

SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING – SEPTEMBER 27, 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 September 27, 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 4:00 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
Rowena Moti Meafua
Jim Tucker

Also Present: Dana Stoehr, Chief Executive Officer
Justin Aquino, Fair Operations Manager
Diane Baumann, Controller
Charlene King, CAO
Monique Catley, Culinary Services Manager
Sharon Lee, Event and Sales Supervisor
Milla Khao, Marketing Director

III. ORAL COMMUNICATIONS

A. Board

There were no board oral communications.

B. Public

There were no public oral communications.

IV. APPROVAL OF MINUTES

A. Board of Directors Meeting – August 23, 2023

Director Foust made a motion to approve the August 23, 2023, Board of Directors' meeting minutes, motion seconded by Director Iniguez, and unanimously carried with Director Buckmaster and Director Tucker abstaining.

V. FINANCE COMMITTEE

A. Pension Plan Annual Review Report

Director Iniguez reported our pension plan representatives were present at the Finance Committee meeting and provided the committee with the annual plan review for the SMCEC's profit sharing, 403b and Roth IRA employee retirement plans.

B. Discussion and Action on August 2023 Financial Reports

Director Iniguez reported the committee met and received a thorough review of the August 2023 financials. With no questions about the report, Director Iniguez made a motion to accept the August 2023 financial report, seconded by Director Ames, and unanimously carried.

C. Discussion and Action on 2022 Audit Report

Director Iniguez reported the 2022 audit is complete with no deficiencies noted. Director Iniguez made a motion to accept the 2022 audit report as presented, seconded by director Lopez, and unanimously carried.

VI. STAFF REPORTS

A. Parking/Jockey Club

Justin reported the following:

- The Jockey Club has seen an attendance decrease since March 2023 when the Covid-19 vaccine mandate was lifted. He noted that Golden Gate Fields has not been racing on Fridays which could be a factor affecting Friday attendance numbers.
- The parking staff has been kept busy with recent events. Justin expressed his appreciation for Assistant Parking Manager Avinesh Pal for his leadership and oversight of the department. He also reported the depth of the department staff is strong and that we have recently implemented promotions from within the department.

B. Sales and Events

Sharon reported on the following:

- The 2023 SaaStr event was a great success and staff is already working with the client for their 2024 event which is booked for September 10-12, 2024. She provided the fun fact that SaaStr rented 50% of our equipment inventory for their event.

- Upcoming events through the end of the year include an Indian Cultural Dance Show, Hot Import Nights, Oddities & Curiosities Expo, Cat Extravaganza, Harvest Festival, Hillsborough Antique Show, Cheerleading Competition, Gem & Jewelry Show, along with volleyball tournaments and private events.

C. Culinary

Monique reported on the success of the SaaStr event and noted many fun facts including the following product quantities purchased for this event:

- 171 5-gallon bottles of water
- 10,704 bottles of water
- 11,000 lunches
- 152 cases of wine
- 524 cases of beer
- 168 cases of canned cocktails

D. Maintenance

CEO Stoehr reported the maintenance staff has been very busy with recent events, preparing for upcoming events and working on general maintenance projects. In addition, the staff is working on projects that are part of the hazardous mitigation grant and IT upgrade projects.

VII. FACILITIES COMMITTEE

A. Committee Meeting Report

Director Tucker reported that the committee met and reviewed the progress of existing capital projects. He noted the administration office expansion is in progress and is expected to be complete at the end of October. He also reported the maintenance department has hired a new full-time maintenance worker.

VIII. FAIR OVERSIGHT COMMITTEE

A. Committee Meeting Report

Director Foppiano reported the committee met and received a 2023 post fair presentation from Justin. She reported Fair planning has begun for the 2024 fair which will celebrate the 90th anniversary of the San Mateo County Fair.

B. Staff Fair Report

Justin reported on the 2024 fair goals and updates including the following:

- The recruitment of more diversified food vendors and our in-house culinary department will be offering fresh salads.
- Staff is working to bring back nostalgia from prior Fairs.
- A mini floral fiesta exhibit is in the works.
- The Fair will showcase a 90th anniversary exhibit.
- All Fair department supervisors will return in 2024.

- We will host a San Mateo County Convention & Visitors Bureau networking event during the Fair.
- Our current security contract expires in November and a Request for Proposals for security services will be released soon.
- The 2023 Fair experienced 5 year highs in carnival, concessions, admissions and parking revenues.

IX. CEO REPORT

A. Discussion and Action on Employee Handbook Update

CEO Stoehr reported on a proposed amendment to the employee handbook that was reviewed and approved by HR Counsel regarding employee time off during holiday business closures. The policy would allow the CEO to designate holiday pay for all full-time regular employees when a business closure occurs between December 24 and January 1. Director Iniguez made a motion to approve the policy as presented, seconded by Director Buckmaster, and unanimously carried.

B. Discussion and Action on Retention of Commercial Real Estate Broker

CEO Stoehr reported she is working with County Manager Callagy on the potential to lease SMCEC space to commercial tenants. She requested board approval to retain a commercial real estate broker to assist with this process. Following the discussion Director Foust made a motion to approve the retention of a commercial real estate broker, seconded by Director Ames, and unanimously carried following a brief discussion confirming that the SMCEC will work closely with the County property division on this process.

C. Discussion on SMCEC Acting as the Fiduciary for the Domini Hoskins Black History Museum's Grant from the State of California

CEO Stoehr reported on the Domini Hoskins Black History Museum's \$2 million grant from the State of California and Senator Becker's request for the SMCEC to act as the fiduciary for the grant. She reported she is working with County Counsel to prepare an MOU that will include a fee for the SMCEC's services. The Board expressed some concerns regarding potential liability issues and the staff time that will be involved with this commitment. CEO Stoehr reported she and Director Foust will work closely with counsel to craft an MOU that addresses all concerns and will present the MOU to the Board in October for their consideration.

D. General Update

CEO Stoehr reported on the following:

- The search for the Yolo County Fair's CEO will close tomorrow and our assistance to the Fair will be coming to an end soon. We will be submitting an invoice to the Yolo County Fair for staff time reimbursement.
- The CDFA Grant announcement should be coming next week.
- Staff continues to work on capital projects.

- We continue to follow the ever-changing Northern California horseracing operations.

X. PRESIDENT'S REPORT

A. Discussion and Action on Establishing a Bylaws Review Ad Hoc Committee

President Wong reported the Association's Bylaws are in need of review and amendments. He asked for volunteers to serve with him on an Ad Hoc Bylaws Review Committee. Directors Iniguez and Juballa volunteered to serve on this committee. Director Tucker made a motion to establish an Ad Hoc Bylaws Review Committee, seconded by Director Foust and unanimously carried.

XI. ELECTION OF OFFICERS

A. Proposed Slate of Officers

Director Juballa reported the Nominating Committee recommends the following slate of officers from October 1, 2023, through September 30, 2024. He noted that he removed his name from consideration for the Secretary/Treasurer position.

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 Juballa 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 Buckmaster and unanimously carried.

XII. ADJOURN

There being no further business, the meeting was adjourned at 5:22 pm.


Leonard Iniguez, Secretary-Treasurer

Next Meeting – Wednesday, October 25, 2023 – 4:00 PM