

SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING – APRIL 22, 2020

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 April 22, 2020 via Zoom conference.

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, Vice-President
Steven Wong, Secretary-Treasurer
Rosanne Foust
Kari Foppiano
Mike Pacelli
Jim Tucker

Also Present: Dana Stoehr, Chief Executive Officer
Kletra Newton, Chief Operating Officer
Charlene King, Chief Administrative Officer
Justin Aquino, Fair Operations Manager

III. ORAL COMMUNICATIONS

There were no oral communications.

IV. APPROVAL OF MINUTES

Director Foust made a motion to approve the February 26, March 10 and March 25, 2020 Board of Directors' meeting minutes, motion seconded by Director Iniguez, and unanimously carried.

V. FINANCE COMMITTEE

A. Discussion and Action on February 2020 Financials

Director Wong reported the Board has had the opportunity to review the February Financials. Director Wong made a motion to accept the February 2020 financial report as presented, seconded by Director Iniguez, and unanimously carried.

VI. STAFF REPORTS

Written staff reports were acknowledged by the Board.

VII. CEO REPORT

A. Update on COVID-19 Pandemic

CEO Stoehr noted that the Board was provided with a written update covering notable news over the past month. She expressed a special thank you to Director Foust for her efforts in assisting the SMCEC and all small businesses in the County. CEO Stoehr reported on the additional updates listed below:

- Verily continues to provide on-site testing. There were contracting concerns to be addressed due to Cal OES' expectation that the SMCEC provide complimentary rental rates for testing services. The County has since agreed to cover the rental fees and the contract process is moving forward.
- An agreement has been executed with the County for the support of the two onsite medical operations at a value not to exceed \$1.4 million.
- We received approval for the Payroll Protection Program and are awaiting final documents and funding. This program will allow us to maintain payroll through June 21st. Effective July 1st we will be facing staff cutbacks.
- We are forecasting revenues for the remainder of the year. Supervisor Groom has stated the County will assist to keep us minimally afloat.
- President Ames will be appointing an ad hoc committee to work with us on financial planning including risks and assessments.
- Effective April 20th, some managers will be taking 15% pay cuts.
- We are working with First Five to assist with the distribution of diapers and formula for families in need. This operation will likely be active through the summer.

VIII. DISCUSSION AND ACTION ON AB 1499 FUNDING DOCUMENTS

CEO Stoehr reported on the funding available to Fairs through the AB 1499 funding program which requires the Board's approval of the presented resolution, conditions and policies listed below:

- A. Resolution to Determine the Eligibility of the San Mateo County Fairgrounds to Receive Sales and Use Tax Allocations – AB 1499 Funding Under Executive Order N-40-20
- B. Required Employee Work Conditions Policy

C. Contracting Policies and Procedures as Required by Business and Professions Code (BPC) section 19620.15

Director Iniguez made a motion to approve the AB 1499 resolution, conditions and policies as presented, seconded by Director Foppiano, and unanimously carried.

IX. PRESIDENT'S REPORT

A. Ratify Actions Taken By the Executive Committee on March 30, 2020

The committee took action to suspend the Non-Profit policy approved by the Board which provides discounted rental rates to government agencies and non-profit organizations. The policy will be reviewed, revised and reinstated at a later date.

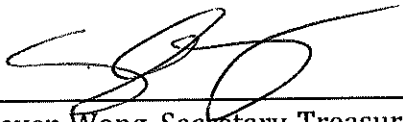
Director Iniguez made a motion to ratify the Executive Committee's action to suspend the non-profit policy described above, seconded by Director Foust, and unanimously carried.

B. Ad Hoc Committee – Financial Risks and Assessments

President Ames appointed Directors Foust and Wong to a Financial Risks and Assessments Ad Hoc Committee.

X. ADJOURN

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



Steven Wong, Secretary-Treasurer

Next Meeting – Wednesday, April 22, 2019- 4:00 PM