

BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING

March 27, 2019
12:00PM

Meydenbauer Center
Bellevue, WA 98004

I. CALL TO ORDER

Meeting was called to order by Chairman Bob Wallace at 12:05 pm.

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

Others Present: Mayor John Chelminiak, City of Bellevue Finance Department Representative, Raymond Fleshman

Staff: Tim Carr, CEO; Patrick McCluskey, CFO; Brad Jones, Executive Director-VB, Jeff Vaughan, Director of Facilities, Sara Waltemire, Director of Sales & Events

III. Minutes: Recorded

Motion by Mr. Anderson and second by Mr. Carlson to approve the February 27, 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

As per requirement of RCW 42.3 and the Budget, Accounting, and Reporting System (BARS) manual (Vol. 1 Pt. 3, CH3, Section D), following vouchers and payroll expenditures incurred from 2/22/19 to 3/20/19 are enclosed for your review and approval.

Accounts Payable checks #60367 to #60536		\$	417,235.33
Including regular monthly utilities in excess of \$15,000 with the signatures of Chief Executive	60406		\$15,000.00
Officer and Chief Financial Officer	60470		\$21,540.09
(per Resolution 2018-09)	60515		\$40,554.80
	60386		\$15,954.10
	60527		\$30,398.31
	60437		\$21,145.96
	60499		\$21,841.85

Payroll period ending 2/28/2019 (pay date 3/6/19)	\$ 199,710.60	
Payroll period ending 3/15/2019 (pay date 3/21/19)	\$ 212,981.74	\$ 412,692.34
Transfer #01907 to #01930		\$ 241,826.43
Total		\$ 1,071,754.10

Motion by Mr. Carlson and second by Ms. Tish to approve the voucher and payroll expenditures from 2/22/19 to 3/20/19. Motion carried (5-0).

Mr. McCluskey reviewed a memorandum dated March 19, 2019 regarding the February 2019 Unaudited Financial Statements and Reserve Funding Report. He noted that February 2019 Financial Statements had been reviewed prior by the Finance Committee.

B. Facilities Committee

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

C. Meydenbauer Center Sales and Marketing Activity

Ms. Waltemire reviewed a memorandum dated March 20, 2019 regarding Meydenbauer Center February 2019 Sales and Marketing Activity.

VI. STAFF REPORT

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Mr. Jones reviewed a memorandum dated March 21, 2019 regarding the February Executive Summary.

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 24, 2019 @ 12:00 pm
Bellevue, WA 98072**