

SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING – MAY 24, 2023

Our mission is to provide a resilient space that enhances daily life through social connectedness, economic opportunity, and community wellbeing.

MINUTES

A meeting of the Board of Directors was held April 26, 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 4:04 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
Raymond Juballa
Kitty Lopez
Jim Tucker

Excused: Rowena Moti Meafua

Also Present: Dana Stoehr, Chief Executive Officer
Justin Aquino, Fair Operations Manager
Diane Baumann, Controller
Charlene King, CAO
Milla Khao, Marketing Director

III. ORAL COMMUNICATIONS

A. Board

There were no board oral communications.

B. Public

Members of the public were welcomed to the meeting and provided with guidelines for public comment on items not appearing on the agenda. Public comment was received from 15 speakers, all of whom spoke regarding 4-H student Hayley Murray Houston.

IV. APPROVAL OF MINUTES

A. Board of Directors Meeting – April 26, 2023

Director Iniguez made a motion to approve the April 26, 2023, Board of Directors' meeting minutes, motion seconded by Director Ames, and unanimously carried.

V. FINANCE COMMITTEE

A. Discussion and Action on April 2023 Financial Report

Director Iniguez reported the committee met and reviewed the April 2023 financial report in detail. Diane provided the Board with a review of the financial highlights. Following the review, Director Iniguez made a motion to accept the April 2023 financial report, seconded by Director Juballa, and unanimously carried.

B. Discussion and Action on Revised Procurement Policy

Director Iniguez reported the committee revisited the proposed Procurement Policy which was first introduced to the Board in November 2022 and then sent to County Counsel for review. The proposed policy was reviewed by the Board and there was discussion and a decision to amend the threshold for recurring credit card charges to not exceed \$1,000. Following the discussion, Director Iniguez made a motion to approve the policy as amended, seconded by Director Foust, and unanimously carried.

VI. STAFF REPORTS

A. Fair/Parking/Jockey Club

Justin reported the following:

- The Jockey Club was busy with the recent Kentucky Derby and Preakness races. The Belmont Stakes race will occur on June 10th during the Fair. Justin praised the Jockey Club staff for their hard work and support.
- The parking staff is gearing up for this weekend's Foodieland event and then the County Fair. A 24-page Foodieland parking plan is in place and staff is well prepared for this event with overflow parking secured at Franklin Templeton. CEO Stoehr thanked Justin for his hard work on the detailed parking plan.
- Staff is ready for the opening of the 89th County Fair on June 3rd. Justin thanked the Board for their support and ideas leading up to the Fair. He also recognized the staff that has pulled together and taken on additional responsibilities to make the Fair a success.

B. Maintenance

CEO Stoehr reported the maintenance staff is very busy preparing for Foodieland and the Fair.

VII. FAIR OVERSIGHT COMMITTEE

A. Committee Meeting Report

Director Foppiano reported the committee had met and discussed the VIP Lounge celebrations during the Fair. Justin reported invitations have been sent and RSVPs are being received. Director Foppiano encouraged the Board to attend as many dates as possible. She also noted that the Fair's outreach program to local libraries was a great success.

VII. FACILITIES COMMITTEE

A. Committee Meeting Report

Director Tucker reported the committee met and reviewed capital projects. The Fiesta Hall heating project is complete and the administration office expansion project has commenced. CEO Stoehr provided an update on the FEMA grant and noted County Counsel is working on a resolution to name her as the authorized agent for the project. Director Tucker congratulated Director Faapuaa on her appointment as the Daly City Planning Commissioner.

VIII. CEO REPORT

A. Sales and Events Update

CEO Stoehr reviewed the busy summer event schedule which includes two Foodieland events, Brickfest Live, the International Gem & Jewelry Show, a Robotics competition, an Amime convention, Guidewire's company picnic and a Roblox company meeting. It was also reported that SAMCEDA is holding their 70th Anniversary celebration at the Fair on June 6th.

B. Acknowledge California Legislature Assembly Certificate of Recognition to the San Mateo County Event Center for the PAL Community Partnership Award

CEO Stoehr shared the PAL Community Partnership award that was presented to the SMCEC by the California Assembly.

C. General Update

CEO Stoehr reported all staff efforts are currently dedicated to preparing for the upcoming County Fair.

IX. PRESIDENT'S REPORT

A. Discussion and Action on Board of Directors Stipend Policy

President Wong reported on the proposed Board of Directors stipend policy that will provide a \$100 monthly stipend to board members who attend the monthly board meeting in person to help offset travel expenses. It was acknowledged that board members may choose to waive the stipend and that the stipend is not required to be disclosed on the Board's annual Statement of Economic Interests. CEO Stoehr will consult with County Counsel to determine if the stipend requires the issuance of a 1099 form. Following the discussion, Director Ames made a motion to approve the Board of Directors Stipend Policy, seconded by Director Faapuaa, and unanimously carried.

XII. ADJOURN

There being no further business, the meeting was adjourned at 5:27 pm.

Leonard Iniguez, Secretary-Treasurer

Next Meeting – Wednesday, June 7, 2023 – 4:00 PM