

**SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING-MAY 23, 2018**

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 May 23, 2018, 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 4:00 p.m.

II. ROLL CALL

Roll call was taken as follows:

Present: Beverly Miller, President
David Caro, Secretary-Treasurer
Sarah Burdick
Kari Foppiano
Leonard Iniguez
Mike Pacelli
Jim Tucker
Steven Wong

Excused: Tom Ames

Also Present: Dana Stoehr, Chief Executive Officer
Kletra Newton, Chief Operating Officer
Charlene King, Chief Administrative Officer
David Alves, Controller
Justin Aquino, Fair Operations Manager
Jim Fetter, Jockey Club Manager
Cindy Spencer, Director of Facilities
Carole Groom, Board of Supervisors
Aimee Armsby, Deputy County Counsel

III. ORAL COMMUNICATIONS

A. Oral Communications from the Board

There were no oral communications from the Board.

B. Oral Communications from the Public

There were no oral communications from the public.

Cindy reported staff is busy cleaning up after the Maker Faire and preparing for the San Mateo County Fair. She gave an update on projects including landscaping the north end of Sequoia Hall, relocating a fire hydrant and obtaining bids on tree trimming.

Maintenance
C. Jim reported the Preakness handle exceeded last year mostly due to two very large bets.

Jockey Club
B. Kietra gave a sales and events update and reported on the upcoming Facebook picnic in August, a large real estate expo in October and a fully booked December corporate party schedule.
A. Kietra introduced the sales, events, maintenance and production team to the Board and expressed appreciation to the entire staff for their hard work and dedication to the SMCEC. Kietra gave a sales and events update and reported on the upcoming Facebook picnic in August, a large real estate expo in October and a fully booked December corporate party schedule.

Sales, Marketing, and Events
A. Kietra introduced the sales, events, maintenance and production team to the Board and expressed appreciation to the entire staff for their hard work and dedication to the SMCEC. Kietra gave a sales and events update and reported on the upcoming Facebook picnic in August, a large real estate expo in October and a fully booked December corporate party schedule.

VII. STAFF REPORTS

David Alves and the staff for their efforts.
report, seconded by Director Burdick, and unanimously carried. Director Iniguez thanked
result with no material findings. Director Iniguez made a motion to accept the 2017 audit
Director Iniguez reported on the completed 2017 audit report which reflected a good

Discussion and Action on 2017 Audit Report
C. Director Iniguez reported on the completed 2017 audit report which reflected a good result with no material findings. Director Iniguez made a motion to accept the 2017 audit report, seconded by Director Burdick, and unanimously carried. Director Iniguez thanked David Alves and the staff for their efforts.

Report of Transfer of \$500,000 to the Local Agency Investment Fund Account (LAIF)
B. Director Iniguez reported staff had completed the transfer of \$500,000 to the LAIF account.

Discussion and Action on April 2018 Financial Reports
A. Director Iniguez reported the committee met today and recommends acceptance of the April 2018 financial report. Director Burdick made a motion to accept the April 2018 financial report, seconded by Director Pacelli, and unanimously carried.

VI. FINANCE COMMITTEE

Director Pacelli made a motion to approve the April 25, 2018, Board meeting minutes, motion seconded by Director Caro and unanimously carried with Director Tucker abstaining.

V. APPROVAL OF MINUTES

Welcome New Board Members and Oath of Office
IV. Aimee Armsby delivered the Oath of Office to Directors Burdick, Miller, Tucker and Wong.

VIII. CEO REPORT

A. General Update

Dana gave an update on the following items:

- She continues to work with San Mateo County on the proposed solar project.
- Maker Faire went well. We were up in parking revenue but down in food sales. The new team was delightful to work with and they are interested in negotiating a new contract.

B. Risk Reduction – Safety Programs and Emergency Planning

Dana reported the draft emergency plan has been sent to the San Mateo Police Department and the San Mateo County Office of Emergency Services for review and input with plans for a completed emergency plan by September.

IX. FACILITIES COMMITTEE

A. Committee Meeting Report

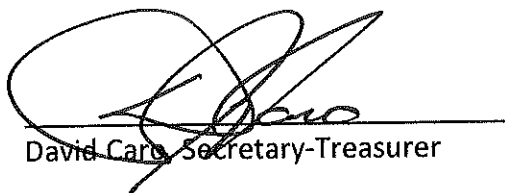
Director Pacelli reported the committee reviewed capital projects which includes the Jockey Club relocating the smoking section. The committee discussed the east parking lot ponding issues and Dana is working with the County on this. Director Pacelli reported staff is collecting information on metal detectors and will report back in September.

X. FAIR OVERSIGHT COMMITTEE

A. Committee Meeting Report

Justin reported the Fair begins in 16 days and the Fun Builders are hard at work preparing for opening day. He reported on the successful marketing and advertising campaign resulting in a significant increase in fair revenue to date. He reported the Fair commercial is currently running at the Daly City movie theater. Sponsorships are on pace with budget and Gold Circle sales are significantly up. Director Caro commented on the strong entertainment lineup.

There being no further business the meeting was adjourned at 5:10 P.M.



David Caro, Secretary-Treasurer

Next meeting is Wednesday, July 25, 2018 – 4:00 P.M.

