

SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING – OCTOBER 27, 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 October 27, 2021 via Zoom conference.

I. CALL TO ORDER

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

II. 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
David Calkins, Marketing Manager
Brian Kulich, Lead Deputy County Counsel
Derek Daquigan, City of San Mateo
Matt Fabry, City of San Mateo
Tom Williams, City of San Mateo

III. DISCUSSION AND ACTION ON RESOLUTION TO INVOKE PROVISIONS OF AB 361 REGARDING REMOTE MEETING REQUIREMENTS

President Iniguez reviewed the resolution to invoke the provisions of AB 361 to continue hosting remote board and committee meetings for the next 30 days. Director Tucker made motion to approve the resolution to host remote board and committee meetings for the next 30 days, seconded by Director Ames, and unanimously carried.

IV. ORAL COMMUNICATIONS

There were no oral communications.

V. APPROVAL OF MINUTES

Director Ames made a motion to approve the September 22, 2021 Board of Directors' meeting minutes, motion seconded by Director Tucker, and carried with a unanimous roll call vote.

VI. UFES PRESENTATION – CITY OF SAN MATEO

Tom Williams, City of San Mateo, gave a Power Point presentation regarding the UFES project. His presentation included an overview of the traffic control plan around Saratoga Drive and Delaware Street and the anticipated construction schedule for the remainder of 2021 and 2022.

VII. FINANCE COMMITTEE

A. Discussion and Action on the September 2021 Financials

Director Foust reported the committee met today and reviewed the September 2021 financial report. Diane reviewed the financial highlights. The committee entertained any questions about the reports. There being no questions, Director Foust made a motion to approve the September 2021 financials as presented, seconded by Director Juballa, and unanimously carried with a roll call vote.

VIII. DISCUSSION AND ACTION ON SMOKING AND VAPING POLICY

Director Iniguez reviewed the proposed smoking and vaping policy which was reviewed and recommended by the Fair Oversight Committee and Ad Hoc Policy Review committee. Director Ames made a motion to approve the Smoking and Vaping Policy, seconded by Director Foppiano. A typographical error was noted and corrected on the policy. The motion with the correction was carried with a roll call vote.

IX. STAFF REPORTS

A. Sales, Marketing and Events

CEO Stoehr mentioned her appreciation to the staff for their hard work on the successful Foodieland and SaaStr events. The mass vaccination clinics were reopened on October 4th and plans are in place to open a children's vaccination clinic on site. The Harvest Festival and International Gem & Jewelry shows will take place in November and Samaritan House will be on site in December. David gave a marketing update and shared the new Event Center website.

B. Jockey Club

CEO Stoehr gave a Jockey Club update and noted the Jockey Club will open on holidays. There was discussion regarding fantasy sports gaming and the related ballot measures. The California Authority of Racing Fairs is following this closely.

C. Facilities

CEO Stoehr reported on the recent replacement of failed water line and the completion of the café kitchen improvements. The west lot slurry seal project is delayed due to weather. California Construction Authority is working with architects on the building and design segments of the Redwood Hall, Fiesta Hall and Administration Office improvements.

D. Fair/Parking

Justin Aquino gave an update on 2022 Fair planning and staffing. He reported the fair has been nominated for the prestigious Western Fairs Association Merrill award and has entered 31 WFA achievement award contests.

X. FAIR OVERSIGHT COMMITTEE

President Iniguez reported the committee met and reviewed the proposals for stage/lights and sound equipment contractors for the Fair. Justin reviewed the RFPs and responses.

A. Discussion and Action on Stages and Lights Contractor

Staff recommends L.B. Lights West as the Stages and Lights contractor for 3 years with two 1-year options for renewal. Director Meafua made a motion to approve the L.B. Lights West contractor for stages and lights, seconded by Director Foust and unanimously carried with a roll call vote.

B. Discussion and Action on Sound Equipment Contractor

Staff recommends J.M. Video Productions as the Sound Equipment contractor for 3 years with two 1-year options for renewal. Director Foust made a motion to approve the J.M. Video Productions as the sound equipment contractor, seconded by Director Faapuaa, and unanimously carried with a roll call vote.

XI. CEO REPORT

A. General Update

CEO Stoehr gave an update on bonding polling and reported she is working with Director Foust and Supervisor Groom on this.

XII. PRESIDENT'S REPORT

A. Discussion and Action on Bylaws Amendment

President Iniguez reported on the proposed Bylaws revision removing the Director Emeritus status from the Bylaws. Director Tucker made a motion to approve the bylaws revision as presented, seconded by Director Ames, and unanimously carried with a roll call vote.

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

President Iniguez reported the Executive Committee discussed and recommends a policy requiring members of the Board of Directors to be vaccinated for COVID-19. Director Foust made a motion to approve the policy as presented, seconded by Director Ames, and unanimously carried by a roll call vote.

XIII. CLOSED SESSION

A. Pursuant to Government Code Section 54957(b):

Discussion and Action on Employee Evaluation

Title: CEO

At 5:31 PM the meeting entered closed session. At 6:01 PM the meeting was reopened and no action was taken.

XIII. ADJOURN

There being no further business the meeting was adjourned at 6:05 pm.

DocuSigned by:

Rosanne Foust

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Rosanne Foust, Secretary-Treasurer

Next Meeting – Wednesday, November 17, 2021 - 4:00 PM