

**SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING-FEBRUARY 27, 2019**

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 27, 2019, 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 Ames at 4:05 p.m.

II. ROLL CALL

Roll call was taken as follows:

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

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

III. ORAL COMMUNICATIONS

There were no oral communications.

IV. APPROVAL OF MINUTES

Director Miller made a motion to approve the January 23, 2019, Board meeting minutes, motion seconded by Director Caro and unanimously carried, with Director Pacelli abstaining.

V. FINANCE COMMITTEE

- A. Discussion and Action on December 2018 Financial Report
Director Iniguez reported that the December Financials were presented to the committee at their meeting today and he made a motion to accept the December 2018 financial report, seconded by Director Miller, and unanimously carried.
- B. Discussion and Action on January 2019 Financial Report
Director Iniguez reported that the December Financials were presented to the committee at their meeting today and he made a motion to accept the January 2019 financial report, seconded by Director Burdick, and unanimously carried.

VI. STAFF REPORTS

- A. Sales, Marketing, and Events
Kletra reported January started off strong with the large DKOM event. The department is in the process of refining processes and procedures while engaging with new clients.
- B. Jockey Club
Jim reported on continued race cancellations due to inclement weather. Despite the cancellations, our handle was slightly higher to start the year. He reported the Jockey Club has the best record in the entire state on simulcast-only days.
- C. Maintenance
Cindy reported the Sequoia Hall restrooms are almost complete. Staff is busy keeping up on production and work orders. During inclement weather, the landscapers are learning the production tasks. Staff has been involved in rigging classes, and Cindy is researching additional educational programs for staff.
- D. Fair
Justin reported we are 102 days out from Fair. He recently attended the Western Fairs Association convention and our Fair was honored with 13 achievement awards. Justin reported on the planned Pacific Islands Day taking place on June 10th to celebrate the culture of the islands. He also reported on the June 11th Family Pride day which has garnered interest from the press. CEO Stoehr reported the Maker Faire plans to have an exhibit at the Fair.

VII. FACILITIES COMMITTEE

- A. Committee Meeting Report
CEO Stoehr reported the committee did not meet in February and will meet in March to review capital projects.

VIII. FAIR OVERSIGHT COMMITTEE

A. Committee Meeting Report

Director Foppiano reported the committee met and discussed a plan to host County District Days in lieu of the annual Fair party. Justin reported the goal is to build relationships with the County and the community in a smaller setting. The committee will continue to explore this at their next meeting.

B. Discussion and Action on Smoke-Free Policy

Director Foppiano reported the committee discussed and recommends approval of a smoking and vaping policy for the Fair that would ban smoking and vaping inside the Fair admission area and designated smoking areas would be located outside the Fair fence line. Director Miller voiced her concern that we may be isolating specific groups of people while implementing this policy. Following the discussion, Director Burdick made a motion to approve the policy as presented, seconded by Director Caro. Approved with an 8-1 vote, with Director Miller opposing.

IX. CEO REPORT

A. Master Plan and Economic Impact Report Update

CEO Stoehr reported the Master Plan is almost complete. The EIR draft is with County Counsel pending final completion. The report is considered confidential, and information will be shared with the Board upon completion.

B. Underground Flow Equalization System (UFES) Update

CEO Stoehr thanked Supervisor Groom and Aimee for their efforts to secure approval to construct a perimeter wall and landscaping on the premises. She also reported on the verbal commitment from the County that one-half of the UFES funds will be set aside for SMCEC improvements.

C. General Update

CEO Stoehr reported on the recent staff CPR training along with the new AEDs and Stop the Bleed kits located on the property.

X. PRESIDENT'S REPORT

President Ames reported on changes to the billing process for County legal services. Currently, we are billed a flat monthly rate, and the County is moving to an hourly billing rate effective January 1. Aimee reported that the County does not foresee any significant increase in the fees under the new structure and she acknowledged we would not be charged travel fees.

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


Leonard Iniguez, Secretary-Treasurer

Next meeting is Wednesday, March 27, 2019