

SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION  
BOARD OF DIRECTORS MEETING – SEPTEMBER 25, 2024

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

MINUTES

A meeting of the Board of Directors was held on September 25, 2024, at the San Mateo County Event Center, 2495 South Delaware Street, San Mateo, CA 94403.

I. CALL TO ORDER

President Wong called the meeting to order 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  
Teresa Faapuaa  
Raymond Juballa  
Kitty Lopez  
Rowena Poti Meafua  
Jim Tucker

Absent: Kari Foppiano

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

III. ORAL COMMUNICATIONS

CEO Stoehr expressed her deep appreciation for Kari Foppiano's dedication and service to the San Mateo County Fair and the Event Center during her 14 years on the board. She will be missed.

IV. APPROVAL OF MINUTES

A. Board of Directors Meeting – August 28, 2024

Director Tucker moved to approve the August 28, 2024, Board of Directors' meeting minutes, which was seconded by Director Lopez and unanimously carried with Director Buckmaster abstaining.

V. FINANCE COMMITTEE

A. Discussion and Action on the August Financial Report

Director Iniguez reported that the committee met and reviewed the August 2024 Financial Report in detail, and the committee recommends accepting the report. CEO Stoehr provided report highlights. Director Iniguez made a motion to accept the August 2024 financial report as presented, seconded by Director Lopez, and unanimously carried.

B. Discussion and Action on the 2023 Audit Report

The 2023 audit report was presented to the Finance Committee at their August meeting. It was a clean report with no findings or adjustments. At that time, it was noted that the report mentioned that certain matters were reported to management in a separate letter dated June 27, 2024. CEO Stoehr noted that no such letter was received. Following the meeting, staff contacted the auditors, who agreed that the statement in the report was an error. A corrected audit report was received and reviewed by the Finance Committee, which recommended acceptance by the Board. Director Iniguez made a motion to accept the 2023 audit report as presented, seconded by Director Juballa. There was some discussion, and it was agreed that in good practice, audit services should go to RFP. Following the discussion, there was a vote, and acceptance of the 2023 audit report was unanimously approved.

VI. FAIR OVERSIGHT COMMITTEE

The Fair Oversight Committee met and received an update on Fair planning for 2025, and Fair dates were solidified for the next five years.

VII. STAFF REPORTS

A. Fair

Justin reported that 2025 Fair planning is in progress. Justin expressed his thanks and appreciation to Director Foppiano for her support and leadership over the years.

B. Parking

Justin reported the parking operations have been successful during our recent large events.

C. Sales and Events

Sharon reported on the following:

- The SaaStr Annual Conference went very well.
- Staff had a busy weekend, with a car show in the morning and a cultural event in the evening. Both events were successful, and the cultural event is planning to return next year.
- We are working on booking year-end and 2025 events.

D. Culinary

Monique reported on the following:

- Culinary service went very well during the recent SaaStr event and staff is preparing for their next event next May.
- Concessions is moving towards a cashless operation to offer a more streamlined experience for our guests.
- We are in the process of eliminating plastic beverage bottles and replacing them with aluminum.
- Staff is preparing for the upcoming busy volleyball season.

E. Maintenance

Darryl reported on the following:

- We are preparing to restripe the east parking lot.
- We are awaiting a proposal for lighting in the southern parking lot.
- Asbestos abatement will occur in the north and south lobbies of Fiesta Hall.
- There is a storm drain issue in the west parking lot, and a new inlet will be installed.

VIII. CEO REPORT

A. Retirement Plan Update

CEO Stoehr reported that One America has been sold to Voya, and the transition will occur over the next several months. We have released an RFQ for a retirement plan administrator.

B. Capital Projects Update

CEO Stoehr reported on the following:

- The Cypress restroom project is moving forward pending the bond and insurance.
- Staff is working on the RFP for the Redwood Hall resiliency project, and the design-build is in progress.
- The RV Park project will take place following the Cypress restroom and Redwood Hall resiliency projects.

C. Jockey Club Update

CEO Stoehr reported that the Jockey Club experienced an increase in attendance and handling in August. The CARF board will meet in October, and she will keep the board informed of horse racing updates.

IX. PRESIDENT'S REPORT

President Wong reported having conversations with most of the board members before his last meeting as president.

X. ELECTION OF OFFICERS

A. Review of Officer Roles & Responsibilities

Chief Deputy Attorney Brian Kulich reviewed the Officer roles and responsibilities outlined in the Association's bylaws and reported on the duties of the President, Vice President, and Secretary-Treasurer positions.

B. Proposed Slate of Officers

President Wong reported that the Nominating Committee, consisting of Directors Ames, Foust, and Meafua, presented the board with the proposed slate of officers for the period of October 1, 2024, through September 30, 2025. He reported that the board will vote for each position via paper ballot, and the results will be read out loud. The proposed slate of officers is:

President: Theresa Faapuaa  
Rosanne Foust

Vice-President: Theresa Faapuaa  
Kitty Lopez  
Rowena Poti Meafua  
James Tucker

Secretary-Treasurer: Raymond Juballa  
Kitty Lopez  
Rowena Poti Meafua

Director Meafua requested her name be removed from consideration for the Vice-President position.

C. Nominations from the Floor

There were no nominations from the floor.

D. Vote

A ballot vote was conducted for each position and the results (i.e. each Director's vote by position) were read in open session. The votes were as follows:

1. President  
Theresa Faapua – 3 Votes  
Rosanne Foust – 7 votes
  
2. Vice-President  
Theresa Faapuaa – 2 votes  
Kitty Lopez – 5 votes  
James Tucker – 2 votes
  
3. Secretary-Treasurer  
Raymond Juballa – 7 votes  
Rowen Poti Meafua – 3 votes

E. Election Results

The results of the Election of Officers are as follows:

President – Rosanne Foust  
Vice-President – Kitty Lopez  
Secretary-Treasurer – Raymond Juballa

XI. ADJOURN

There being no further business, the meeting was adjourned at 4:57 pm.

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Leonard Iniguez, Secretary-Treasurer

Next Meeting – Wednesday, October 23, 2024 – 4:00 PM