

SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING – OCTOBER 23, 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 October 23, 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
Steven Wong, Secretary-Treasurer
Sarah Burdick
Kari Foppiano
Rosanne Foust
Jim Tucker

Excused: Leonard Iniguez
Beverly Miller
Mike Pacelli

Also Present: Dana Stoehr, Chief Executive Officer
Kletra Newton, Chief Operating Officer
Charlene King, Chief Administrative Officer
Justin Aquino, Fair Operations Manager
Katina Green, Controller
Jim Fetter, Jockey Club manager
Aimee Armsby, Lead Deputy County Counsel
Drew, Member of the Public

III. ORAL COMMUNICATIONS

Director Burdick reported she is stepping down from her position on the Board of Directors as she has accepted a new position with the Santa Clara County Counsel. The Board thanked her for her service and presented her with an appreciation plaque.

IV. APPROVAL OF MINUTES

Director Tucker made a motion to approve the September 25, 2019 Board of Directors' meeting minutes, motion seconded by Director Foppiano, and unanimously carried..

V. FINANCE COMMITTEE

A. Approve Changes to Bank Signature Cards

Director Wong reported the committee reviewed the changes to the bank signature cards as a result of the changes to the Officers and the committee recommends approving the changes as presented. Director Foust made a motion to the approve the changes, seconded by Director Foppiano. Director Tucker inquired about the name changes and it was reported that Director Wong will be added and Director Caro removed as signers. The motion was then carried unanimously.

B. Discussion and Action on September 2019 Financials

Director Wong reported the committee met today and recommends acceptance of the September 2019 financial report as presented. Director Burdick made a motion to accept the September 2019 financial report as presented, seconded by Director Foust, and unanimously carried.

C. Discussion and Action on 2018 Audit

Director Wong reported the committee reviewed the 2018 Audit and found it to be straightforward with no questions or concerns from the committee. Director Wong made a motion to receive the 2018 Audit, seconded by Director Burdick and unanimously carried.

D. Discussion and Action on 2020 Budget

Director Wong reported the committee held a special meeting to review the 2020 budget. CEO Stoehr reported the committee reviewed the proposed budget in great detail. She reported on the budget process and timeline including the upcoming budget meeting with the County Manager and the presentation to the Board of Supervisors on November 12th. Director Tucker made a motion to approve the 2020 Budget as presented, seconded by Director Burdick, and unanimously carried.

VI. STAFF REPORTS

A. Sales, Marketing & Events

Kletra gave a sales and events report and reported on recent events including the successful Real Estate and Wealth Expo. She also reported on upcoming events including corporate parties scheduled in December.

B. Jockey Club

Jim reported September was a quiet month for the Jockey Club and staff is preparing for the upcoming Breeder's Cup taking place November 1-2.

C. Fair

Justin reported there are 234 days until Fair and staff is moving forward with Fair planning.

D. Maintenance

Director Tucker reported Darryl is in the process of preparing an RFP for engineering services on the Fiesta and Redwood Hall floors.

VII. FAIR OVERSIGHT COMMITTEE

There was no committee report as the committee did not meet in October.

VIII. FACILITIES COMMITTEE

There was no committee report.

IX. CEO REPORT

A. Master Plan and Hotel RFQ Update

CEO Stoehr reported on a recent meeting held with the County and bonding experts where potential bond options were discussed for the SMCEC.

B. Underground Flow Equalization System (UFES) Update

CEO Stoehr the San Mateo City Council approved the project and planning will continue. Dana thanked Aimee for her assistance on the agreement for this project.

X. PRESIDENT'S REPORT

A. Committee Assignments

President Ames gave an update on committee assignments and reported Director Foust will serve on the Facilities and Finance committees.

XI. ADJOURN

There being no further business the meeting was adjourned at 4:30 pm,



Steven Wong, Secretary-Treasurer

Next Meeting - Wednesday, December 11, 2019- 4:00 PM