

**SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING – FEBRUARY 22, 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 February 22, 2023, both in person at the San Mateo County Event Center, 2495 South Delaware Street, San Mateo, CA 94403 and via Zoom conference.

I. CALL TO ORDER

The meeting was called to order by President Wong at 4:03 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- *virtual*
Raymond Juballa - *virtual*
Kitty Lopez
Rowena Poti Meafua- *virtual*
Jim Tucker

Excused: Kari Foppiano

Absent: Theresa Faapuaa

Also Present: Dana Stoehr, Chief Executive Officer - *virtual*
Diane Baumann, Controller
Justin Aquino, Fair Operations Manager
Charlene King
Brian Kulich, Lead Deputy County Counsel
Alan Wong, Supervisor Corzo's office – *virtual*
Tom Williams, City of San Mateo – *virtual*
Deryk Daquigan, City of San Mateo- *virtual*

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 and seconded by Director Ames.

Brian Kulich reported this will be the last month of invoking the provisions of AB361 as California will end the Covid-19 State of Emergency effective February 28, 2023. Beginning March 1 all board and standing committee meetings will be held in person. AB 2449 will allow a board member to participate remotely under specific circumstances as outlined in the bill. Following the discussion, the motion was passed via a role call vote.

IV. ORAL COMMUNICATIONS

A. Board

There were no board oral communications.

B. Public

CEO Stoehr welcomed Adam Wong, who is representing Supervisor Corzo, to the meeting. She also welcomed Tom Williams and Deryk Daquigan representing the City of San Mateo.

V. APPROVAL OF MINUTES

A. Board of Directors Meeting – January 25, 2023

Director Iniguez made a motion to approve the January 25, 2023, Board of Directors' meeting minutes, motion seconded by Director Ames, and carried with a unanimous roll call vote.

VI. Update and Potential Action Regarding Extension of Temporary Easement Agreement for City of San Mateo's Underground Flow Equalization Systems (UFES) Project

The City of San Mateo's request for an extension of the temporary easement agreement with the County of San Mateo for the UFES project was reviewed. Director Tucker made a motion to approve the extension agreement as presented, seconded by Director Foust, and unanimously carried with a roll call vote.

VII. FINANCE COMMITTEE

A. December 2022 Financial Report

Director Iniguez reported the committee met today and received a thorough report from Diane on the year end December financials. Diane provided the Board with a review of the financial highlights. She noted the Association budgeted to end the year with an operating profit of \$1,344.51 and a balance sheet loss of \$399,930.14. The year-end actual was an operating profit of \$1,211,483.85 and a balance sheet profit of \$2,024,195.97. This will allow the Association to reinvest funds in facility improvements in 2023. Following the review, Director Foust made a motion to accept the December 2022 financial report, seconded by Director Iniguez, and unanimously carried with a roll call vote.

B. January 2023 Financial Report

Diane provided the board with an overview of the January 2023 financial report highlights. She reported that January events included numerous volleyball tournaments with a positive effect on parking and tailgating income. She also reported on payroll tax liabilities that were affected by the change in our payroll system. Director Foust complimented Diane on the content of the financial reports and encouraged the Board to take the time to review the financial report highlights each month. Following the review, Director Iniguez made a motion to accept the January 2023 financial report, seconded by Director Ames, and unanimously carried with a roll call vote.

VIII. STAFF REPORTS

A. Fair/Parking/Jockey Club

Justin reported the following:

- The January volleyball tournaments have kept the parking staff busy. Tailgating activity has increased dramatically and additional security has been added to assist with the control procedures.
- The Jockey Club patrons were surveyed to determine their comfort level if the Jockey Club was to remove the Covid-19 vaccine mandate for patrons. Over 2/3 of the survey participants said they would like the Jockey Club to be open for all regardless of vaccination status. Therefore, as of March 1st, patrons will no longer be required to provide proof of Covid-19 vaccinations.
- The Jockey Club control room upgrades are complete and photos were shared with the Board.
- The carnival contract with Butler Amusements will expire following the 2023 Fair. A letter of intent was released to 17 carnival operators which includes our required qualifications. Interested and qualified contractors will be included in the RFP process.
- In lieu of the school ticketing program, the 2023 Fair will offer a 12 and under free day on Thursday, June 9th. Also on this day, patrons 65 and older will be admitted to the Fair for free.
- Foghat and Smashmouth are confirmed for 2023 main stage performances.
- The Domini Hoskins Black History Museum is being hosted by Redwood City through February 27th.

B. Maintenance

CEO Stoehr reported on the following:

- The maintenance staff is busy with post storm clean up and working on facility projects.
- The security gate project is complete.
- The Fiesta Hall heat project is in progress with an anticipated completion in March.

IX. FAIR OVERSIGHT COMMITTEE

Director Iniguez reported the committee met and their discussion included the following:

- The Fair VIP guidelines were reviewed. Staff is preparing a guest list to invite community leaders and officials to enjoy the lounge and the 2023 Fair.
- The SMCEC was honored to win multiple IAFE and WFA awards including the prestigious Merrill Award for our Farmworker Heroes exhibit at the 2022 Fair. Other Fairs have reached out with interest to learn more about our exhibit and programming for the farmworker heroes.
- Family Pride Day, Pacific Islands Day and Dia De La Feria will return to the Fair in 2023.
- The exhibitor contest book is now available to the public online.

X. CEO REPORT

A. Discussion and Action on Letter of Support for CDFA Grant

CEO Stoehr reported on our application for an \$8 million CDFA Grant to implement operations to benefit underserved communities. Our application focuses on the renovation of Redwood Hall to add additional space and facilities that would be leased to Samaritan house to serve the community. A proposed letter of support on behalf of the Board was reviewed and minor edits were made including the commitment for the Association to pledge one million dollars to the project. Director Tucker made a motion to approve the CDFA Grant support letter as amended, seconded by Director Iniguez, and unanimously carried with a roll call vote.

B. Sales and Events Update

CEO Stoehr reviewed the 2023 event calendar with the Board.

C. General Update

CEO Stoehr reported on the following:

- The estimates for the administration office expansion are coming in high and she will be discussing the project with CCA tomorrow.
- The senior management staff participated in active shooter training and tabletop exercises with the San Mateo Police Department.
- We are currently recruiting to fill a marketing manager position.

XI. PRESIDENT'S REPORT

A. Discussion Board Retreat

President Wong reported the Board Retreat date has been confirmed for Saturday, March 25 from 8:30 am to Noon.

XII. ADJOURN

There being no further business, the meeting was adjourned at 5:16 pm.

Leonard Iniguez, Secretary-Treasurer

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