

SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING – SEPTEMBER 28, 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 September 28, 2022, both in person and 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 - *virtual*
Amy Buckmaster- *virtual*
Kari Foppiano
Raymond Juballa- *virtual*
Kitty Lopez
Jim Tucker

Excused: Rowena Poti Meafua

Absent: Theresa Faapuaa

Also Present: Dana Stoehr, Chief Executive Officer - *virtual*
Charlene King, Chief Administrative Officer
Diane Baumann, Controller
Justin Aquino, Fair Operations Manager
Darryl Reavis, Director of Facilities

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 Foust, and unanimously carried with a roll call vote.

IV. ORAL COMMUNICATIONS

A. Board

President Iniguez welcomed new directors Amy Buckmaster and Kitty Lopez. Directors Buckmaster and Lopez introduced themselves to the Board and spoke of their background and stated they look forward to being a part of this Board.

B. Public

There were no public oral communications.

V. APPROVAL OF MINUTES

A. Board of Directors Meeting – August 24, 2022

Director Foust made a motion to approve the August 24, 2022, Board of Directors' meeting minutes, motion seconded by Director Tucker and carried with a unanimous roll call vote.

B. Board of Directors Retreat Meeting – August 27, 2022

Director Wong made a motion to approve the August 27, 2022 Board of Directors' retreat minutes, motion seconded by Director Foppiano and carried with a unanimous roll call vote.

VI. FINANCE COMMITTEE

A. August 2022 Financial Report

Director Foust reported the committee met today and received a thorough report from Diane on the August financials. Director Foust encouraged the new Board members to review the financial report highlights each month. Diane provided an overview of the August financial highlights. Following the review, Director Foppiano made a motion to approve the August 2022 financial report, seconded by Director Wong, and unanimously carried with a roll call vote and no public comment.

VII. STAFF REPORTS

A. Jockey Club/Parking/Fair

Justin reported Jockey Club staff member Candace Wozniak is settling into her new position and will begin training the security staff this weekend. The control room upgrades are an ongoing project and security cameras will be upgraded soon.

The San Mateo County Fair has submitted entries to 28 different contests through the International Association of Fairs & Exhibitions. Staff is working on a plan to move sponsorship and marketing services in house for 2023. We

have job vacancies for the Literary Arts and Floral Arts, Agriculture & Garden Landscape department supervisor positions.

Parking for the SaaStr corporate event went well. The parking department faced challenges for the Foodieland event with the loss of Franklin Templeton overflow parking. With Dana's guidance, we were able to secure overflow parking at Kaiser Permanente. A hotline phone number was created for the community to call with questions or concerns about the event or parking. With these enhancements, parking for this event was successful and no complaints were received from the neighborhood.

B. Maintenance

Darryl reported on the following:

- Installation of automatic gates at the Delaware Street and Saratoga Drive will begin next week.
- The new Delaware Street sign installation has begun.
- The new shade structure was inspected yesterday and the report will be received this week.
- We have hired a new employee from Fortitude and are working on filling one more vacancy.

VIII. CEO REPORT

A. Sales and Events Update

CEO Stoehr reviewed the event calendar for October through December reflecting a solid slate of events.

B. General Update

CEO Stoehr reported on the following:

- County Manager Callagy and County Counsel are working on a \$700,000 MOU for the Fiesta Hall heating project. The project has a not to exceed amount of \$800,000.
- We have been awarded a \$1.2 million FEMA grant for infrastructure improvements. The project will include an upgraded substation in the central mall and two new generators. We will be responsible for 10% of the project. Thanks to Darryl Reavis for his work on this project.
- New Board committees will be selected next month.
- The Board will continue its bonding and strategic planning.

IX. PRESIDENT'S REPORT

President Iniguez commented on the past two years of his presidency describing the time as both challenging and amazing. The SMCEC got through the pandemic while accommodating the County's needs to provide support to the community. He thanked the Board, Dana and all the staff for their support.

X. ELECTION OF OFFICERS

A. Proposed Slate of Officers

Director Ames reported the Nominating Committee recommends the following slate of officers from October 1, 2022 through September 30, 2023:

President: Steven Wong
Vice-President: Rosanne Foust
Secretary/Treasurer: Leonard Iniguez

B. Nominations from the Floor

There were no nominations from the floor.

C. Vote

Director Foppiano made a motion to accept the nomination of Steven Wong as President; Rosanne Foust as Vice-President, and Leonard Iniguez as Secretary-Treasurer, seconded by Director Tucker and unanimously carried with a roll call vote.

XI. FUTURE AGENDA ITEMS

- A. Strategic Planning
- B. Branding
- C. Committee Assignments

XII. ADJOURN

There being no further business the meeting was adjourned at 4:49 pm.

DocuSigned by:

Rosanne Foust

344666A8108242F...

Rosanne Foust, Secretary-Treasurer

Next Meeting – Wednesday, October 26, 2022 – 4:00 PM