

**SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING—JUNE 14, 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 June 14, 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 President Miller at 4:02 p.m.

II. ROLL CALL

Roll call was taken as follows:

Present: Beverly Miller, President
Tom Ames, Vice-President
David Caro, Secretary-Treasurer
Sarah Burdick
Kari Foppiano
Jonathan Gervais
Leonard Iniguez
Mike Pacelli
Yvonne Ryzak

Also Present: Dana Stoehr, Chief Executive Officer
David Alves, Controller
Kaitlyn Bailey-Findley, Fair Operations Manager
Diane Baumann, Finance Director
Jim Fetter, Jockey Club Manager
Charlene King, Chief Administrative Officer
Kletra Newton, Director of Event Sales and Services
Cindy Spencer, Director of Facilities
Carole Groom, Board of Supervisors
David Canepa, Board of Supervisors
Aimee Armsby, Deputy County Counsel
Ian Lewis, Unite Here Local 2

III. ORAL COMMUNICATIONS

A. Oral Communications from the Board

Director Foppiano reported that her students enjoyed participating in the Fair school tour. She thanked Kaitlyn and the staff for a wonderful experience. President Miller welcomed new Controller David Alves to the meeting.

B. Oral Communications from the Public

Ian Lewis, Unite Here Local 2, introduced himself and expressed his enthusiasm for the proposed hotel. He reported on their intention to organize the hotel and requested that language to that effect is addressed in the RFP. Supervisor Groom reported the RFP will be released next week and it will contain this language.

IV. APPROVAL OF MINUTES

Director Iniguez made a motion to approve the May 24, 2017, Board meeting minutes, motion seconded by Director Ames, and unanimously carried, with Director Pacelli abstaining.

V. Fair Oversight Committee

A. Committee Report

Director Caro reported the Fair is going very well. He reported the parade was a fun event and he complimented the Oakland Symphony/Family Stone show. Kaitlyn reported on the positive feedback on the Fair to date along with the positive energy amongst staff and guests. She reported attendance is looking positive and she cited some fun facts for the 2017 Fair. Diane reported on positive preliminary attendance and revenue numbers. Dana reported on security which involves a change in the security contractor and the addition of security wands at the gates. Supervisor Groom thanked the staff for the successful Disaster Preparedness event. Director Ryzak commented on the look and feel of the grounds.

VI. FINANCE COMMITTEE

A. Approve Changes to Bank Signature Cards

Recommendation to update San Mateo County Event Center bank signature cards as follows:

Approve Changes to Bank Signature Authorizations

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
David Alves, Controller
Kletra Newton, Director of Event Sales & Services

Director Iniguez made a motion to approve the bank signature cards as presented, seconded by Director Pacelli, and unanimously carried.

VII. PRESIDENT'S REPORT

President Miller reported on proposed legislation SB 368 (McGuire) and AB 1499 (Gray) related to funding for California Fairs. Proposed letters of support to Senator Hill and Assemblymember Mullin were circulated. Director Iniguez made a motion of approval to submit these letters on behalf of the Board, the motion was seconded by Director Pacelli. There was discussion and a recommendation to add additional language to the letters related to how the SMCEC will benefit from this legislation. After discussion there was a vote to approve the letters and the vote was unanimously carried.

VII. CEO REPORT

A. Parking Lot Rehabilitation Project Update

Dana gave an update on the parking lot project which will begin mobilization on July 24th. She is working with CFSA and Aimee on the contract and project expenses. Director Gervais thanked the County for their assistance on this important project.

B. City of San Mateo Sewage Overflow Base Station Update

Dana reported the City of San Mateo will be recommending the SMCEC as their site selection to the Public Works Commission this evening with a recommendation to the City Council next week. The City is working with the County on the agreement.

C. Hotel RFQ Update

Supervisor Groom reported that two companies responded to the RFQ and the RFP will be released next week. Director Ryzak expressed concern about the content in one RFQ respondent's proposal that calls for office space as part of the project.

D. Master Plan Update

Dana reported she is working with Mike Callagy on the Master Plan. Supervisor Groom reported she will check in with Mike regarding the timeframe of this project.

E. Vision Meeting Update

Dana reported the next Vision meeting will take place in the Fall.

F. Economic Impact Report

Dana reported she is expecting an estimate from EPS for an Economic Impact Report.

VIII. STAFF REPORTS

A. Sales, Marketing and Events

Kletra reported the sales department is excited about the new parking lot and they are moving business around to facilitate the project. She reported the Fall is busy with upcoming events and the Fair is going well.

B. Maintenance

Cindy reported the Fair is going well in the Maintenance department with staff responding quickly to any issues that arise. She reported the planting project with the 4H group was a success.

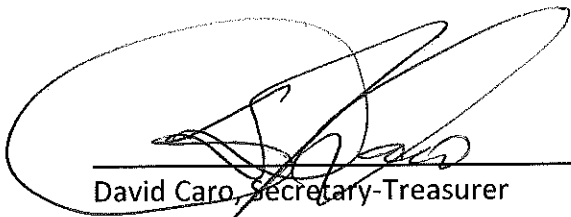
C. Jockey Club

Jim reported on the recent Belmont Stakes which was a good day in the Jockey Club. The Jockey Club is looking forward to the Breeder's Cup in November.

XI. Future Agenda Items

- A. Maker Faire Assessment
- B. May Financials will be available at the July meeting
- C. Horse Racing impact on the Jockey Club.

There being no further business the meeting was adjourned at 5:00 P.M.



David Caro, Secretary-Treasurer

Next meeting is Wednesday, July 26, 2017 – 4:00 P.M.