

SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING – AUGUST 25, 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 August 25, 2021 via Zoom conference.

II. CALL TO ORDER

The meeting was called to order by President Iniguez at 4:03 pm.

III. ROLL CALL

Roll call was taken as follows:

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

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

IV. ORAL COMMUNICATIONS

There were no oral communications.

V. APPROVAL OF MINUTES

Director Meafua made a motion to approve the June 9, 2021 Board of Directors' meeting minutes, motion seconded by Director Faapuaa, and carried with a unanimous roll call vote.

VI. FINANCE COMMITTEE

A. Discussion and Action on the May, June and July 2021 Financials

Director Foust reported the committee met today and reviewed the May, June and July 2021 financial reports. She noted the committee discussed the success of the 2021 Fair and the July Financial report reflects a strong profit. The committee entertains any questions about the reports. There being no questions, Director Ames made a motion to approve the May, June and July 2021 financials as presented, seconded by Director Juballa and unanimously carried with a roll call vote.

VII. STAFF REPORTS

A. Sales, Marketing and Events

CEO Stoehr welcomed and introduced our new Marketing Manager, David Calkins. David gave an overview of the projects he is working on including advertising, website enhancements, facility tear sheets and a promotional video. Stoehr revised the August through December sales report noting that some events will be cancelled to accommodate the return of the County's Massvax Covid-19 vaccination clinics. The clinics will begin in September and are anticipated to be active into early 2022.

B. Jockey Club

CEO Stoehr gave a Jockey Club update and noted she and Justin Aquino will be co-managing the Jockey Club operations.

C. Facilities

Darryl Reavis reported on current projects which include improvements to the café kitchen, Jockey Club and Cypress Hall roof replacement, west parking lot asphalt repairs, slurry seal and restriping, door replacement in Event Pavilion and Sequoia Hall and the installation of an automated operating system for entry and exit to the Jockey Club.

D. Fair/Parking

Justin Aquino gave an update on the recruitment of new staff to replace retiring Fair department supervisors in the Fine Arts, Home Arts, Culinary and Department of Innovation departments. He also reported two RFPs will be released on September 1st for audio visual and staging/lighting services. The parking department is busy preparing for upcoming September events.

VIII. FACILITIES COMMITTEE

A. Committee Report

Director Tucker reported the committee met in July and reviewed 2021 capital expenditures. He reported on upcoming projects including upgrades to Fiesta and Redwood Halls as well as adding additional office space to the administration office. Staff is working with California Construction Authority to possibly oversee these projects. CEO Stoehr gave a Power Point Presentation and reviewed other projects including parking lot entry improvements, building signage, IT infrastructure and the purchase of electric shuttle vehicles.

Following the discussion, Director Tucker made a motion to approve the \$4.8 million 2021 Capital Improvement Expenditure Plan, seconded by Director Foust, and unanimously carried with a unanimous roll call vote.

IX. FAIR OVERSIGHT COMMITTEE

B. Committee Report

Director Foppiano reported the committee met and reviewed the successful 2021 Fair and planning for the 2022 Fair. The committee also reviewed the Fair Vendor and Smoking & Vaping policies and provided recommendations to the Ad Hoc Policy Review Committee.

X. CEO REPORT

A. General Update

CEO Stoehr reported on the following:

- Staff has been busy with recent and upcoming events including the upcoming Saastr tech conference in September.
- The County of San Mateo is preparing to reopen Massvax clinics to administer Covid-19 booster shots beginning in September. The County anticipates these clinics to be active into early 2022.
- An application has been submitted for the California Teleconnect Grant.

B. Discussion and Action on Employee Covid-19 Vaccination Policy

The Employee Covid-19 Vaccination Policy was discussed. Following the discussion it was agreed to postpone action on this item until the September meeting to allow time for County Counsel to confer with the SMCEC's labor attorney to further review the policy language.

XI. PRESIDENT'S REPORT

A. Nominating Committee Update

President Iniguez reported Directors Ames and Tucker have been assigned to the Nominating Committee. Director Ames reported the Election of Officers will take place at the September meeting. He requested that any Board members who are interested in Officer positions should contact either Director Tucker or himself.

XII. Closed Session

A. Conference with Legal Counsel – Existing Litigation

Kletra Newton v. San Mateo County Exposition & Fair Association, dba San Mateo County Event Center, et al. San Mateo County Superior Court Case No. 21-CIV-03724

At 5:13 pm the meeting went into closed session. The meeting was reopened at 5:27 pm with no action taken.

XIII. ADJOURN

There being no further business the meeting was adjourned at 5:27 pm.

DocuSigned by:

Rosanne Foust

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Rosanne Foust, Secretary-Treasurer

Next Meeting – Wednesday, September 22, 2021 - 4:00 PM