

BELLEVUE CONVENTION CENTER AUTHORITY  
BOARD MEETING

January 23, 2019

Meydenbauer Center  
Bellevue, WA 98004

11:30PM

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I. CALL TO ORDER

Meeting was called to order by Chairman Rick Carlson at 11:30pm.

II. **ATTENDANCE:** Rick Carlson, Roger Anderson, Bob Wallace, Ann Kawasaki, Ron Hofilena; Laurie Tish, Dan Watson

**Others Present:** City of Bellevue Finance Department Representative, Zemed Yitref

**Staff:** Tim Carr, CEO; Patrick McCluskey, CFO; Brad Jones, Executive Director-VB, Jane Kantor, Director of Sales- VB, Jeff Vaughan, Director of Facilities, Sara Waltemire, Director of Event Services

III. Minutes: Recorded

*Motion by Mr. Anderson and second by Ms. Kawasaki to approve the December 12, 2018 meeting minutes. Motion carried 6-0.*

IV. CHAIRMAN REPORT

Chair Carlson called for nominations for Election of Officers:

*Motion by Mr. Christison and second by Mr. Anderson to elect Mr. Wallace as Chair. Motion carried 6-0.*

*Motion by Mr. Wallace and second by Ms. Kawasaki to elect Mr. Anderson as Vice Chair. Motion carried 6-0.*

*Motion by Mr. Hofilena and second by Ms. Kawasaki to elect Mr. Carlson as Treasurer. Motion carried 6-0.*

Following the Election of Officers Mr. Carlson passed the gavel to Mr. Wallace.

V. COMMITTEE REPORTS

*A. Finance Committee*

(1) Review and Approval of Voucher and Payroll Expenditures

Accounts Payable checks #59973 to #60232      \$ 779,277.02

Regular monthly utilities in excess of	#60039	\$ 22,021.51
\$15,000 with signatures of the	#60051	\$ 16,707.01
CEO and Director of Finance	#60071	\$ 23,875.69
	#60074	\$ 62,524.05

#60093	\$ 24,705.74
#60099	\$ 19,444.32
#60105	\$ 25,000.00
#60113	\$ 18,088.47
#60168	\$ 16,944.94
#60232	\$ 19,797.92
#60217	\$ 23,803.60
#60229	\$ 23,315.00

Payroll period ending 11/30/2018	\$175,627.01
Payroll period ending 12/15/2018	\$261,879.73
Payroll period ending 12/31/2018	\$174,271.14
Payroll period ending 1/15/2019	\$195,773.88

\$ 807,551.76

Transfer #01855 to #01890

\$ 261,189.90

Total

\$ 1,848,018.44

*Motion by Mr. Carlson and second by Mr. Anderson to approve the voucher and payroll expenditures from 12/1/18 to 1/18/19. Motion carried (6-0).*

Mr. McCluskey reviewed a memorandum dated January 18, 2019 regarding the December 2018 Unaudited Financial Statements and Reserve Funding Report. He noted that December 2018 Financial Statements had been reviewed prior by the Finance Committee.

Mr. McCluskey reviewed a memorandum dated January 23, 2019 regarding Resolution 2019-01 to Amend the 2019 Consolidated Fund Budget.

*Motion by Ms. Tish and second by Mr. Hofilena to approve Resolution 2019-01 Motion carried 5-0.*

Mr. McCluskey reviewed a memorandum dated January 23, 2019 regarding Resolution 2019-02 to Amend the BCCA Credit Card Policy.

*Motion by Ms. Tish and second by Ms. Kawasaki to approve Resolution 2019-02 Motion carried 5-0.*

***B. Facilities Committee***

Mr. Vaughan presented a memorandum dated January 18, 2019 regarding the Facilities Report.

Mr. Vaughan reviewed a memorandum dated January 18, 2019 regarding Resolution 2019-04 to enter a contact with Republic Parking for Parking Management Services.

*Motion by Ms. Kawasaki and second by Mr. Hofilena to approve Resolution 2019-04 Motion carried 5-0.*

***C. Meydenbauer Center Sales and Marketing Activity***

Ms. Waltemire reviewed a memorandum dated January 23, 2019 regarding Meydenbauer Center December 2018 Sales and Marketing Activity.

**VI. STAFF REPORT**

**Visit Bellevue**

Mr. Jones reviewed a memorandum dated January 23, 2019 regarding the December Executive Summary.

Ms. Kantor reviewed a memorandum dated January 23, 2019 regarding Visit Bellevue Convention Sales Lost Business.

Mr. Jones reviewed a memorandum dated January 23, 2019 regarding Resolution 2019-03 to enter a contact with Cubic, Inc for Destination Branding and Marketing Development.

*Motion by Mr. Hofilena second by Mr. Anderson to approve Resolution 2019-03 Motion carried 5-0.*

**OTHER BUSINESS**

Mr. Carr reviewed the time and itinerary for the February BCCA Board Retreat.

**VII. EXECUTIVE SESSION**

**XIII. COMMUNICATIONS WITH THE PUBLIC - None**

**IX. ADJOURNMENT**

Chair Wallace adjourned the meeting at 1:24 pm.

**NEXT BOARD MEETING: Friday 1, 2019 @ 6:00 pm  
Woodinville, WA 98072**