

**BELLEVUE CONVENTION CENTER AUTHORITY  
BOARD MEETING**

May 22, 2019

Meydenbauer Center  
Bellevue, WA 98004

12:00PM

**I. CALL TO ORDER**

Meeting was called to order by Chairman Bob Wallace at 12:18 pm.

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

**Others Present** City of Bellevue Finance Department Representatives, Andrea Jutte and Katherine Goetz

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

**III. Minutes: Recorded**

*Motion by Mr. Carlson and second by Mr. Christison to approve the April 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**

|  |  |       |               |  |                        |
|--|--|-------|---------------|--|------------------------|
| Accounts Payable checks #60693 to #60827 |  |       |               |  | \$ 339,997.83          |
|  | Including regular monthly utilities in excess      |       |               |  |                        |
|  | of \$15,000 with the signatures of Chief Executive | 60736 | \$15,695.43   |  |                        |
|  | Officer and Chief Financial Officer                | 60746 | \$15,041.44   |  |                        |
|  | (per Resolution 2018-09)                           | 60767 | \$21,000.00   |  |                        |
|  |  | 60811 | \$20,882.82   |  |                        |
|  |  |       |               |  |                        |
|  | Payroll period ending 4/30/2019 (pay date 5/6/19)  |       | \$ 219,984.84 |  |                        |
|  | Payroll period ending 5/15/2019 (pay date 5/21/19) |       | \$ 334,230.58 |  |                        |
|  |  |       |               |  | \$ 554,215.42          |
|  |  |       |               |  |                        |
|  | Transfer #01950 to #01982                          |       |               |  | \$ 118,062.68          |
|  | Total  |       |               |  | <u>\$ 1,012,275.93</u> |

*Motion by Mr. Carlson and second by Mr. Christison to approve the voucher and payroll expenditures from 4/18/19 to 5/17/19. Motion carried (5-0).*

Mr. McCluskey reviewed a memorandum dated May 14, 2019 regarding the April 2019 Unaudited Financial Statements and Reserve Funding Report. He noted that April 2019 Financial Statements had been reviewed prior by the Finance Committee.

***B. Facilities Committee***

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

Mr. Vaughan reviewed a memorandum dated May 22, 2019 regarding Resolution 2019-09 to enter a contract with AAA Fire for Fire Alarm Strobe Light Additions.

*Motion by Mr. Carlson and second by Mr. Christison to approve Resolution 2019-09 Motion carried 5-0.*

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

Ms. Waltemire reviewed a memorandum dated May 14, 2019 regarding Meydenbauer April 2019 Sales and Marketing Activity.

**VI. STAFF REPORT**

**Visit Bellevue**

Mr. Jones reviewed a memorandum dated May 17, 2019 regarding the April Executive Summary.

Mr. Jones reviewed a memorandum dated May 22, 2019 regarding Resolution 2019-10 to enter into a contract with Stephanie Piano for Visit Bellevue Partnership Services.

*Motion by Mr. Christison and second by Mr. Hofilena to approve Resolution 2019-10 Motion carried 5-0.*

**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, June 26, 2019 @ 12:00 pm  
Bellevue, WA 98004**