

SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING – AUGUST 24, 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 August 24, 2022, both in person and via Zoom conference.

I. CALL TO ORDER

The meeting was called to order by President Iniguez at 4:00 pm.

II. ROLL CALL

Roll call was taken as follows:

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

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 - *virtual*

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 Meafua, and unanimously carried with a roll call vote.

IV. ORAL COMMUNICATIONS

There were no oral communications.

V. APPROVAL OF MINUTES

Director Ames made a motion to approve the June 8, 2022, Board of Directors' meeting and retreat minutes, motion seconded by Director Meafua and carried with a unanimous roll call vote.

VI. FINANCE COMMITTEE

Director Foust reported the committee met today and were joined by Monica Torquato, One America Plan Relationship Manager and William Hawkins, Woodside Financial Investment Advisor. Monica and Bill provided the committee with the annual plan review for the SMCEC's profit sharing, 403b and Roth IRA employee retirement plans.

Director Foust reported Diane reviewed the May, June and July, 2022, financial reports with the committee and answered their questions. She asked Diane to provide a brief review of the highlights of July 2022. Director Foust strongly encouraged the Board to review the financial report each month.

Director Foust made a motion to approve the May 2022 financial report, seconded by Director Ames, and unanimously carried with a roll call vote and no public comment.

Director Foppiano made a motion to approve the June 2022 financial report, seconded by Director Ames, and unanimously carried with a roll call vote and no public comment.

Director Faapuaa made a motion to approve the July 2022 financial report, seconded by Director Ames, and unanimously carried with a roll call vote and no public comment.

VII. STAFF REPORTS

A. Jockey Club/Parking/Fair

Justin reported we have contracted with former Jockey Club Manager Jim Fetter to assist with the control room upgrades. A new job position of Admissions Lead has been created and we will be promoting from within for the position. The camera upgrade project is in progress.

Justin reported on the new POS system being used by the parking department. He noted the system is very efficient and working well. He thanked Diane for her assistance with the implementation of the system. The parking department is actively recruiting parking lot cashiers and attendants for the upcoming SaaStr and Foodieland events.

B. Maintenance

Darryl reported on the following:

- The crew is busy supporting events and the usual day to day maintenance tasks.
- The maintenance department is recruiting to fill two vacant positions.
- The new marquees are close to completion.
- The Delaware Street and Saratoga Drive entrance gates will be installed in September.
- The east parking lot shade structure project is in progress.

VIII. FAIR OVERSIGHT COMMITTEE

Director Foppiano reported the committee met and reviewed the 2022 Fair which was a great success. Justin reviewed the highlights of the Fair survey which had 1,244 participants. He also reviewed the participant feedback which included positive comments about the overall Fair experience. The feedback also included constructive criticism and staff has identified three areas of improvement needed for future fairs – enhance the shopping experience, grow the competitive exhibits participation, and bring in more animals.

IX. FACILITIES COMMITTEE

Director Tucker reported the committee met and reviewed the capital projects list. He reported that the Redwood Hall improvements have been removed from the list due to the project cost. In lieu of the Redwood Hall improvements, new restrooms will be installed between Cypress and Sequoia Halls. CEO Stoehr will contact the County Manager regarding the limited use of Redwood Hall in its current condition and the need for funding to improve the building. CEO Stoehr reported the bids should arrive in early September for the Fiesta Hall heating project. The new marquee has been installed at the west gate and the marquee at Delaware/Saratoga will be installed soon.

X. CEO REPORT

A. Bonding and Polling Update

CEO Stoehr reported the bonding process will not be moving forward due to the current state of the economy. The SMCEC will continue its public relations campaign for future bonding opportunities.

B. Sales and Events Update

CEO Stoehr reported on the following upcoming events:

- Brickfest is taking place this weekend.
- The International Gem & Jewelry show is scheduled for Labor Day Weekend.
- SaaStr and Foodieland will occur in September.
- The December corporate holiday parties have been cancelled due to continued Covid concerns.

CEO Stoehr reported Monique Catley has been rehired as our Culinary Services Manager. She is doing a fantastic job to rebuild our food service operations.

C. General Update

CEO Stoehr reported on the following:

- She is working with Brian Kulich on an agreement with the City of San Mateo for policing services.
- We are transitioning to a new event booking software at a substantial cost savings.
- She has been appointed to serve as the secretary to the PAL executive board.
- We are delighted to be hosting Carole Groom's retirement party on September 30th.

XI. PRESIDENT'S REPORT

A. Board Retreat Discussion

President Iniguez reported the Board Retreat will be held this Saturday in the Event Pavilion beginning at 9:00 am.

B. Nominating Committee Update

President Iniguez asked Director Ames to provide a Nominating Committee update. Director Ames reported himself and Director Tucker are serving on the committee and a notice was sent to the Board to solicit interest in the officer positions. He noted that the proposed slate of officers are as follows:

President:	Steven Wong
Vice-President:	Rosanne Foust
Secretary/Treasurer:	Vacant

Director Ames reported that President Iniguez has volunteered to fill the Secretary/Treasurer position and asked if there were any other Board members interested in filling this role. There being no other volunteers, it was agreed President Iniguez would be added to the proposed slate. The election of officers will be an action item at the September Board meeting. At that time there will be another opportunity for nominations from the floor.

C. Discussion and Action on CEO Evaluation Ad Hoc Committee

President Iniguez reported that Director Foust has agreed to chair this ad hoc committee and Director Wong has agreed to participate. Director Foust asked for additional volunteers and Directors Faapuaa and Juballa have agreed to serve on this committee.

Director Tucker made a motion to approve the formation of the Ad Hoc CEO Evaluation Committee, seconded by Director Foppiano, and unanimously carried with a roll call vote.

XI. ADJOURN

There being no further business the meeting was adjourned at 4:56 pm.

DocuSigned by:

Rosanne Foust

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Rosanne Foust, Secretary-Treasurer

Next Meeting – Saturday, August 27, 2022 – 9:00 AM