

SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION  
BOARD OF DIRECTORS MEETING – NOVEMBER 13, 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 November 13, 2024, at the San Mateo County Event Center, 2495 South Delaware Street, San Mateo, CA 94403.

I. CALL TO ORDER

President Foust called the meeting to order at 4:01 pm.

II. 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  
Rowena Poti Meafua  
Steven Wong  
James Tucker

Also Present: Dana Stoehr, Chief Executive Officer  
Diane Baumann, Controller  
Monique Catley, Culinary Services Manager  
Charlene King, CAO  
Sharon Lee, Event and Sales and Services Manager

III. ORAL COMMUNICATIONS

Director Juballa reported on an upcoming event at Menlo College, where he will be a speaker. He will email the details to the Board. Director Buckmaster presented Milla, Monique, and Sharon with their leadership program certificates and congratulated them on successfully completing the program. President Foust thanked Director Faapuaa for her recent run for the Daly City Council.

IV. APPROVAL OF MINUTES

A. Board of Directors Meeting – October 23, 2024

Director Juballa motioned to approve the October 23, 2024, Board of Directors meeting minutes, seconded by Director Faapuaa, and unanimously carried with Director Tucker abstaining.

V. Chief Deputy County Attorney Presentation

Brian Kulich provided the Board with a presentation on the Ralph M. Brown Act & Political Reform Act, Conflict of Interest/Form 700, and AB 2449 Remote Meeting guidelines.

VI. FINANCE COMMITTEE

A. Discussion and Action on the October Financial Report

Director Juballa reported that the committee met and reviewed the October 2024 Financial Report in detail, and the committee recommends accepting the report. With there being no questions, Director Iniguez motioned to accept the October 2024 financial report as presented, seconded by Director Meafua, and unanimously carried.

B. Discussion and Action on Bank Signature Cards

Diane reported that a board action is required to approve bank signature cards for the new slate of officers. Director Buckmaster motioned to approve the bank signature cards as presented, seconded by Director Iniguez, and unanimously carried.

VII. STAFF REPORTS

A. Fair

CEO Stoehr reported that planning for the 2025 County Fair is going well and further details will be provided to the Fair Oversight Committee at their next meeting.

B. Parking

CEO Stoehr reported that the parking staff is busy with Fall events and their operations are going well.

C. Sales and Events

Sharon provided a sales and events update and commented on the busy Fall schedule of events through the beginning of December. She also noted that she is working on 2025 event contracts.

D. Culinary

Monique reported we are hosting multiple events on the next three weekends and all concession stands will be open and cashless.

E. Maintenance

CEO Stoehr reported on the following:

- The storm drain installation west of the Jockey Club will begin tomorrow.
- The asbestos located in the Fiesta Hall lobbies is being removed.
- We are obtaining quotes to repaint the interior of Fiesta Hall.
- Staff is looking into electrical raceways to conceal electrical network cabling in Fiesta Hall.
- We are collecting quotes for an ADA door in the administration office.
- The board room nano wall will be installed soon.

VIII. AD HOC POLICY REVIEW COMMITTEE

A. Discussion and Action on Reviewed and Revised Existing Policies

President Foust reported the Board had received the existing Board policies highlighting the traced changes. Director Juballa motioned to approve the revised and reviewed existing Board policies as presented, seconded by Director Buckmaster, and unanimously carried.

President Foust reported the committee will meet following this meeting to review the Fair ticketing policy.

IX. CEO REPORT

A. Capital Projects Update

CEO Stoehr reported on the following:

- The RFQ for the Redwood Hall resiliency project has been awarded to DevCon, and they are working on the design-build for the project.
- The new generators have been ordered and will arrive on-site in April. The permit has been submitted for the project and an RFP will be released for the footings and electrical work.
- The RFP is complete for the south parking lot lighting project.
- An RFQ has been released for the RV Park design build.
- 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. Discussion and Action on New Ticketing System

CEO Stoehr reported that six responses were received from the RFP for a new ticketing system for the Jockey Club, parking, and the Fair. Bids were carefully reviewed, and the two highest-scoring companies are being considered. After the bidders answered additional follow-up questions, CEO Stoehr requested authorization to execute a contract with the final selection. Following a discussion, it was agreed to postpone action on this item until the next board meeting.

C. Discussion and Action to Approve Allocation of Racing Weeks for the Northern California Combined Live Racing Meet

CEO Stoehr provided details regarding the proposed resolution to approve the allocation of racing weeks for the Northern California combined live racing meet. There was some discussion, and it was requested to correct the resolution to remove section #3, which was a blank section. Director Iniguez made a motion to approve the resolution, as corrected, seconded by Director Wong, and unanimously carried.

D. CEO General Update

CEO Stoehr reported on the following:

- A recent meeting she attended regarding the current state of the Fair industry.
- The CERRVF organization continues to grow with five additional Fairs signing on.
- Staff is very busy with day-to-day operations.

X. PRESIDENT'S REPORT

A. Discussion and Action on 2025 Board Meeting Dates

President Foust reported the Board had received a list of the 2025 Board meeting dates. Director Buckmaster motioned to approve the 2025 Board meeting dates as presented, seconded by Director Meafua, and unanimously carried.

President Foust reported she would schedule a December Board meeting, and the Board concurred. It was agreed the Board will meet at 4:00 pm on December 17<sup>th</sup>. Agenda items will include action on the new ticketing system, action on the Fair ticketing policy, and a closed session item to discuss the CEO evaluation.

XI. CLOSED SESSION

- A. Pursuant to Government Code Section 54957(b):  
Employee Evaluation  
Title: CEO

This item was removed from the agenda and will take place at the December board meeting.

XII. ADJOURN

There being no further business, the meeting was adjourned at 5:38 pm.

DocuSigned by:  
  
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Raymond Juballa, Secretary-Treasurer

Next Meeting – Wednesday, December 17, 2024 – 4:00 PM