

**BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING**

April 24, 2019
12:00PM

Meydenbauer Center
Bellevue, WA 98004

I. CALL TO ORDER

Meeting was called to order by Chairman Bob Wallace at 12:06 pm.

II. ATTENDANCE: Bob Wallace, Roger Anderson, Rick Carlson, Ann Kawasaki Romero

Others Present City of Bellevue Finance Department Representative, Zemed Yitref

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

III. Minutes: Recorded

Motion by Mr. Carlson and second by Ms. Romero to approve the March 27, 2019 meeting minutes. Motion carried 4-0.

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 3/21/19 to 4/17/19 are enclosed for your review and approval.

Accounts Payable checks #60537 to #60692		\$	403,193.07
Including regular monthly utilities in excess of \$15,000 with the signatures of Chief Executive	60546		\$28,219.36
Officer and Chief Financial Officer	60550		\$47,842.86
(per Resolution 2018-09)	60598		\$17,739.16
	60601		\$34,255.50
	60670		\$32,000.00
 Payroll period ending 3/31/2019 (pay date 4/5/19)		\$	270,839.11

Payroll period ending 4/15/2019 (pay date
4/19/19)

\$ 207,083.56

\$ 477,922.67

Transfer #01931 to #01949

\$ 91,089.38

Total

\$ 972,205.12

Motion by Mr. Carlson and second by Ms. Kawasaki to approve the voucher and payroll expenditures from 3/21/19 to 4/17/19. Motion carried (4-0).

Mr. McCluskey reviewed a memorandum dated April 16, 2019 regarding the March 2019 Unaudited Financial Statements and Reserve Funding Report. He noted that March 2019 Financial Statements had been reviewed prior by the Finance Committee.

B. Facilities Committee

Mr. Vaughan reviewed a memorandum dated April 19, 2019 regarding the Facilities Report.

Mr. Vaughan reviewed a memorandum dated April 24, 2019 regarding Resolution 2019-06 to enter a contract with V&R Roofing for Construction Services.

Motion by Mr. Anderson and second by Ms. Kawasaki to approve Resolution 2019-06 Motion carried 4-0.

Mr. Vaughan reviewed a memorandum dated April 24, 2019 regarding Resolution 2019-07 to enter a contract with Carlson Audio Systems for a Theatre Sound System.

Motion by Mr. Anderson and second by Ms. Kawasaki to approve Resolution 2019-07 Motion carried 4-0.

Mr. Carr reviewed a memorandum dated April 18, 2019 regarding Resolution 2019-08 to enter a contract with SOJ for Project Management Services.

Motion by Mr. Anderson and second by Ms. Kawasaki to approve Resolution 2019-08 Motion carried 4-0.

C. Meydenbauer Center Sales and Marketing Activity

Ms. Waltemire reviewed a memorandum dated April 18, 2019 regarding Meydenbauer Center March 2019 Sales and Marketing Activity.

VI. STAFF REPORT

Visit Bellevue

Mr. Jones reviewed a memorandum dated April 19, 2019 regarding the March Executive Summary. Ms. Kantor discussed the 1st Qtr. sales results for the Visit Bellevue, Convention Sales team.

OTHER BUSINESS

VII. EXECUTIVE SESSION

XIII. COMMUNICATIONS WITH THE PUBLIC - None

IX. ADJOURNMENT

Chair Wallace adjourned the meeting at 1:26 pm.

**NEXT BOARD MEETING: Wednesday, May 22, 2019 @ 12:00 pm
Bellevue, WA 98072**