

SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS MEETING – SEPTEMBER 24, 2025

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 24, 2025, 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 4:00 pm.

II. ROLL CALL

Roll call was taken as follows:

Present: Rosanne Foust, President
Raymond Juballa, Secretary-Treasurer
Tom Ames
Noemi Avram
Amy Buckmaster
Kitty Lopez
Steven Wong

Excused: Theresa Faapua
Leonard Iniguez
Rowena Poti Meafua
James Tucker

Also Present: Dana Stoehr, Chief Executive Officer
Charlene King, CAO
Brian Kulich, Chief Deputy County Attorney
Allyson Chan, Supervisor Corzo's Office

III. ORAL COMMUNICATIONS

A. Board

There were no oral communications from the Board.

B. Public

There were no public oral communications.

IV. OATH OF OFFICE – BOARD REAPPOINTMENTS

Chief Deputy County Attorney Brian Kulich administered the oath of office to Directors Buckmaster, Foust, and Lopez, who were reappointed to the board for a term beginning October 1, 2025, and ending September 30, 2028.

V. APPROVAL OF MINUTES

A. Board of Directors Meeting – August 27, 2025

Director Avram motioned to approve the August 27, 2025, Board of Directors meeting minutes, seconded by Director Juballa, and unanimously carried with Director Buckmaster abstaining.

VI. FINANCE COMMITTEE

A. Discussion and Action on August 2025 Financial Report

Director Juballa reported that the committee had met and reviewed the August 2025 financial report. He then deferred to CEO Stoehr to provide an overview. CEO Stoehr noted that the board had received the report and that the committee had conducted a detailed review. There were no questions from the board. Director Juballa moved to accept the August 2025 financial report; Director Wong seconded the motion, and it was unanimously approved.

B. Discussion and Action on the 2024 Audit Report

CEO Stoehr reported that the 2024 audit had been completed, noting it was a clean report with no significant findings. She explained that although Chavan and Associates have served as the organization's auditors for several years, a new audit team is assigned each year. As a best practice, she stated that the organization will issue a Request for Proposals (RFP) for audit services, and the selection process will include peer reviews of the proposed firms. Following the report, Director Lopez moved to accept the 2024 audit report; Director Avram seconded the motion, and it was unanimously approved.

C. 2026 Budget Timeline

Director Juballa reviewed the 2026 budget timeline, noting that the Finance Committee will review the proposed budget in October and recommend approval to the board at the October board meeting. Following board action, the budget will be submitted to the County Executive, then to the Board of Supervisors, and finally to the California Department of Food and Agriculture.

VII. FAIR OVERSIGHT COMMITTEE

A. Committee Meeting Report

Director Wong reported that the committee had met and reviewed the 2025 post-fair survey results, the fair marketing report, and plans for the 2026 fair programming. CEO Stoehr announced that the 2026 Fair will take place from June 5 to June 14. She noted that accommodations have been made for livestock exhibitors whose graduation dates conflict with the livestock check-in schedule. She also reported on the potential addition of an interactive robot, and a video of the robot was shared with the Board. The Bayside 101 Music Festival will return, and additional exhibits and attractions are currently being explored. The return of poultry remains pending confirmation from the California Department of Food & Agriculture.

B. Discussion and Action on Commercial and Concessions Handbook

President Foust reported that no action will be taken on this item today; it will be presented to the Board for action once the vendor admission guidelines are confirmed.

VIII. CEO REPORT

A. CEO Written Report

President Foust noted that the Board received a written report from CEO Stoehr, which included updates on strategic planning, capital projects, and other operational activities. CEO Stoehr provided the additional updates listed below:

- Plans are in place for the first Feasibility Study Stakeholder meeting. Additional meetings will be scheduled with other stakeholder groups.
- Our new Director of Facilities, Cameron Lacson, will join the team on October 20th. Craig will mentor Cameron before returning to his role as Director of Security.
- The Fiesta Hall restrooms and lobbies are complete.
- The RV Park will be complete by March 2026, and marketing and operations plans are in progress. The schematic design for the RV park was shared with the board.

President Foust further reported that the Board will receive a written update regarding the SMCEC's retirement plan and the voluntary correction program (VCP) that was filed with the IRS.

B. Staff Reports

President Foust referred the Board to the written staff report included in their meeting packet.

IX. PRESIDENT'S REPORT

A. Retreat Update

President Foust reported that the Board Retreat is now confirmed for January 28, 2026.

B. CEO Review

President Foust reported that the CEO Review process will take place in October and the results will be presented to the Board in November. She recommended appointing an Ad Hoc Personnel Committee composed of herself and Directors Wong and Ames. Director Buckmaster moved to approve the formation of the Ad Hoc Personnel Committee; Director Avram seconded the motion, and it carried unanimously.

X. ELECTION OF OFFICERS

A. Proposed Slate of Officers

Director Ames reported that the Nominating Committee recommends the following slate of officers for the period from October 1, 2025, through September 30, 2026.

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

B. Vote

President

Director Buckmaster made a motion to accept the nomination of Rosanne Foust as President. Director Ames seconded the motion. There being no nominations from the floor, a roll-call vote was taken, and the motion passed unanimously.

Vice-President

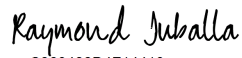
Director Foust made a motion to accept the nomination of Kitty Lopez as Vice-President. Director Buckmaster seconded the motion. There being no nominations from the floor, a roll-call vote was taken, and the motion passed unanimously.

Secretary-Treasurer

Director Foust made a motion to accept the nomination of Raymond Juballa as Secretary-Treasurer. Director Lopez seconded the motion. There being no nominations from the floor, a roll-call vote was taken, and the motion passed unanimously

XI. ADJOURN

There being no further business, the meeting was adjourned at 4:55 PM.

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Raymond Juballa, Secretary-Treasurer

Next Meeting – Wednesday, October 22, 2025 – 3:00 PM