

BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING

February 27, 2019

Meydenbauer Center
Bellevue, WA 98004

12:00PM

I. CALL TO ORDER

Meeting was called to order by Chairman Rick Carlson at 12:10pm.

II. **ATTENDANCE:** Bob Wallace, Roger Anderson, Rick Carlson, Laurie Tish, Ron Hofilena, John Christison (via phone)

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

Staff: Tim Carr, CEO; Patrick McCluskey, CFO; Brad Jones, Executive Director-VB, Justin Lynch, Director of Marketing- VB, Jeff Vaughan, Director of Facilities, Sara Waltemire, Director of Event Services

III. Minutes: Recorded

Motion by Mr. Anderson and second by Mr. Hofilena to approve the January 23, 2019 meeting minutes. Motion carried 5-0.

Motion by Mr. Anderson and second by Mr. Hofilena to approve the February 2, 2019 meeting minutes. Motion carried 5-0.

IV. CHAIRMAN REPORT

No Report

V. COMMITTEE REPORTS

A. Finance Committee

(1) Review and Approval of Voucher and Payroll Expenditures

Accounts Payable checks #60233 to #60366 \$ 321,678.72

Regular monthly utilities in excess of	#60245	\$ 24,900.00
\$15,000 with signatures of the	#60273	\$ 34,030.83
CEO and Director of Finance	#60282	\$ 20,249.25
	#60290	\$ 16,311.08
	#60309	\$ 23,868.13

Payroll period ending 2/1/2019	\$221,253.88
Payroll period ending 2/15/2019	\$218,591.85
	\$ 439,845.73
Transfer #01891 to #01906	\$ 156,829.12
Total	<u>\$ 918,353.57</u>

Motion by Mr. Carlson and second by Ms. Tish to approve the voucher and payroll expenditures from 1/19/19 to 2/21/19. Motion carried (5-0).

Mr. McCluskey reviewed a memorandum dated February 21, 2019 regarding the January 2019 Unaudited Financial Statements and Reserve Funding Report. He noted that January 2019 Financial Statements had been reviewed prior by the Finance Committee.

B. Facilities Committee

Mr. Vaughan presented a memorandum dated February 22, 2019 regarding the Facilities Report.

Mr. Vaughan reviewed a memorandum dated February 25, 2019 regarding Resolution 2019-05 to enter a contact with SKB Architects for Architectural and Engineering Services.

Motion by Mr. Anderson and second by Mr. Carlson to approve Resolution 2019-05 Motion carried 5-0.

C. Meydenbauer Center Sales and Marketing Activity

Ms. Waltemire reviewed a memorandum dated February 27, 2019 regarding Meydenbauer Center January 2019 Sales and Marketing Activity.

VI. STAFF REPORT

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Mr. Jones reviewed a memorandum dated February 27, 2019 regarding the January Executive Summary.

Mr. Jones introduced the team from Cubic, Inc who provided the board of an overview of their work in Destination Branding and Marketing Development.

OTHER BUSINESS

VII. EXECUTIVE SESSION

XIII. COMMUNICATIONS WITH THE PUBLIC - None

IX. ADJOURNMENT

Chair Wallace adjourned the meeting at 1:36 pm.

**NEXT BOARD MEETING: Wednesday, March 27, 2019 @ 12:00 pm
Bellevue, WA 98072**