



**SOUTH SAN FRANCISCO
CONFERENCE CENTER**

SOUTH SAN FRANCISCO CONFERENCE CENTER

REGULAR AUTHORITY MEETING

Monday, December 6, 2021 – 5:15 p.m.
255 South Airport Blvd., South San Francisco, CA 94080

AGENDA

Call to Order – Pledge of Allegiance – Roll Call

Public Comment:

Note: For matters not otherwise listed on this agenda, the Authority welcomes your comments but is prohibited by State Law from discussing the items raised. Such items may be taken under consideration and referred to staff for further action as appropriate.

Presentations:

1. Presentation by Sheldon Chavan, CPA, Partner of Chavan & Associates, LLP regarding Fiscal Year 2020-2021 Annual Financial Statement.

Action Items:

1. Review/Approval of Fiscal Year 2020-2021 Financial Statement and approval to submit same to the South San Francisco City Council.
2. Consideration of resolution approving the Conference Center Executive Director Employment Agreement between the Authority and James McGuire.
3. Review/Approval of Minutes from the October 18, 2021, Regular Meeting.
4. Review/Approval of Minutes from the December 1, 2021, Special Meeting.
5. Review/Approval of Substituting Item 2122-02 (New Directional Signs/Monitors/Accessories) in the FY2021-22 Capital Budget and replace it with Replacing laptops for staff. Memo is attached.
6. Review/Approval of the Authority's 2021-2022 Regular Authority Board Meetings Schedule.

Discussion Item/s:

1. Review of September and October Preliminary P&L for Fiscal Year 2021-2022.

Authority Announcements, Referrals and Future Agenda Items:

1. Election of Authority Chairperson and Vice Chairperson for year 2022 on Tuesday, February 22, 2022, Regular Authority Meeting.





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Executive Director's Report:

1. Update on Conference Center Sales Activities (Director of Sales; Kathleen Kearney).
2. Update on the Operations Activities (Director of Facility Operations; Cameron Fujii).

CLOSED SESSION:

- 1 Conference with Labor Negotiator
(Pursuant to Government Code Section 54957.6)
Unrepresented Employee: Executive Director
Agency Designated Representative: Flor Nicolas and Steve Mattas

Next Regular Authority Board Meeting will be on Tuesday, February 22, 2022, at 5:15 p.m.

Adjourn

