

SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING – APRIL 28, 2021

Our mission is to build a vibrant campus providing a diverse experience to educate and inspire our community while showcasing our rich agricultural heritage through the San Mateo County Fair. The Board will use creative, innovative and fiscally responsible stewardship to expand and enhance the physical assets of the Event Center, providing a solid foundation for implementing new concepts and experiences for the community.

MINUTES

A meeting of the Board of Directors was held April 28, 2021 via Zoom conference.

II. CALL TO ORDER

The meeting was called to order by President Iniguez at 4:02 pm.

III. ROLL CALL

Roll call was taken as follows:

Present: Leonard Iniguez, President
Steven Wong, Vice-President
Rosanne Foust, Secretary-Treasurer
Tom Ames
Raymond Juballa
Theresa Faapuaa
Rowena Poti Meafua
Jim Tucker

Excused: Kari Foppiano

Also Present: Dana Stoehr, Chief Executive Officer
Charlene King, Chief Administrative Officer
Justin Aquino, Fair Operations Manager
Darryl Reavis, Director of Facilities
Carole Groom, Board of Supervisors
Brian Kulich, Lead Deputy County Counsel

IV. ORAL COMMUNICATIONS

There were no oral communications.

V. APPROVAL OF MINUTES

Director Foust made a motion to approve the March 24, 2021 Board of Directors' meeting and retreat minutes, motion seconded by Director Faapuaa, and carried with a unanimous roll call vote.

VI. FINANCE COMMITTEE

Director Foust reported the committee met today and reviewed both the March 2021 financial reports and the committee entertains any questions about the report or a motion to move them forward. There being no questions regarding the March financials, Director Foust moved to approve the March

2021 financial report, seconded by Director Meafua, and unanimously carried with a roll vote and no public comment.

VII. STAFF REPORTS

A. Sales, Marketing and Events

CEO Stoehr reviewed upcoming events that are booked after the Fair and during the Q4 as well as multiple tentative events that are in progress.

B. Jockey Club

CEO Stoehr reported the Jockey Club is currently open outdoors at a 25% capacity under the orange tier guidance. The Kentucky Derby takes place this weekend with an early opening on Friday and Saturday.

C. Facilities

Darryl Reavis reported staff is working hard preparing for the Fair. He reported staff is completing preventative maintenance projects throughout the grounds. The café in Fiesta Hall has a new awning and upgraded store front doors.

D. Fair

Justin Aquino reported we are 37 days away from the 2021 Fair opening. He thanked Darryl and his team for their efforts in preparing for Fair set up. The Fair is currently planning for a 25% guest capacity under the orange tier guidelines and will increase to 35% if we move to the yellow tier by June 1. Tickets sales began on April 15 with a very strong start. Health and safety policies are in place and will be revised as protocols change. Other fairs in the state are using our protocols as guidelines for their fairs.

VIII. FAIR OVERSIGHT COMMITTEE

A. Committee Report

Director Meafua noted that Justin provide a positive and thorough Fair planning report to the committee at their meeting.

B. Discussion and Action on AV, Stage & Lights Equipment Contractor

Justin provided background information regarding the Fairs recent history with lighting, staging and sound equipment contracts for the Fair. Staff is recommending consolidating these services under one contractor, LB Lights West, at a savings of close to \$43,000.

Following the discussion, Director Tucker made a motion to authorize CEO Stoehr to finalize a contract with LB Lights West to provide staging, lighting, sound equipment, load-in/load-out personnel and audio technicians for the modified 2021 Fair in an amount not to exceed \$76,000. Motion seconded by Director Ames, and carried with a unanimous roll call vote.

IX. CEO REPORT

A. General Update

CEO Stoehr provided an update on the Cal OES grant application. She noted we are in the process of submitting answers to questions and will be moving toward the 2nd approval phase through FEMA. She reported staff is busy working on sales, Fair planning and vaccine operations.

X. PRESIDENT'S REPORT

A. Discussion and Action on Ad Hoc Committees

President Iniguez reported on the formation of an Ad Hoc committee to review SMCEC policies and provide recommendations to the Board for approval of new and updated polices. The Committee will include the members listed below:

Policy Review

Steven Wong, Chair

Tom Ames

Theresa Faapuaa

Leonard Iniguez

Director Foust made a motion to approve the Policy Review Ad Hoc committee as presented, seconded by Director Wong, and carried with a unanimous roll call vote.

President Iniguez reported on the formation of a committee to discuss and review the bond measure process. The committee will include the members listed below with Supervisor Groom participating:

Bond Measure

Rosanne Foust, Chair

Tom Ames

Leonard Iniguez

Director Ames made a motion to approve the Bond Measure committee as presented, seconded by Director Faapuaa, and carried with a unanimous roll call vote.

B. Discussion Future Board Meeting Format

There was discussion regarding future board meetings and moving toward the return of in person meetings with a virtual component for those who did not wish to meet in person. Brian Kulich reported that under the Governor's current order, there are no restrictions in place to prevent this type of format. Following the discussion, it was agreed to revisit this topic after the Fair.

XIII. ADJOURN

There being no further business the meeting was adjourned at 4:55 pm.

DocuSigned by:

Rosanne Foust

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Rosanne Foust, Secretary-Treasurer

Next Meeting – Wednesday, May 26, 2021 - 4:00 PM