

SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING – JANUARY 25, 2023

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 25, 2023, at the San Mateo County Event Center, 2495 South Delaware Street, San Mateo, CA 94403.

I. CALL TO ORDER

The meeting was called to order by President Wong at 3:06 pm.

II. ROLL CALL

Roll call was taken as follows:

Present: Steven Wong, President
Rosanne Foust, Vice-President
Leonard Iniguez, Secretary-Treasurer
Tom Ames
Amy Buckmaster
Theresa Faapuaa
Kari Foppiano
Kitty Lopez
Jim Tucker

Excused: Raymond Juballa
Rowena Meafua

Also Present: Dana Stoehr, Chief Executive Officer
Diane Baumann, Controller
Justin Aquino, Fair Operations Manager- *virtual*
Rachael Bruins

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

President Wong 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 a motion to approve the resolution to host remote board and committee meetings for the next 30 days, seconded by Director Iniguez, and unanimously carried.

IV. ORAL COMMUNICATIONS

A. Board

Director Iniguez acknowledged the recent gun violence in Half Moon Bay and reported on a fundraiser to assist farm worker victims due to the gun violence and the recent flooding. CEO Stoehr proposed a \$5,000 donation to ALAS to support the affected farm workers. The Board concurred with CEO Stoehr's proposal.

B. Public

There were no public oral communications.

V. APPROVAL OF MINUTES

A. Board of Directors Meeting – November 15, 2022

Director Tucker made a motion to approve the November 15, 2022, Board of Directors' meeting minutes, motion seconded by Director Ames, and carried with a unanimous vote.

VI. FINANCE COMMITTEE

A. November 2022 Financial Report

Director Iniguez reported the committee met today and received a thorough report from Diane on the November financials. Diane provided the Board with a review of the financial highlights. Following the review, Director Iniguez made a motion to approve the November 2022 financial report, seconded by Director Foppiano, and unanimously carried.

B. Discussion and Action to Acknowledge 2021 Tax Return

Director Iniguez reported the Board was provided with a copy of the 2021 tax return. The Board members present acknowledged receipt of the 2021 tax return.

VII. STAFF REPORTS

A. Fair/Parking/Jockey Club

Justin reported the following:

- Positive customer feedback has been received related to the Jockey Club food & beverage service since Monique Catley has taken over the operation.
- The Jockey Club control room project is complete.
- The Jockey Club Covid-19 vaccine requirement is being re-evaluated.
- The recent storms caused minor flooding in the parking but the water receded quickly and did not impact events.
- The San Mateo County Fair received the prestigious Merrill Award at the Western Fairs Association convention along with 19 1st place awards.

B. Maintenance

CEO Stoehr reported the electronic gate installation is almost complete. The recent storms caused minor flooding in the Event Pavilion and the parking lot. Upcoming projects include HVAC in Fiesta Hall and the restroom/shower upgrades.

VIII. FACILITIES COMMITTEE

CEO Stoehr reported the County has confirmed funding for broadband improvements and solar canopies for RV parking. The Association has received one bid for the administration office expansion project.

IX. CEO REPORT

A. Sales and Events Update

CEO Stoehr reported the SMCEC is once again hosting Fortitude. She also gave an overview of upcoming events.

B. General Update

CEO Stoehr reported she will co-chair the California Fair Alliance committee. She discussed upcoming property improvements including electrical, heat and restrooms.

X. PRESIDENT'S REPORT

A. Discussion Board Retreat


There was discussion about Board scheduling a ½ day board retreat in February or March contingent upon the availability of facilitator Becky Bailey-Findley.

XI. DIVERSITY EQUITY INCLUSION BELONGING TRAINING

At 4:26 pm the Board participated in Diversity Equity Inclusion Belonging training.

XIII. ADJOURN

Following the training, the meeting was adjourned.

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Leonard Iniguez, Secretary-Treasurer

Next Meeting – Tuesday, February 22, 2023 – 4:00 PM