

**BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING**

June 26, 2019
12:00PM

Meydenbauer Center
Bellevue, WA 98004

I. CALL TO ORDER

Meeting was called to order by Vice Chair Roger Anderson at 12:11 pm.

II. ATTENDANCE: Roger Anderson, Rick Carlson, Ann Kawasaki Romero, Ron Hofilena, John Christison, Dan Watson

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; Justin Lynch, Director of Marketing-VB.

III. Minutes: Recorded

Motion by Mr. Ron Hofilena and a second by Mr. Christison to approve the May 22, 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

Accounts Payable checks #60828 to #61001				\$	752,312.97
Including regular monthly utilities in excess of \$15,000 with the signatures of Chief Executive Officer and Chief Financial Officer (per Resolution 2018-09)	60832	\$19,109.02			
	60840	\$44,345.55			
	60847	\$28,139.50			
	60851	\$41,735.62			
	60894	\$18,418.57			
	60903	\$24,706.45			
	60904	\$37,678.67			
	60905	\$63,431.65			
	60909	\$26,369.42			
	60915	\$20,750.00			
	60918	\$17,373.51			
	60925	\$27,532.16			
	60944	\$38,206.61			
	60977	\$16,940.00			
Payroll period ending 5/31/2019 (pay date 6/6/19)		\$ 216,041.56			
Payroll period ending 6/15/2019 (pay date 6/21/19)		\$ 175,159.88			
				\$	391,201.44
Transfer #01983 to #02012				\$	160,464.65
Total				\$	<u>1,303,979.06</u>

Motion by Mr. Carlson and second by Mr. Hofilena to approve the voucher and payroll expenditures from 5/18/19 to 6/21/19. Motion carried 5-0.

Mr. McCluskey reviewed a memorandum dated June 13, 2019 regarding the May 2019 Unaudited Financial Statements and Reserve Funding Report. He noted that May 2019 Financial Statements had been reviewed prior by the Finance Committee.

Mr. McCluskey reviewed a memorandum dated June 21, 2019 regarding Resolution 2019-11 to Amend the 2019 Consolidated Fund Budget and 2019 Finance Plan.

Motion by Mr. Carlson and second by Ms. Kawasaki to approve Resolution 2019-11 to Amend the 2019 Consolidated Fund Budget and 2019 Finance Plan. Motion carried 5-0.

B. Facilities Committee

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

C. Meydenbauer Center Sales and Marketing Activity

Ms. Waltemire reviewed a memorandum dated June 13, 2019 regarding Meydenbauer Center May 2019 Sales and Marketing Activity.

VI. STAFF REPORT

Visit Bellevue

Mr. Jones reviewed a memorandum dated June 20, 2019 regarding the May Executive Summary.

Mr. Jones reviewed a memorandum outlining recommended appointments to the Visit Bellevue Advisory Board with terms from July 2019 to December 2020.

Motion by Mr. Hofilena and second by Mr. Anderson to approve the recommended appointment to the Visit Bellevue Advisory Committee. Motion carried 5-0.

OTHER BUSINESS

VII. EXECUTIVE SESSION

XIII. COMMUNICATIONS WITH THE PUBLIC - None

IX. ADJOURNMENT

Vice Chair Anderson adjourned the meeting at 2:02 pm.

**NEXT BOARD MEETING: Wednesday, August 28, 2019 @ 12:00 pm
Bellevue, WA 98004**

