

BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING

August 28 , 2019
12:00PM

Meydenbauer Center
Bellevue, WA 98004

I. CALL TO ORDER

Meeting was called to order by Chair Bob Wallace at 12:08 pm.

II. **ATTENDANCE:** Robert Wallace, Roger Anderson, Rick Carlson, Ann Kawasaki Romero, Ron Hofilena, John Christison

Others Present City of Bellevue Finance Department Representative, Andrea Jutte

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 a second by Mr. Christison to approve the June 26, 2019 meeting minutes. Motion carried 6-0.

IV. CHAIRMAN REPORT

No Report

V. COMMITTEE REPORTS

A. Facilities Committee

Mr. Vaughan reviewed a memorandum dated August 21, 2019 regarding the Facilities Report.

Mr. Carr reviewed a memorandum dated August 23, 2019 regarding Resolution 2019-15 to enter a contract with LMN Architects for Architectural and Engineering Services.

Motion by Mr. Anderson and second by Ms. Kawasaki to approve Resolution 2019-15 Motion carried 6-0.

B. Finance Committee

(1) Review and Approval of Voucher and Payroll Expenditures

Accounts Payable checks #61002 to #61236				\$	709,000.93
	Including regular monthly utilities in excess				
	of \$15,000 with the signatures of Chief Executive	61046	\$15,750.00		
	Officer and Chief Financial Officer	61066	\$19,410.86		
	(per Resolution 2018-09)	61073	\$29,601.51		
		61086	\$17,400.00		
		61121	\$115,642.38		
		61156	\$15,741.45		
		61195	\$45,572.18		
	Payroll period ending 6/30/2019 (pay date 7/5/19)		\$ 149,605.77		
	Payroll period ending 7/15/2019 (pay date 7/19/19)		\$ 127,765.79		
	Payroll period ending 7/31/2019 (pay date 8/6/19)		\$ 145,159.64		
	Payroll period ending 8/15/2019 (pay date 8/21/19)		\$ 142,249.70		
				\$	564,780.90
	Transfer #02013 to #02063			\$	471,223.68
	Total			\$	<u>1,745,005.51</u>

Motion by Mr. Carlson and second by Mr. Hofilena to approve the voucher and payroll expenditures from 6/22/19 to 8/21/19. Motion carried (-0).

Mr. McCluskey reviewed a memorandum dated July 17, 2019 regarding the June 2019 Unaudited Financial Statements and Reserve Funding Report. He noted that June 2019 Financial Statements had been reviewed prior by the Finance Committee.

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

Mr. McCluskey reviewed a memorandum dated August 28, 2019 regarding Resolution 2019-12 to Amend the Bellevue Convention Center Authority's Credit Card Program.

Motion by Mr. Anderson and second by Mr. Hofilena to approve Resolution 2019-12, motion carried (6-0).

Mr. McCluskey reviewed a memorandum dated August 28, 2019 regarding Resolution 2019-13 to Approve Payment of 2019/2020 Commercials Insurance Premiums.

Motion by Mr. Carlson and second by Mr. Chistison to approve Resolution 2019-13, motion carried (6-0).

Mr. McCluskey reviewed a memorandum dated August 28, 2019 regarding Resolution 2019-14 to enter into a contract with Aldridge for Information Technology Services.

Motion by Mr. Anderson and second by Mr. Hofilena to approve Resolution 2019-14, motion carried (6-0).

Mr. McCluskey discussed the approval of BCCA CEO, Mr. Tim Carr to represent the BCCA on the City of Bellevue's Financial Oversight Committee.

Motion by Ms. Kawasaki and second by Mr. Anderson to approve Mr. Carr's membership representing the BCCA on the City of Bellevue Financial Oversight Committee carried (6-0).

C. Meydenbauer Center Sales and Marketing Activity

Ms. Waltemire reviewed a memorandum dated August 20, 2019 regarding Meydenbauer July 2019 Sales and Marketing Activity.

VI. STAFF REPORT

Visit Bellevue

Mr. Jones reviewed a memorandum dated August 21, 2019 regarding the Visit Bellevue 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, September 25, 2019 @ 12:00 pm
Bellevue, WA 98004**