

**SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING—FEBRUARY 22, 2017**

Our mission is to build a vibrant campus providing a diverse experience to educate and inspire our community while showcasing our rich agricultural heritage through the San Mateo County Fair. The Board will use creative, innovative and fiscally responsible stewardship to expand and enhance the physical assets of the Event Center, providing a solid foundation for implementing new concepts and experiences for the community.

MINUTES

A meeting of the Board of Directors was held February 22, 2017, at the San Mateo County Event Center, 2495 South Delaware Street, San Mateo, CA 94403

I. CALL TO ORDER

The meeting was called to order by Vice-President Ames at 4:00 p.m.

II. ROLL CALL

Roll call was taken as follows:

Present:

Tom Ames, Vice-President
David Caro, Secretary-Treasurer
Sarah Burdick
Kari Foppiano
Jonathan Gervais
Leonard Iniguez
Yvonne Ryzak

Excused: Beverly Miller, President
Mike Pacelli

Also Present: Dana Stoehr, Chief Executive Officer
Charlene King, Chief Administrative Officer
Kaitlyn Bailey-Findley, Fair Operations Manager
Diane Baumann, Finance Director
Jerry McCarthy, Director of Food and Beverage
Kletra Newton, Director of Event Sales and Services
Carole Groom, Board of Supervisors
David Canepa, Board of Supervisors

III. ORAL COMMUNICATIONS

A. Oral Communications from the Board

Vice-President Ames welcomed Supervisor David Canepa to the meeting.

B. Oral Communications from the Public

Dana reported the County has released the hotel RFQ and a pre-bid conference will take place on March 1st. Dana thanked Supervisor Groom for her work on this process.

IV. APPROVAL OF MINUTES

Director Burdick made a motion to approve the January 25, 2017, Board meeting minutes, motion seconded by Director Ryzak, and unanimously carried.

V. CALIFORNIA FAIRS SERVICES AUTHORITY PRESENTATION

CFSA Deputy Executive Director Rebecca Desmond gave a presentation on California Fairs Services Authority's risk sharing pool and insurance services offered to California Fairs. CFSA Risk Department Manager Tom Amberson reviewed CFSA's workers' compensation, liability and safety training services.

VI. CLOSED SESSION

At 4:37 PM the meeting went into closed session:

- A. Public Employee Appointment – Govt. Code Section 54957
Title: Chief Executive Officer

At 4:40 PM the meeting was reopened. Vice-President Ames reported the Board unanimously agreed upon an amendment to contract with CEO Dana Stoehr. Section 8. a. will be modified to read: Chief Executive Officer shall receive 160 hours per calendar year of vacation time with an accrual cap of 240 hours. Once the limit has been reached, accrual will cease until such time that the Chief Executive Officer's accrual falls below the maximum accrual. As vacation time is used, the accrual will resume until the limit is reached. Upon termination, resignation or retirement, Chief Executive Officer shall be entitled to accrued vacation hours paid out at the then-current rate of pay.

VII. FINANCE COMMITTEE

A. Approve Changes to Bank Signature Cards

The Finance Committee recommends approval to change bank signature card authorizations as follows:

Authorized Signers will be as follows

Beverly Miller, Board President
Tom Ames, Board Vice-President
David Caro, Secretary-Treasurer
Dana Stoehr, CEO
Charlene King, CAO
Diane Baumann, Accounting Manager

Approved as presented, motioned by Director Caro, seconded by Director Iniguez, and unanimously carried.

VIII PRESIDENT'S REPORT

A. Board Retreat Discussion

Vice-President Ames reported the March 11th Board Retreat will be facilitated by CFSA Executive Director Becky Bailey-Findley.

IX. CEO REPORT

A. Staffing Update

Dana reported we are currently recruiting for a Director of Facilities, Director of Finance, Marketing Manager and part time Event Coordinator. She reported that Diane Baumann is acting as the interim Finance Director.

B. Parking Lot Update

Dana reported that thanks to Supervisor Groom, funding has been made available for the east parking lot rehabilitation project. Director Ryzak thanked Supervisor Groom for her efforts.

