday, March 7, 2024 @ 12:00pm
 - *Menlo Park Business Committee (Bautista)*
 - o Next meeting: Thursday, April 11, 2024 @ 12:00pm
- **Business-Government Relations Department**
 - *Governmental Relations Committee*
 - o Next meeting: Wednesday, April 17, 2024 @ 12:00pm
- **Membership Services, Funding and Communications Department**
 - *126th Annual Awards & Recognition Luncheon: Thursday, February 29, 2024 at San Mateo County Event Center - SOLD OUT*
 - o **Cornerstone Award:** Congresswoman Anna G. Eshoo
 - o **Woman of the Year Award:** Julie Lind
 - o **Tom Mohr's "Champions of Education" Award:** Dr. Jamillah Moore, Arbor Bay School and Footsteps Childcare
 - o **2023 Chair of the Board's Person of the Year:** *Shh, it's a secret!*
 - *"Off the Clock" Networking Event:*
 - o Curry Pizza House: Thursday, April 10, 2024 from 5:00pm - 7:00pm
 - *NEW Online Community Guide & Membership Directory [here!](#) (printed copies available)*

ADJOURN at 1:01 pm.

Submitted by
Amy N. Buckmaster
President and CEO