

**Regular Board Meeting of the Board of Directors
1-A District Agricultural Association
Tuesday, November 14, 2023 – 10:00am
2600 Geneva Avenue, Daly City, California**

MINUTES

Chris Corgas, President	Leah Pimentel, 1 st Vice President	Al Perez, 2 nd Vice President
Mara Kopp, Director	Anthony Pantaleoni, Director	Ken Flower, Director
Tyrone Evans, Director	Leo Ma, Director	

I. Roll Call

President Corgas called the meeting to order at 10:00 AM. All Board Members as noted were present: Director Flower, Director Kopp, Director Ma, Director Pantaleoni, Director Perez, Director Pimentel. Excused: Director Evans

Director Pimentel made a motion to excuse Director Evans and Director Pantaleoni seconded the motion. All in favor. Motion passed.

Others in Attendance: Allison Keaney, CEO; Eric Blockie, Deputy Manager; Mitch Postel, President of the San Mateo Historical Association; John Root, Cow Palace History Committee member.

II. Approval of Board Meeting Minutes from September 19, 2023: Motion made by Director Flower to approve minutes of the regular Board meeting on September 19, 2023. Seconded by Director Kopp. All in favor. Motion passed.

III. Public Comments: No public comment.

IV. President's Report: President Corgas reported the following:

1. Board Meeting Frequency – President Corgas asked the Board for their opinion on meeting every other month and using the alternate months as time for committees to meet. Director Kopp suggested that the meeting schedule be kept in place with an option to cancel should the business needs of the staff require it. CEO Keaney agreed to review the bylaws on this matter.
2. Gun Show Update: President Corgas let the Board know that the ban against gun shows on state property has been rescinded but reminded the Board that it adopted a policy in April 2019, effective January 1, 2020, that states the Cow Palace will not rent to promoters for gun shows. A meeting on the Gun Show Committee in January 2021 reviewed the decision and determined that the information used to make the decision was sound.
3. Training: President Corgas reminded the Board that they will still need to complete their mandatory training. CEO Keaney shared that she completed administration training and would be able to now assist Directors with their access to the CDFA Online University. She also relayed that training completion may be required for the DAA to receive state funds that may come available.

V. CEO/DM Report: CEO Keaney and Deputy Manager Blockie reported on the following items:

1. **Calendar Review:** Deputy Manager Blockie shared that the Give Thanks Festival taking place Thanksgiving weekend was set to draw over 20,000 patrons. The Dickens Fair is ready to begin its season. An additional show is being booked for December 29th.
2. **GNR Recap:** CEO Keaney thanked the Board for their feedback, which has been incorporated with the rest of the feedback from staff and departments. Positive areas noted: the VIP BBQ, improved signage, new sponsors, food quality, the configuration of the area (drape) and new community partnerships. Areas that need improvement: concessions speed of service, hours for animal visits, sponsorships.
3. **Facility Project Updates:** CEO Keaney summarized the list of parking lot repairs that were completed, and the striping project. She also reported that the Round Up kitchen is close to completion with the last item being the installation of the new walk in.
4. **Staffing Update:** CEO Keaney reported that five positions will be advertised in 2024: Box Office Manager, Rental and Ops Officer, Event Coordinator, and two Senior Maintenance positions.
5. **Step Into the Light:** CEO Keaney reported that Entries are open for the second annual youth arts contest. The Exhibitors' Handbook has been sent to the Bay Area counties of SF, Alameda, San Mateo, Marin, Sonoma, Contra Costa, Santa Clara. The reception will take place Thursday, January 11, 2024, 5:00pm – 7:00pm.
6. **San Mateo Historical Association:** CEO Keaney reported that the San Mateo Historical Association staff would like to digitize the collection of Cow Palace scrapbooks and decide on the details of an opening reception for the exhibit, "The Extraordinary Cow Palace." Keaney then introduced guest Mitch Postel, president of the San Mateo Historical Association who presented the plan for the exhibit opening, date suggestions, and proposal for the digitization of the scrapbook assets which are deteriorating due to age. The estimate for this work, at \$2 per page, is approximately \$75,000. The Board agreed that March 2, 2024 for ribbon cutting, panel discussions, and reception, would be a good date.

VI. Committee Reports:

1. **Finance, Budget, Audit Committee:** President Corgas shared the September financial reports, noting the following:
 - Current position, cash on hand at \$8,243,813.
 - Assets in excess of liabilities improved at \$7,268,189.
 - Total assets \$15,965,203.
 - Accounts Receivable: Butler (accidental overpayment) resolved; Still working through AT&T receivables at accrued prior to the current agreement; Some event receivables are unsettled, as we work through pre-sell ticket arrangements; Stranger Support is the only receivable of concern; they want to return, so are incented to pay their arrears; we are not quite ready to move this to doubtful accounts.
2. **Land Development:** Director Ma reported that consultants Jerry Ramiza was beginning the evaluation of Deca/Catellus' redline to the draft MDA.
3. **Leadership Committee:** President Corgas, as the chair of the Leadership Committee, reviewed the timeline and process for electing the new officers. Nominations and interested Directors should email CEO Keaney and President Corgas, providing a resume and statement of interest. Candidates will be presented at the December meeting. Elections will take place at the January meeting.

VII. Action Items

1. **Financial Statements for September, 2023:** Director Pimentel moved to approve the financial statements as presented. Director Perez seconded the motion. All in favor. Motion passed.
2. **Digitization Proposal from the San Mateo Historical Association:** Director Pantaleoni moved to approve an additional \$75,000 to digitize Cow Palace scrapbooks. Director Kopp seconded the motion. All in favor. Motion passed.

VIII. Matters of Information

1. **CEO Comments:** Directors are reminded of the “State of the Cow Palace” town hall meeting January 25, 2024. The CEO also shared that Cow Palace merchandise is available for purchase for the holiday season. The office will be closed for most days between the Christmas and New Year holidays.
2. **Director Comments:** Director Kopp shared that she attended the Passion to Profit event held on November 8th and was happy to see the Cow Palace being involved in events that support local businesses.
3. **Next Board Meeting:** Tuesday, December 12, 2023, at 10:00 AM in the Paddock room at the Cow Palace.

- IX. Adjournment:** Motion to adjourn made by Director Flower, seconded by Director Ma. All in favor. Motion passed. Meeting adjourned 11:47 AM.

President, Chris Corgas

CEO, Allison Keaney

