

SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING – SEPTEMBER 25, 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 September 25, 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 4:00 pm.

II. ROLL CALL

Roll call was taken as follows:

Present: Tom Ames, President
Leonard Iniguez, Secretary-Treasurer
Sarah Burdick
Kari Foppiano
Rosanne Foust
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
Darryl Reavis, Director of Facilities
Jim Fetter, Jockey Club manager
Carole Groom, Board of Supervisors
Aimee Armsby, Lead Deputy County Counsel

III. ORAL COMMUNICATIONS

Director Rosanne Foust was welcomed to the Board. CEO Stoehr reviewed her background and stated she will be a great asset to the Board of Directors.

IV. APPROVAL OF MINUTES

Director Miller made a motion to approve the August 21, 2019 Board of Directors' meeting minutes, motion seconded by Director Pacelli, and unanimously carried with Director Burdick abstaining.

V. FINANCE COMMITTEE

A. Discussion and Action on June and July Financial Reports

Director Iniguez reported the committee met today and recommends acceptance of the August 2019 financial report as presented. Director Iniguez made a motion to accept the August 2019 financial report as presented, seconded by Director Miller, and unanimously carried.

B. Discussion and Action on 2018 Audit

Director Iniguez reported this item will be carried over to the October meeting to allow the Board time to review the audit report.

C. Discussion on Investment Fund Options for SMCEC Profit Sharing, 403(B) and Roth IRA Plans

CEO Stoehr reported the committee met with the SMECE's One America retirement plan representatives regarding a new investment vehicle, the Zero Revenue program, which offers a variety of mutual funds to employees at a lower cost. The committee concurred with the recommendation and the new program will be implemented.

VI. STAFF REPORTS

A. Sales, Marketing & Events

Kletra gave a sales and events report and noted we are on track for year end. She reported staff is preparing for the upcoming Real Estate Wealth Expo. CEO Stoehr acknowledged Kletra and her staff for their coordination and efforts in planning for this large event. Stoehr noted we will be utilizing the reverse parking program to help mitigate traffic impacts.

B. Jockey Club

Jim gave an update on the Jockey Club and noted August was a positive month due to the Del Mar race meet. He reported staff is preparing for the upcoming Breeder's Cup event in November.

C. Maintenance

Darryl reported staff is working on preparations for upcoming events. He noted the Fiesta Hall warranty roof project is 50% complete but the project is currently delayed due to heat.

VII. FAIR OVERSIGHT COMMITTEE

A. Discussion and Action on Proclamation for Bardi Koodrin

CEO Stoehr reviewed the proposed proclamation for Bardi Koodrin who joined the Fair team in 2009 and transformed the San Mateo County Fair's Literary department in a positive way for the community. The proclamation includes naming the San Mateo Literary Stage in Bardi's honor during the San Mateo County Fair. The proclamation was approved as presented, motioned by Director Miller, seconded by Director Pacelli, and unanimously carried.

VIII. FACILITIES COMMITTEE

A. Discussion and Action on 2019 Capital Improvements and Equipment Purchases

Director Tucker reported the committee met and reviewed the proposed projects to complete in 2019. The list is comprehensive and includes important projects which can be completed in 2019 due to the SMCEC's financial ability and the upcoming windows of work opportunities. The projects total \$435,000 and include significant IT upgrades and the purchase of a new sweeper. Following the discussion, Director Tucker made a motion to approve the 2019 capital projects and expenditures as presented, seconded by Director Pacelli and unanimously carried.

IX. CEO REPORT

A. Master Plan and Hotel RFQ Update

Supervisor Groom reported the County has retained an independent planning and financial firm to review the proposed project and the County is looking at potential bonding options.

B. Underground Flow Equalization System (UFES) Update

CEO Stoehr reported the City of San Mateo Planning Commission approved the project with a 3-1 vote and it will be heard by the City Council on October 21st. The City of San Mateo and the Bay Meadows neighborhood conveyed their thanks to the SMCEC for offering the property for this project. County Manager Callagy has committed a portion of the revenue from this project to the SMCEC.

C. General Update

CEO Stoehr reported on Police Chief Susan Manheimer's retirement party to be held at Nueva School on December 6th.

X. PRESIDENT'S REPORT

A. Discussion and Action on 2020 Board Meeting Dates

The Board agreed to accept the 2020 Board meeting dates as presented.

XI. ELECTION OF OFFICERS

A. Proposed Slate of Officers

Director Miller reported the Nominating Committee recommends the following slate of officers from October 1, 2019 through September 30, 2020:

President: Tom Ames
Vice-President: Leonard Iniguez
Secretary-Treasurer: Steven Wong

B. Nominations from the Floor

There were no nominations from the floor.

C. Vote

Director Pacelli made a motion to accept the nominations as presented, seconded by Director Foust, and unanimously carried.

XII. ADJOURN

There being no further business the meeting was adjourned at 4:45 pm,


Leonard Iniguez, Secretary-Treasurer

Next Meeting – Wednesday, October 23, 2019- 4:00 PM