

SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING – FEBRUARY 23, 2022

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 March 23, 2022 via Zoom conference.

I. CALL TO ORDER

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

II. ROLL CALL

Roll call was taken as follows:

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

Excused: Rowena Poti Meafua

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
Carole Groom, Board of Supervisors
Brian Kulich, Lead Deputy County Counsel

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 Foust 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 Tucker made a motion to approve the February 23, 2022, Board of Directors' meeting 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 the December 2021, January 2022 and February 2022 financial reports. She referred the Board to the financial report cover memos which provide the highlights of each report. Diane gave an update on the accounting software conversion which is now complete. The preliminary December 2021 financials have been corrected following the conversion and reflect a year end profit of \$3,756,977.00. Diane reviewed the highlights of the January and February 2022 reports including a review of capital improvement expenditures. Director Foust thanked Diane for her hard work on the accounting software conversion. Following the discussion, Director Juballa made a motion to approve the December 2021, January 2022 and February 2022 financial reports, seconded by Director Foppiano, and unanimously carried with a roll call vote and no public comment.

Diane provided an update on the One America retirement plan review noting that our attorney has submitted the IRS paperwork required to update the plan document.

VII. STAFF REPORTS

A. Sales & Events

CEO Stoehr reported on the following:

- Event Sales Supervisor Sharon Lee and Event Success Supervisor Erminia Martinez have been busy booking and executing events.
- NCVA volleyball tournaments continue to take place.
- The Second Harvest Food Bank continues its weekly distributions.
- The summer months are busy with events including the County Fair, Foodieland and corporate summer picnics.
- The motorcycle show will occur in the Fall.
- Ajit Dhillon has joined the team as Food & Beverage Director.

B. Jockey Club

Justin reported the Jockey Club will open early this weekend to accommodate the Dubai World Cup races.

C. Maintenance

Darryl reported on the following:

- The Jockey Club and Cypress Hall roofs are complete.
- Staff is catching up on preventative maintenance projects.

- The West Lot slurry seal/stripping project is scheduled to begin the first week of May, weather permitting.
- The Jockey Club carpet is scheduled to be replaced in the near future.
- Automatic gates will be installed at the Delaware, Saratoga and Maintenance entrances.
- The parking trams have arrived.

D. Fair

Justin reported fair planning is going well and he provided the following updates:

- The exhibit contest book is online and live for Fair entries and postcards were mailed to past exhibitors.
- The elementary school ticketing and tour information is live online for school participation.
- Virtual livestock mandatory meetings have taken place.
- Staff is participating in pre-fair planning and production meetings.
- Fair entrances and food areas will have themed decorations.
- We have purchased the licensing to show the Abel Sanchez Song for Cesar documentary.

VIII. FAIR OVERSIGHT COMMITTEE

Director Foppiano encouraged the Board to view the Fair's updated website. She commented that the school ticketing and tour component is very user friendly. CEO Stoehr reported staff is working with Director Meafua on security for Pacific Islands Day.

IX. CEO REPORT

A. Discussion and Action on Customized Software for POS System and Ticketing

CEO Stoehr reported staff recommends the purchase customized software for a POS system and ticketing with FCG Services at a cost of \$75,000. Director Tucker made a motion to approve the purchase of the FCG software, not to exceed \$80,000. Motion seconded by Director Faapuaa, and unanimously carried with a roll call vote and no public comment.

B. General Update

CEO Stoehr thanked the Executive Committee for their participation in the recent meeting with the County. There is a proposal for a parcel tax increase with Event Center included as a beneficiary. The SMCEC master plan will require an update to remove the hotel and include an emergency response component.

CEO Stoehr reported on her recent Community Leader recognition by the Domini Hoskins Black History Museum.

X. PRESIDENT'S REPORT

A. Board Retreat Discussion

President Iniguez reported the Executive Committee has scheduled the Board Retreat on April 27th with the Board meeting taking place at 3:00 pm with the Retreat following. This will be an in-person meeting taking place in the Event Pavilion to allow for social distancing.

XI. ADJOURN

There being no further business the meeting was adjourned at 5:00 pm.

Rosanne Foust, Secretary-Treasurer

Next Meeting – Wednesday, April 27, 2022 - 3:00 PM