

BELLEVUE CONVENTION CENTER AUTHORITY  
BOARD MEETING

October 23 , 2019

Meydenbauer Center  
Bellevue, WA 98004

12:00PM

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I. CALL TO ORDER

Meeting was called to order by Vice Chair Roger Anderson at 12:10 pm.

II. **ATTENDANCE:** Roger Anderson, 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; Sara Waltemire, Director of Sales & Events

III. **Minutes: Recorded**

*Motion by Mr. Hofilena and a second by Mr. Christison to approve August 28, 2019 meeting minutes. Motion carried 4-0.*

IV. CHAIRMAN REPORT

No Report

V. COMMITTEE REPORTS  
A. *Facilities Committee*

Mr. Vaughan reviewed a memorandum dated October 18, 2019 regarding the Facilities Report.

Mr. Carr provided an update regarding Meydenbauer expansion and LMN Conceptual Design process.

*B. Finance Committee*

(1) Review and Approval of Voucher and Payroll Expenditures

Accounts Payable checks #061266 to #061468				\$	1,046,037.01
	Including regular monthly utilities in excess				
	of \$15,000 with the signatures of Chief Executive			61299	\$184,648.82
	Officer and Chief Financial Officer			61308	\$16,301.25
	(per Resolution 2018-09)			61318	\$27,667.35
				61325	\$16,601.67
				61247	\$18,090.80
				61252	\$19,541.52
				61336	\$16,947.95
				61346	\$26,376.00
				61347	\$19,878.50
				61369	\$22,534.31
				61379	\$17,755.74
				61386	\$18,668.83
				61391	\$78,445.92
				61394	\$52,089.20
				61410	\$66,302.65
				61437	\$36,485.25
				61455	\$15,343.03
				61465	\$16,142.96
				61468	\$17,035.93
	Payroll period ending 8/31/2019 (pay date 9/6/19)				\$ 124,823.74
	Payroll period ending 9/15/2019 (pay date 9/20/19)				\$ 160,604.55
	Payroll period ending 9/30/2019 (pay date 10/4/19)				\$ 215,570.53
	Payroll period ending 10/15/2019 (pay date 10/21/19)				\$ 161,391.04
					\$ 662,389.86
	Transfer #02064 to #02092				\$ 164,755.39
	Total				\$ 1,873,182.26

***Motion by Mr. Hofilena and second by Mr. Christison to approve the voucher and payroll expenditures from 8/22/19 to 10/17/19. Motion carried (4-0).***

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

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

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

Ms. Waltemire reviewed a memorandum dated October 16, 2019 regarding Meydenbauer September 2019 Sales and Marketing Activity.

## VI. STAFF REPORT

### Visit Bellevue

Mr. Jones reviewed a memorandum dated October 18, 2019 regarding the Visit Bellevue Executive Summary.

Mr. Jones reviewed a memorandum dated October 23, 2019 regarding Resolution 2019-16 to enter into a contract with Madden Media for Destination Visitor Guide Services.

***Mr. Anderson called for the question to approve Resolution 2019-16, Board voted against approval (0-4).***

## OTHER BUSINESS

### VII. EXECUTIVE SESSION

### XIII. COMMUNICATIONS WITH THE PUBLIC - None

### IX. ADJOURNMENT

Vice Chair Anderson adjourned the meeting at 1:10 pm.

**NEXT BOARD MEETING: Wednesday, November 20, 2019 @ 12:00 pm  
Bellevue, WA 98004**