

**SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING--NOVEMBER 29, 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 November 29, 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 4:05 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
Jim Fetter, Jockey Club Manager
Kletra Newton, Director of Event Sales and Services
Cindy Spencer, Director of Facilities
Aimee Armsby, Deputy County Counsel
Rachael Bruins, Administrative Assistant

III. ORAL COMMUNICATIONS

A. Oral Communications from the Board

President Miller thanked Director Gervais for his service to the Board. Director Gervais expressed gratitude to Dana and the Board. Dana presented Director Gervais with an appreciation plaque and wished him the best at his new position with San Mateo County.

B. Oral Communications from the Public

There were no oral communications from the public.

IV. APPROVAL OF MINUTES

Director Ames made a motion to approve the October 25, 2017, Board meeting minutes, motion seconded by Director Iniguez, and unanimously carried.

V. CLOSED SESSION

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

At 4:10 PM the meeting went into closed session. The meeting reopened at 4:50 PM and the following action was taken:

The Board voted unanimously to grant CEO Dana Stoehr a bonus of 10% of her current salary for 2017 and a COLA increase of % to take effect January 1, 2018.

VI. FINANCE COMMITTEE

- A. Discussion and Action on October 2017 Financials

Dana and David reported on the October financial report. There was discussion regarding the parking lot project expenses. Director Iniguez made a motion to accept the October 2017 financials, seconded by Director Caro, and unanimously carried.

VII. PRESIDENTS REPORT

- A. 2018 Board Meeting Dates

The 2018 proposed Board meeting dates were reviewed and discussed. It was agreed to move the November meeting to the week after Thanksgiving, November 28th. Director Caro made a motion to approve the 2018 Board meeting dates as amended, seconded by Director Ames, and unanimously carried.

IX. STAFF REPORTS

- A. Sales, Marketing, and Events

Dana reported sales are positive for the remainder of the year with several corporate events.

- B. Jockey Club

Jim gave an update on the Jockey Club operations.

- C. Maintenance

Cindy gave a maintenance update and reported on facility and landscaping projects.

X. FACILITIES COMMITTEE

A. Committee Report

Director Ryzak reported the committee had met and she was quite pleased about the landscaping improvements on the grounds. She inquired about the detail of the \$101,000 expenditures for the parking lot project. Dana explained that \$85,000 of the \$101,000 was approved by the Board of Directors to CFFA for project management. The remaining \$16,000 was spent on soil testing, various engineering specs and blueprint copying. Director Burdick stated that she wished the Facilities Committee had been advised of the additional \$16,000 expenditure. Dana explained this amount was well below the CEO limit for expenditures and it was a small contribution given the size of the project, therefore, she considered it incidental expenditures relative to the scope of the project and within her spending limit which is \$50,000. She further explained that typically when an expense is above \$25,000 she will bring it to the attention of the Board. Dana also explained there would be large expenditures in excess of \$250,000 for the upcoming holiday parties related directly to the revenue we expect to receive for these events. The Board had general discussion regarding information relative to the property and capital expenditures as related to the County versus the Association's responsibilities and updated information on the master planning and hotel RFP process. Dana will reach out to Rick Williams to give an update on the master planning and hotel process to the Board at the January Board meeting.

XI. FAIR OVERSIGHT COMMITTEE

A. Committee Meeting Report

Director Caro noted that the FOC had not met in November as there was no substantive updates to report. Kaitlyn sent a detailed staff report reflecting that planning is going very well for the 2018 Fair.

XII. CEO REPORT


A. City of San Mateo Underground Wastewater In-System Storage Facility Project Update

Dana gave an update on the current status and progress of this project. She noted the County is working on language for a fully executed contract.

B. Master plan Update Economic Impact Report Update

Substantive discussion on the master plan project was discussed under the Facilities Committee report. The consultants are continuing to work on processing the detailed demographics for the economic impact study. The study has been expanded to include further economic information for the hotel RFP.

There being no further business the meeting was adjourned at 6:55 P.M.



David Caro, Secretary-Treasurer

Next meeting is Wednesday, January 24, 2018 – 4:00 P.M.