

SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION
BOARD OF DIRECTORS' MEETING – August 26, 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 August, 2020 via Zoom conference.

I. CALL TO ORDER

The meeting was called to order by President Ames at 4:07 pm.

II. ROLL CALL

Roll call was taken as follows:

Present: Tom Ames, President
Leonard Iniguez, Vice-President
Steven Wong, Secretary-Treasurer
Kari Foppiano
Mike Pacelli
Jim Tucker

Excused: Rosanne Foust

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

III. ORAL COMMUNICATIONS

There were no oral communications.

IV. APPROVAL OF MINUTES

Director Pacelli made a motion to approve the June 17, 2020 Board of Directors' meeting minutes, motion seconded by Director Tucker. Director Pacelli inquired about the status of the RV park grant application and how funding will be allocated. CEO Stoehr provided an update on the grant application process and will provide an update at the September meeting. With a motion and a second, the June 17, 2020 meeting minutes were approved and unanimously carried.

V. FINANCE COMMITTEE

A. Discussion and Action on May, June and July Financials

Director Wong reported the committee's July meeting included a retirement plan update with our plan manager and investment advisor. No changes were made to the plans. The committee also reviewed the May and June financials at that meeting. The committee met today and reviewed the July financial report and the committee recommends acceptance of the May, June and July reports. Director Wong made a motion to accept the May, June and July financials as presented, seconded by Director Pacelli. Director Pacelli inquired about the Hartmann Studio account receivable dispute. CEO Stoehr explained the background on the dispute which is currently being processed through a collection agency. Director Pacelli also inquired about the increase in satellite wagering income and CEO Stoehr attributed this to receipt of ADW income. With a motion and a second, the May, June and July financial reports were accepted and unanimously carried via a roll call vote.

VI. FACILITIES COMMITTEE

A. Committee Report

Director Tucker reported the committee had met and reported that staff is working on the public safety center improvement project. CEO Stoehr reported the contractor will begin the exterior work next week and our in-house maintenance staff will perform the interior refurbishment resulting in a cost savings of approximately \$25,000.

VII. FAIR OVERSIGHT COMMITTEE

Committee Report

Director Foppiano reported Justin and the staff are doing a good job looking forward to the possibility of a 2021 Fair on a restricted budget. Justin reported staff is exploring various options for 2021 including a 7-day fair or a 5 day fair. He is closely monitoring other state and county fairs that have opened during the pandemic. Staff is also preparing a procedure manual to address safety protocols and standards due to COVID-19. Director Iniguez noted that we should prepare and have a contingency in place for the livestock auction. CEO Stoehr noted that we will have plans in place for a possible virtual auction.

VIII. CEO REPORT

A. Update on COVID-19 Pandemic

CEO Stoehr reported on the following:

- Superior Court will open for their jury selection process on September 8th with three courtrooms in Cypress Hall. This operation will include food and coffee service on each operating day.
- The Jockey Club continues to operate outdoors with food and beverage service three days per week. The Jockey Club was closed this past weekend due to the SMCEC being activated as a fire evacuation site.
- The County activated the SMCEC as a fire evacuation resource center. However, this operation is being closed today and we did not receive any evacuees. Our staff will continue to assist the County by accepting specific donations for fire victims.
- Director Iniguez gave a report on the support Dana and the SMCEC staff provided to the Cow Palace's animal evacuation site. He commended Dana and the crew who delivered and assembled pens and stalls for the animals. He noted there were many challenges to work through during this process and the staff delivered. There was discussion to consider preparing to handle this type of operation at the SMCEC if and when a future need arises.

B. Update on CDFA County Fair Land Leases

CEO Stoehr reported she has submitted the required agreement to the CDFA pursuant to the Business and Professions Code 19622.3 (a) & (b) related to the lease between the SMCEC and the County. This process is a requirement to receive any potential state funding from the CDFA.

C. General Update

CEO Stoehr reported that Aimee Armsby will be retiring effective September 11th. She expressed deep gratitude to Aimee on behalf of the Board and staff for her many years of assistance on a wide range of legal matters. The Board echoed her comments thanking Aimee for her guidance and expertise and wishing her the very best in the future.

IX. President's Report

A. CEO Evaluation and Contract Extension Update

President Ames reported he has appointed Directors Pacelli and Tucker to serve on the ad hoc CEO Evaluation Committee to perform CEO Stoehr's annual evaluation and contract extension. The committee will report to the Board in September.

B. ADJOURN

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

DocuSigned by:

Steven Wong

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Steven Wong, Secretary-Treasurer

Next Meeting – Wednesday, September 23, 2020 - 4:00 PM