

SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING – MAY 27, 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 May 27, 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
Jim Tucker

Not Present: Mike Pacelli

Also Present: Dana Stoehr, Chief Executive Officer
Kletra Newton, Chief Operating Officer
Charlene King, Chief Administrative Officer
Justin Aquino, Fair Operations Manager
Aimee Armsby, Lead Deputy County Counsel

III. ORAL COMMUNICATIONS

There were no oral communications.

IV. APPROVAL OF MINUTES

Director Tucker made a motion to approve the April 22, 2020 Board of Directors' meeting minutes, motion seconded by Director Foust, and unanimously carried.

V. FINANCE COMMITTEE

A. Discussion and Action on March and April 2020 Financials

It was agreed to postpone action on the March and April financials to the June Board meeting to allow the Finance Committee additional time to review the reports.

B. Discussion and Action on Revised 2020 Budget

CEO Stoehr reported the revised 2020 budget was reviewed with the Ad Hoc Financial Risks and Assessment Committee (Directors Foust and Wong). The revised budget reflects a worse case scenario due to the COVID-19 pandemic and provides for \$1.7 million in restricted funds to cover potential EDD claims, payroll costs and health benefits for employees we are unable to retain. Dana reported there is potential for the Jockey Club to reopen once the County moves into Phase 3 openings, however, it will be opening in a modified format.

Director Iniguez made a motion to approve the revised 2020 budget as presented, seconded by Director Foppiano, and unanimously carried.

VI. CEO REPORT

A. Update on COVID-19 Pandemic

CEO Stoehr reported on the following:

- We continue to assist First Five and 4 C's with supplies for families in need. Justin has set up a process for families to request supplies through our ETix platform.
- We will assist Samaritan House in August with the distribution of backpacks for youth.
- We are working with Nuro, a robotic company. We are currently utilizing a Nuro robot unit to deliver meals three times daily to our onsite RV guests. Nuro is interested in entering into a three-year lease to occupy Sequoia Hall as well as a small portion of the west parking lot.
- A local high school will hold a drive through graduation on June 3rd in the west parking lot. We are in discussions with additional schools as well.
- Kletra is maintaining contact with clients and we anticipate some consumer shows returning in the Fall.
- An application has been submitted for a grant with CDFR which involves matching funds from the County for the purpose of relocating our RV park.

VII. PRESIDENT'S REPORT

A. Ratify Action Taken by the Executive Committee on May 21, 2020 to Approve Revised Sick Leave Policy Effective July 1, 2020

The Executive Committee approved an amendment to the SMCEC's sick leave policy which places a cap of 288 hours on the amount of sick leave a full-time employee may accrue. In addition, the new policy eliminates any payout of sick leave upon separation from employment. When implementing the policy

all employees will be paid out 20% of their current accrued sick leave and their balances will be reset to 80% of the total number of accrued hours.


Employees who retain balances in excess of 288 hours will cease accrual until the balance falls below 288 hours. There is no future payout of sick leave.

President Ames made a motion to approve the policy as presented, seconded by Director Tucker, and unanimously carried.

- B. Director Foust thanked Dana, Aimee and the staff for their efforts during this difficult time. CEO Stoehr thanked Rosanne and Aimee for their tremendous support.

VIII. ADJOURN

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



Steven Wong, Secretary-Treasurer

Next Meeting – Wednesday, June 17, 2020- 4:00 PM