

**SAN MATEO COUNTY EXPOSITION & FAIR ASSOCIATION  
BOARD OF DIRECTORS' MEETING  
SAN MATEO COUNTY EVENT CENTER  
2495 SOUTH DELAWARE STREET, SAN MATEO  
Wednesday, February 21, 2018 – 4:00 P.M.**

*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.*

**BOARD MEETING AGENDA**

- I. Call to Order
- II. Roll Call
- III. Oral Communications
  - A. Oral Communications from the Board
  - B. Oral Communications from the Public
- IV. Approval of Minutes of the January 24, 2018 Board Meeting
- V. Finance Committee
  - A. Discussion and Action on Funds Allocation to the SMCEC's LAIF Account
  - B. Discussion and Action on Venue Price Increases
  - C. Discussion and Action on Purchasing Policy and Check Signing Authorization Policy
  - D. Discussion and Action on 2017 Year End Financials
- VI. Staff Reports
  - A. Sales, Marketing and Events
  - B. Creative Touch Catering & Food Service
  - C. Jockey Club
  - D. Maintenance

- VII. CEO Report
  - A. General Update
  - B. Discuss Skylight Project
  - C. City of San Mateo Underground Wastewater In-System Storage Facility Project Update
  - D. Risk Reduction – Safety Programs and Emergency Planning
  - E. General Fair Update
- VIII. President's Report
  - A. Discuss Board Harassment Training
- IX. Future Agenda Items
- X. Adjourn

Next Meeting – Wednesday, March 28, 2018 – 4:00 P.M.

*The San Mateo County Event Center's facilities and Board and Committee meetings are accessible to individuals with disabilities. Contact Charlene King at 650-574-3247, at least three business days prior to the meeting, if (1) you need special assistance or a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in this meeting; or (2) you have a disability and wish to receive the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting in an alternative format. Notification in advance of the meeting will enable the San Mateo County Event Center to make reasonable arrangements to ensure full accessibility to this meeting and the materials related to it.*

*Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours before the meeting are available for public inspection at the same time they are distributed to all members or a majority of the members of the Board. The Board has designated the administrative office of the San Mateo County Event Center located at 2495 South Delaware Street, San Mateo, CA 94403, for the purpose of making those records available for inspection.*