

EXECUTIVE COMMITTEE
SAN MATEO COUNTY EVENT CENTER
2495 South Delaware Street, San Mateo, CA
Thursday, October 17, 2024 – 4:00 PM

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

Present: Rosanne Foust Dana Stoehr
 Kitty Lopez Charlene King
 Raymond Juballa
 Steven Wong

I. Oral Communications

There were no oral communications.

II. 2025 Budget Update

Director Wong reported that the Finance Committee met and reviewed the 2025 proposed budget, which was presented as conservative overall. CEO Stoehr reported that we do our best to predict an accurate budget; however, given the uncertainty of events, we typically overestimate expenses and underestimate revenues. CEO Stoehr reviewed the budget approval timeline.

III. CEO General Update

CEO Stoehr reported on the following:

- Recent events have been very successful, including SaaStr and the Anime Impulse-Kplay Collector’s Expo. She also noted a large tech event, Open Sauce, is booked for July 2025.
- CEO Stoehr and President Foust met with The San Francisco Peninsula today to discuss collaborating on new business.
- The generator project is moving forward with the generators ordered and the design documents received.
- The Cypress Restroom project has gone back out to bid because the current contractor could not obtain a surety bond.
- The Redwood Hall resiliency project is moving along, with Devcon being the successful respondent to the RFQ.
- Staff is busy preparing for the inclement weather emergency services center.
- Employee performance evaluations are in progress. Managers have been tasked with preparing Standard Operating Procedures for each full-time position.

IV. President’s Report

President Foust reported on the following:

- President Foust reported that the Ad Hoc Policy Review Committee had met and reviewed all existing board policies. The reviewed and/or revised policies will be presented to the Board for approval at the October board meeting. The committee will meet in November and December to review new proposed policies that will be presented to the Board in January.
- At the November board meeting, Chief Deputy County Attorney Brian Kulich will review the Brown Act, Conflict of Interest, and Form 700 filings.

- Current committees will remain the same, and committee membership will be revisited in January. Moving forward, the Facilities and Fair committees will meet quarterly, and the Finance and Executive committees will continue to meet monthly.
- At the October meeting, President Foust will recommend that the prior Executive Committee membership be appointed as the Ad Hoc CEO Evaluation committee.

Next Meeting – Thursday, November 7, 2024 – 4:00 PM