

SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING – MAY 22, 2024

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 May 22, 2024, at the San Mateo County Event Center, 2495 South Delaware Street, San Mateo, CA 94403 and via Zoom.

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 via Zoom
Leonard Iniguez, Secretary-Treasurer
Tom Ames
Amy Buckmaster
Teresa Faapuaa
Kari Foppiano
Raymond Juballa
Kitty Lopez
Jim Tucker

Excused: Rowena Poti Meafua

Also Present: Dana Stoehr, Chief Executive Officer
Justin Aquino, Fair Operations Manager
Diane Baumann, Controller
Monique Catley, Culinary Services Manager
Charlene King, CAO
Sharon Lee, Event and Sales Supervisor
Noelia Corzo, Board of Supervisor
Allyson Chan, Supervisor Corzo's Office
Cole Buckmaster, Chamber San Mateo County Intern

III. ORAL COMMUNICATIONS

A. Board

President Wong reported Director Foust will be participating in the meeting via Zoom pursuant to the just cause provision in AB 2449.

B. Public

Guests Allyson Chan, from Supervisor Corzo's office, and Cole Buckmaster, Chamber San Mateo County Intern, were welcomed to the meeting.

C. Remote Public

There were no oral communications from the remote public.

IV. APPROVAL OF MINUTES

A. Board of Directors Meeting – April 24, 2024

Director Iniguez made a motion to approve the April 24, 2024, Board of Directors' meeting minutes, motion seconded by Director Ames, and unanimously carried.

V. FAIR OVERSIGHT COMMITTEE

A. Committee Report

Director Iniguez reported the committee met and discussed the exciting Fair planning details. He deferred to Justin to provide a Fair update.

B. Staff Report

Justin provided a Fair update and reported on the following:

- The Fair is currently in full set up mode preparing for the June 1st opening.
- Livestock entries are the highest since 2019.
- We received 2,744 exhibit entries compared to 2,812 in 2023.
- Our new in-house sponsorship coordinator has been successful in securing many new local sponsors for the Fair. Lisa Arvin has also secured local union sponsors.
- In 2021 the Fair established pronoun cards for our guests. This year we have created special wait cards for our non-verbal guests.
- The Fair opens in 10 days.

VI. STAFF REPORTS

A. Parking/Jockey Club

Justin reported our new Assistant Parking Manager is on board and preparing for the Fair.

B. Sales and Events

Sharon reported on the following:

- The CVB will host a mixer during the Fair on June 5th.
- We are working on Quarter 3 and Quarter 4 bookings.
- We are working on a potential holiday party with 10,000 guests.

C. Culinary

Monique reported on the following:

- Staff is busy preparing for the upcoming Fair.
- We will be offering healthy food items along with cake and cinnamon rolls at the Fresh Express stand during the Fair.

D. Maintenance

CEO Stoehr reported on the following:

- The fencing on the Delaware Street parking lots is complete.
- We are working on the Saratoga pedestrian entrance project, which includes a sidewalk and delineators.

VII. CEO REPORT

A. General Update

CEO Stoehr reported on the following:

- The generator project RFP is in progress.
- An RFP for the Cypress restroom project will go out next week.
- An RFQ is in progress for the Redwood Hall resiliency upgrades and the RV park.

B. Jockey Club Update

CEO Stoehr reported the Kentucky Derby and Preakness races were well attended and the Belmont race will occur on June 8th. Golden Gate Fields will close on June 9th. The Fair Circuit summer race meet will run through October.

C. CERRVF Report

CEO Stoher gave an overview of the California Emergency Response and Resiliency Venues and Fairgrounds (CERRVF) organization established to represent and support California fairs.

D. Board of Directors Fair Activities

CEO Stoehr reported on the list of Fair activities that the board may choose to participate in.

VIII. PRESIDENT'S REPORT

A. Discussion and Action on Ad Hoc Policy Review Committee


President Wong reported the last review of the Association's Board approved policies occurred in September 2021 and it is time for another review. The Executive Committee recommends the creation of an Ad Hoc Policy Review Committee to review all policies and recommend updates, additions and/or deletions. Directors Buckmaster, Foust, Iniguez and Juballa, volunteered to serve on the Ad Hoc Committee. Director Iniguez made a motion to approve the Ad Hoc Policy Review Committee as presented, seconded by Director Lopez, and unanimously carried.

B. Discussion and Action on Board Retreat

It was agreed to schedule a Board retreat in late October or early November.

IX. ADJOURN

There being no further business, the meeting was adjourned at 4:47 pm.

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Leonard Iniguez, Secretary-Treasurer

Next Meeting – Wednesday, June 5, 2024 – 4:00 PM