

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

I. CALL TO ORDER

The meeting was called to order by President Iniguez at 4:08 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
Mike Pacelli
Jim Tucker

Also Present: Dana Stoehr, Chief Executive Officer
Charlene King, Chief Administrative Officer
Justin Aquino, Fair Operations Manager
Diane Baumann, Controller
Wayne Hoss, OES Director of Security
Carole Groom, Board of Supervisors
Brian Kulich, Lead Deputy County Counsel

III. ORAL COMMUNICATIONS

There were no oral communications.

IV. WELCOME NEW BOARD MEMBERS AND INTRODUCTIONS

President Iniguez welcomed incoming Board members Theresa Faapuaa, Raymond Juballa and Reyna Meafua. Introductions were made of the Board and Staff.

V. APPROVAL OF MINUTES

Director Tucker made a motion to approve the December 16, 2020 Board of Directors' meeting minutes, motion seconded by Director Pacelli, and carried with a unanimous roll call vote.

VI. STAFF REPORTS

A. Sales, Marketing and Events

CEO Stoehr reported the following:

- Bridge Housing will be moving out of the sales office soon after occupying the space to support the nearby affordable housing project.
- An agreement is in place with Sutter/PAMF for a walk-in COVID-19 vaccine clinic.
- We hosted a recent Dignity Health drive-through vaccine clinic.
- The County will not be utilizing Expo Hall while awaiting an additional vaccine supply.
- The County is looking at operating a vaccine site at SFO.
- Deep freezers are set up in Expo Café for vaccine storage.

B. Jockey Club

CEO Stoehr reported Jim Fetter has retired and the Jockey Club remains closed at this time. We anticipate reopening on February 27th with a reduced staff.

C. Facilities

Darryl reported his staff is busy accommodating our current building occupants. Doors will be replaced on North Fiesta Hall. ADA modifications will take place in Redwood Hall and will be paid for by the building occupant. Tree replanting will take place in the near future. The Public Safety Center project is nearing completion.

D. Fair

Justin reported on the following:

- With sadness, we have lost a member of the Fair family. Bill Hutton with the Culinary Arts department passed away this week. In addition, Julie Curry, with the Home Arts department, lost her son recently. The Fair still also mourns the loss of Bardi Koodrin, Fine Arts, who passed in 2019.
- We are monitoring other Fairs with regard to their Fair planning amidst the pandemic.
- We continue to plan for a modified 2021 Fair with various options being explored.
- The online only Fair Exhibitor Guide will be released next month.
- The Livestock Advisory Group meets every other week. Beef tagging will take place on February 6 at the farm locations.
- The department supervisors are meeting on a monthly basis.

- Staff is working on various modified Fair models to be presented to the Fair Oversight Committee.

E. Parking

Justin gave an update on the parking department's activities supporting the Sutter/PAMF vaccine operation which includes the addition of a staff of Parking Greeters.

VII. FAIR OVERSIGHT COMMITTEE

Director Foppiano reported Justin covered everything in his update. She noted Justin is doing a wonderful job working on the proposed scenarios for a safe Fair model.

VIII. FACILITIES COMMITTEE

Director Tucker reported on the Chinese Elm trees which are affecting the utilities. Darryl will be working with an arborist to mitigate the issues. He also reported the Public Safety Center is nearing completion.

IX. CEO REPORT

CEO Stoehr reviewed the City of San Mateo's UFES traffic plan to be in place during the 15 -month project. She reported former Mayor Larry Patterson has assisted us to mitigate the ingress and egress for vaccine and other Event Center operations during the Saratoga drive road closure. Stoehr reported we have submitted a request to the City of San Mateo to add 2 new addresses to our site, one at the west lot entrance and one at Gate D2. In addition, Larry Patterson is working with a civil engineer to widen the D2 entrance location. She also reported Brian Kulich is assist us to secure an MOU with between the SMCEC and the City.

CEO Stoehr gave a staffing update and noted 7 recent layoffs due to the Jockey Club closure and a lack of events and food service operations. President Iniguez supported this decision which results in a savings of approximately \$52,000 per month.

X. PRESIDENT'S REPORT

A. Discuss Committee Assignments

President Iniguez reported he will reach out to the new Board members and make adjustments to committee assignments.

B. Discuss Board Retreat

A Board Retreat was discussed and it was agreed the retreat would occur in two phases, a Zoom meeting in March and an in person meeting on a future date. Retreat topics will include the mission statement, Board responsibilities, Brown Act review and future direction of the SMCEC.

C. Board Sexual Harassment Prevention Training

It was agreed the Board would undergo an online, two hour sexual harassment prevention training course.

D. Board Member Agreement

The Board Member Agreement was reviewed. The Board will receive the agreement to sign via DocuSign. It was also noted that the agreement may be reviewed and amended as needed.

X. FUTURE AGENDA ITEMS

- UFES MOU Update
- December and January Financial Reports

XII. CLOSED SESSION

- A. Pursuant to Government Code Section 54956.9(d)(2):
Conference with Legal Counsel – Anticipated Litigation: Potential exposure One Case

At 5:33 pm the meeting went into closed session. At 6:07 pm the meeting was reopened with no action taken.

XIII. ADJOURN

There being no further business the meeting was adjourned at 6:08 pm,

DocuSigned by:

Rosanne Foust

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Rosanne Foust, Secretary-Treasurer

Next Meeting – Wednesday, February 24, 2021 - 4:00 PM