

SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION  
BOARD OF DIRECTORS' MEETING – NOVEMBER 15, 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 November 15, 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 4:05 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  
Kitty Lopez  
Jim Tucker

Excused: Theresa Faapuaa  
Rowena Poti Meafua

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

III. ORAL COMMUNICATIONS

A. Board

Director Foppiano reported on the positive feedback she received from a Starbucks employee related to the recent car show event and his interest in future similar events.

B. Public

There were no public oral communications.

IV. APPROVAL OF MINUTES

A. Board of Directors Meeting – October 25, 2023

Director Foust made a motion to approve the October 25, 2023, Board of Directors' meeting minutes, motion seconded by Director Foppiano, and unanimously carried.

V. FINANCE COMMITTEE

A. Discussion and Action on the 2024 Budget

Director Iniguez reported the committee met and reviewed the proposed 2024 budget in detail and the committee recommends approval of the budget. There was some discussion regarding the projected 2023 revenues and profit. With no other questions, Director Iniguez made a motion to approve the 2024 budget as presented, seconded by Director Juballa, and unanimously carried.

VI. STAFF REPORTS

A. Parking/Jockey Club

Justin reported the following:

- The Jockey Club experienced a strong attendance for the Breeders' Cup races.
- The parking department has been restructured with two part-time supervisors in place and staff training sessions have occurred. The department is preparing for the upcoming winter weather.
- Research regarding RV Park operations is underway to facilitate the planning for a well run RV park.

B. Sales and Events

Sharon reported on the following:

- Staff are preparing for the end of 2023 and gearing up for a busy 2024.
- New event inquiries are being reviewed for 2024 events.
- Upcoming scheduled events were reviewed.

C. Culinary

Monique reported on preparations in place to comply with SB1383 Organics Recycling in California. She reported on the successful implementation of a food recovery program to benefit our local communities.

D. Maintenance

Darryl reported on the following:

- The maintenance staff is preparing for the winter season.
- Expo Hall exterior painting will begin in December.
- Asphalt and concrete repair work will begin soon, weather permitting.
- Production Lead David Riddell, a long-time employee, is retiring on December 1<sup>st</sup> and will be missed.

E. Fair

- Director Foppiano attended the San Carlos/Redwood City 4H meeting where Justin and Lisa Arvin provide a Fair presentation that was well received by the large audience in attendance. The presentation provided educational information regarding the Fair and 4-H/FFA programs.
- Justin provided the 2024 Fair main stage entertainment lineup.
- Justin reported he will be attending the International Fairs & Expositions convention and will speak about the Fair's farmworker hero exhibit.

VIII. CEO REPORT

A. Discussion and Action on Western Fairs Association Membership

CEO Stoehr reported we are reconsidering membership with WFA and will not be a sponsor at the upcoming convention as the organization does not support or represent our values as it relates to diversity, equity and inclusion.

B. Discussion and Action for SMCEC to Accept Funding for the Domini Hoskins Black History Museum's Grant from the State of California Pursuant to SB104; Securing and Holding Funds in a Trust Account Until a Contract is Executed in January 2024

CEO Stoehr reported a special trust bank account has been established to accept funding for the Domini Hoskins Black History Museum's grant. Funds will be held in the account with no disbursements made until a contract is executed in January 2024. Director Tucker made a motion to approve the acceptance of the grant funds in the trust account as presented, seconded by Director Iniguez, and unanimously carried.

C. General Update

CEO Stoehr reported on the following:

- Long time employee Dave Riddell is retiring on December 1<sup>st</sup> and will be attending the staff holiday party on December 4<sup>th</sup>.
- A tour of the @theGrounds facility in Roseville will take place on February 7<sup>th</sup> and email invites will be sent to the Board.
- There has been no progress regarding Northern California horseracing and we continue to explore opportunities to outsource building space.
- The San Mateo County Human Services Agency has approached us to provide cold weather shelter facilities for the community and we are working with the County on this request.
- We are recruiting a full-time construction project manager to oversee and manage the upcoming capital improvement projects.
- Samaritan House is hosting a holiday toy drive on December 16 beginning at 9:00 am and the board is invited to visit this event.

IX. PRESIDENT'S REPORT

A. Discussion and Action on CEO Compensation and Discretionary Bonus

President Wong reported the Executive Committee met and reviewed CEO Stoehr's 2023 accomplishments and 2024 goals. The committee recommends approval of a third amendment to the CEO Contract and a discretionary bonus as follows:

- A discretionary bonus of 10% of the current CEO salary due to the CEO's exemplary performance.
- The CEO contract is amended to reflect a salary increase from \$237,600 to \$256,608, an increase of 8%.
- A one-year contract extension with a new expiration date of December 31, 2027.

Director Foppiano made a motion to approve the second amendment to the CEO contract and a discretionary bonus as presented, seconded by Director Lopez, and unanimously carried.

XII. ADJOURN

There being no further business, the meeting was adjourned at 5:39 pm.

DocuSigned by:  
  
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Leonard Iniguez, Secretary-Treasurer

Next Meeting – Wednesday, January 24, 2024 – 4:00 PM