1. Discussion and Action on CFSA Parking Lot Rehabilitation Project Agreement

Dana reported that staff recommends approval of an agreement between the SMCEC and California Fairs Financing Authority (CFFA) to provide project management, plan review and approval, bid management, and construction inspections for the East Parking Lot Paving Project. Total costs, with fees and estimated costs as outlined in the agreement equal \$85,250.00. These costs will be offset by a \$53,000 grant from the Department of Food & Agriculture. Director Ryzak made a motion to approve the CFSA project agreement, the motion was seconded by Director Burdick. Director Gervais requested that the agreement include language assuring that CFSA will provide assistance in the event of any disputes or problems during the course of the project. The motion was unanimously carried with the suggested contract amendment.

C. City of San Mateo Sewage Overflow Base Station Update

Director Ames reported the Ad Hoc committee met with the City of San Mateo about the sewage overflow base station project. The City is currently exploring the compensation component.

D. Sales and Events Update

Dana reported Kletra and her team are doing an outstanding job booking new business with several new events booked including a California Dental Association event to provide dental services to the community. She reported on the upcoming Police Activities League 20th Anniversary Celebration taking place on March 3r.

E. Jockey Club Update

Jim Fetter gave a Jockey Club update. He reported on the recent television installation and marketing programs. He reported the San Mateo Jockey Club currently ranks as #2 in the CHRMS West Coast network and #8 in the entire network.

F. Creative Touch Catering & Food Service Update

Jerry reported he is working on the key fundamentals in the catering and food service department. He is working closely with the Executive Chef on cost analysis and with the sales team on future events.

G. Maintenance Update

Dana reported on the new maintenance work order system that is up and running. She also reported on our new Facilities and Production Coordinator providing administrative support to the maintenance and production departments.

X. Facilities Committee

A. Committee Meeting Report

Director Ryzak reported the committee had met and is working closely with the staff on the maintenance task list.

B. Discussion and Action on Master Gardener Agreement

Director Ryzak reported the Facilities Committee reviewed and discussed the Master Gardener Program MOU for the use of SMCEC space for the UCCE Master Gardener Program for a period of three years. The agreement has been reviewed by County Counsel and the committee recommends Board approval. Director Ryzak made a motion to approve the Master Gardener Memorandum of Understanding as presented, seconded by Director Iniguez and unanimously carried.

XI. Fair Oversight Committee

A. Committee Report

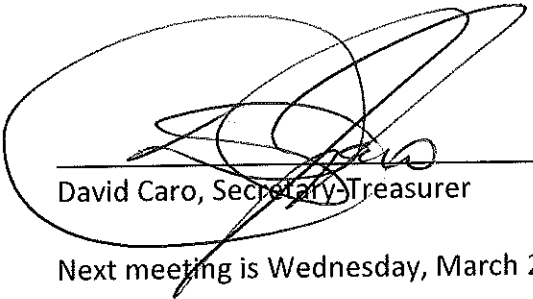
Director Caro reported on the Western Fairs Association awards received for the 2016 Fair. He reported on our new advertising and marketing contractor, OMG and he gave an update on Fair sponsorships. Kaitlyn gave a fair planning update including the entertainment lineup and the Fair ticket program for all San Mateo County students. She gave an update on parade planning and reported on the recent parade float purchase. Kaitlyn also reported on the Jr. Fair Board activities. Dana and Kaitlyn recently met with the Alameda County Fair to discuss the Fair date overlap challenges as it relates to commercial and

concession vendors. Kaitlyn gave an update on the upcoming San Mateo County STEM Festival with the opportunity for Board participation.

XI. Future Agenda Items

- A. Director Ryzak requested an item be placed on the next Executive Committee agenda to discuss how the Board approaches financial reporting,
- B. It was agreed the items below will be standing agenda items:
- San Mate Sewage Overflow Base Station Project
 - Hotel RFQ
 - Parking Lot Rehabilitation Project

There being no further business the meeting was adjourned at 5:30 P.M.



David Caro, Secretary-Treasurer

Next meeting is Wednesday, March 22, 2017 – 4:00 P.M.