

SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION  
BOARD OF DIRECTORS MEETING – OCTOBER 23, 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 October 23, 2024, at the San Mateo County Event Center, 2495 South Delaware Street, San Mateo, CA 94403.

I.

II. CALL TO ORDER

President Foust called the meeting to order at 4:00 pm.

III. ROLL CALL

Roll call was taken as follows:

Present: Rosanne Foust, President  
Kitty Lopez, Vice-President  
Raymond Juballa, Secretary-Treasurer  
Tom Ames  
Amy Buckmaster  
Teresa Faapuaa  
Leonard Iniguez  
Steven Wong

Excused: Rowena Poti Meafua  
Jim Tucker

Also Present: Dana Stoehr, Chief Executive Officer  
Justin Aquino, Fair Operations Manager  
Diane Baumann, Controller  
Charlene King, CAO  
Allyson Chan, Supervisor Corzo's Office  
Kari Foppiano, Former Board Member

IV. ORAL COMMUNICATIONS

President Foust welcomed Kari Foppiano to the meeting and expressed her thanks for Kari's spectacular service to the San Mateo County Fair and the Event Center during her 14 years on the board. Kari expressed her heartfelt appreciation for the board and staff, describing them as the "shining stars" of the organization and a joy to collaborate with during her 14 years on the board. She noted the many creative changes that have contributed to the Fair and Event Center's success. She said that this current board has been the best she has worked with throughout her tenure. Kari offered her help with any future special projects. She concluded by thanking all the board and staff for their contributions.

V. APPROVAL OF MINUTES

A. Board of Directors Meeting – September 25, 2024

Director Iniguez motioned to approve the September 25, 2024, Board of Directors' meeting minutes, which was seconded by Director Ames and unanimously carried.

VI. FINANCE COMMITTEE

A. Discussion and Action on the September Financial Report

Director Juballa reported that the committee met and reviewed the September 2024 Financial Report in detail, and the committee recommends accepting the report. Diane provided a brief overview of the report's highlights. Director Iniguez motioned to accept the September 2024 financial report as presented, seconded by Director Wong, and unanimously carried.

B. Discussion and Action on the 2025 Budget

Director Juballa reported that the committee met and reviewed the proposed 2025 budget in detail, and the committee recommended approval of the budget. CEO Stoehr reported the budget calls for spending down the reserves and reinvesting those funds for capital improvements. With no questions regarding the budget, Director Buckmaster motioned to approve the 2025 budget as presented, seconded by Director Lopez, and unanimously carried.

VII. STAFF REPORTS

A. Fair

Justin reported that the 2025 Fair planning is ongoing. He noted the exhibits department is meeting this evening and staff will be meeting with local 4H clubs in November.

B. Parking

Justin reported that parking operations are going well, and we have secured a parking contract with Roblox to lease 700 parking spaces per month. He also reported that the City of San Mateo is considering implementing two left turn lanes from Delaware Street onto Saratoga Drive, which will have a positive impact on Event Center traffic flow. In addition, the east parking lot is scheduled to be restriped in the near future.

C. Sales and Events

CEO Stoehr reported the SaaStr Annual Conference was a success and the event will return in May 2025. She reported on upcoming events for the remainder of the year.

D. Culinary

CEO Stoehr reported that the concessions department is moving to a cashless system and provided an update on the Too Good to Go food program.

E. Maintenance

CEO Stoehr reported on the following:

- General asphalt repairs are ongoing.
- The east parking lot will be restriped.
- The administration office remodel is in progress.
- An RFP for south parking lot lighting will go out this week.
- Plans are moving forward to restructure our electrical program, which will involve in-house electrical work for smaller-scale events.

VIII. AD HOC POLICY REVIEW COMMITTEE

President Foust reminded the group that this board serves as a policy and fiscal oversight body rather than an operations board. Chief Deputy County Attorney Brian Kulich will attend the November Board meeting to review Conflict of Interest, Form 700, the Brown Act, and AB2449 remote meeting guidelines. At that meeting, the board will be asked to take action on a conflict-of-interest resolution.

President Foust reported the Ad Hoc Policy Review Committee has held two recent meetings to review all existing board policies, resulting in revisions to four of them. These policies will be placed on the November Board meeting agenda for action, highlighting the tracked revisions.

IX. CEO REPORT

A. Capital Projects Update

CEO Stoehr reported on the following:

- The Cypress restroom project has gone back out to bid as the original contractor could not secure a surety bond.
- The Redwood Hall resiliency project is moving forward under a tight budget.
- Permits have been submitted for the generator project and the generators have been ordered.
- The RFP for the RV Park project will be released soon.

B. Upcoming Board Events

CEO Stoehr reported on upcoming December board events including the staff holiday party at Pinstripes and the Board of Supervisors retirement party in Redwood City.

C. CEO General Update

CEO Stoehr provided an update on horse racing, noting that we are following it closely and continuing to explore alternative revenue options for the building.

X. PRESIDENT'S REPORT

A. Appoint Ad Hoc CEO Evaluation Committee

President Foust reported that the previous Executive Committee had been appointed to serve on the Ad Hoc CEO Evaluation Committee.

B. General Update


President Foust expressed gratitude to Immediate Past President Wong for his services as board president, and he was presented with a commemorative quilt celebrating the 90<sup>th</sup> anniversary of the San Mateo County Fair.

XI. FUTURE AGENDA ITEMS

President Foust reported future meetings will be kept to 60 minutes in length.

XII. ADJOURN

There being no further business, the meeting was adjourned at 4:51 pm.

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Raymond Juballa, Secretary-Treasurer

Next Meeting – Wednesday, November 13, 2024 – 4:00 PM