

SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING – OCTOBER 25, 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 October 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 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
Kari Foppiano
Raymond Juballa

Excused: Theresa Faapua
Kitty Lopez
Rowena Poti Meafua
Jim Tucker

Also Present: Dana Stoehr, Chief Executive Officer
Justin Aquino, Fair Operations Manager
Diane Baumann, Controller
Monique Catley, Culinary Services Manager
Milla Khano, Marketing Director
Charlene King, CAO
Sharon Lee, Event and Sales Supervisor
Darryl Reavis, Director of Facilities
Brian Kulich, Chief Deputy County Attorney

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 – September 27, 2023

Director Foust made a motion to approve the September 27, 2023, Board of Directors' meeting minutes, motion seconded by Director Buckmaster and unanimously carried.

V. FINANCE COMMITTEE

A. Discussion and Action on September 2023 Financial Reports

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

B. Budget Timeline

Director Iniguez reported the committee reviewed the budget timeline and will meet on November 8th to review the budget prior to presenting it to the Board at the November 15th board meeting.

VI. STAFF REPORTS

A. Parking/Jockey Club

Justin reported the following:

- The Jockey Club attendance from January 2023 to present was reviewed and variances were noted regarding attendance numbers since the Jockey Club ceased the Covid-19 vaccine requirement. He reported on the upcoming Breeders' Cup races, which are the Jockey Club's most highly attended event.
- The parking department will undergo some organizational changes including the updated positions of Parking Cashier Supervisor and Parking Attendant Supervisor, which are part-time positions.

B. Sales and Events

Sharon reported on the following:

- We are working on finalizing the 2024 budget forecast.
- We have a busy November with multiple events scheduled every weekend.
- The upcoming Oddities and Curiosities Expo is expecting 8,000 attendees.
- A December corporate holiday party is in the contract review stage.

C. Culinary

Monique gave a report on the culinary department and described the process followed to successfully serve 11,000 lunches at the SaaStr event with a very limited on-site culinary staff. She also provided details of food sales that occurred during the NCVA boys volleyball tournament.

D. Maintenance

Darryl reported on the following:

- The maintenance staff is preparing for the winter season.
- With cold weather approaching we will begin to use the new Fiesta Hall heating system.
- We are collecting painting bids for upcoming painting projects.
- Other projects include asphalt repairs and concrete work at Plaza Stage.
- We are waiting on a bid for the replacement of the Readerboard at the corner of Delaware Street and Saratoga Drive.
- CEO Stoehr gave an update on the IT upgrade project.

VII. FAIR OVERSIGHT COMMITTEE

A. Committee Meeting Report

Director Foppiano that Justin and staff will be visiting local 4H and FFA clubs to review the Fair's rules and guidelines. They will also be hosting Town Hall meetings in local communities. Pacific Islands Day will be scheduled on the first Saturday of the 2024 Fair and staff is working on enhancements to the festivities.

B. Staff Fair Report

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

- Staff has completed visits to several 4H and FFA clubs and will make additional visits in the Spring.
- Town Halls will be hosted in Half Moon Bay on November 20 and November 30. Staff is working on scheduling additional dates. We are working on providing a Spanish translator for the events.
- We have confirmed Iam Tongi, the 2023 American Idol winner, to perform on Pacific Islands Day.
- War is confirmed to perform on Sunday, June 2.
- Staff is working on updates to the commercial and concession exhibitor handbooks including translating them in Spanish.
- Milla is working on Fair marketing and local sponsorships.

President Wong reported a letter was sent to the 4H Leadership from the Board offering the Fair's support for the leadership program.

VIII. CEO REPORT

A. Discussion and Action on Employee Handbook Update

CEO Stoehr reported on a change to the employee policy handbook amendment approved at the September meeting which would allow the CEO to designate holiday pay for full-time regular employees when a business closure occurs between December 24 and January 1. The revised amendment clarifies that the designated business holiday pay applies to non-exempt employees only and exempt employees will be required to utilize their accrued exempt leave or vacation leave during designated holiday closures. Director Iniguez made a motion to approve the policy as accepted, seconded by Director Foppiano, and unanimously carried.

B. 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 making certain that the agreement contains appropriate guidelines and requirements. Once complete a draft will be presented to the Board for review.

C. General Update

CEO Stoehr reported on the following:

- Golden Gate Fields has extended their race meet to June 2024.
- Working with the County and real estate agents to explore alternative uses on the property.
- She will be meeting with CCA tomorrow regarding the administration office addition which is in progress.
- The Yolo County Fair has hired a new CEO.

IX. PRESIDENT'S REPORT

A. Discussion and Action on Bylaws Amendment

President Wong reported the Bylaws Ad Hoc Committee had met and proposes revisions to the Bylaws that were presented to the Board. Director Foust made a motion to approve the Bylaws revisions as presented, seconded by Director Buckmaster, and unanimously carried.

B. Discussion and Action on Formation of Ad Hoc CEO Performance Evaluation Committee

President Wong reported on the upcoming CEO Performance Evaluation process. There was discussion as to whether to form an Ad Hoc Committee or assign the evaluation process to the Executive Committee. It was agreed the Executive Committee would perform the evaluation. CEO Stoehr will provide the committee with her goals and accomplishments.

At this point in the meeting President Wong asked for a motion to change the order of the meeting and move to item IX. Future Agenda Items. Director Foust made a motion to amend the agenda, seconded by Director Foppiano, and unanimously carried.

XI. FUTURE AGENDA ITEMS

CEO Stoehr will be organizing a tour for the Board to see the facility improvements at @theGrounds in Roseville. A board retreat will be scheduled in the Spring.

X. CLOSED SESSION

Conference with Legal Counsel – Existing Litigation

Newton v. San Mateo County Exposition & Fair Association, dba San Mateo County Event Center, et al. San Mateo County Superior Court Case No. 21-CIV-03724

At 5:22 pm the meeting went into Closed Session and was reopened at 6:05 pm with no action taken.

XII. ADJOURN

There being no further business, the meeting was adjourned at 6:05 pm.

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Leonard Iniguez, Secretary-Treasurer

Next Meeting – Wednesday, November 15, 2023 – 4:00 PM