

BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING

November 20 , 2019
12:00PM

Wallace Properties Conference Room
Bellevue, WA 98004

I. CALL TO ORDER

Meeting was called to order by Chair Bob Wallace at 12:04 pm.

II. **ATTENDANCE:** Bob Wallace, Roger Anderson, John Christison, Laurie Tish, Rick Carlson

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, Jeff Vaughan, Director of Facilities Services

III. **Minutes: Recorded**

Motion by Mr. Anderson and a second by Ms. Tish to approve October 23, 2019 meeting minutes. Motion carried 5-0.

IV. CHAIRMAN REPORT

No Report

V. COMMITTEE REPORTS

A. Facilities Committee

LMN Architects provide a Conceptual Design Update presentation.

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

Mr. Vaughan reviewed a memorandum dated November 11, 2019 regarding Resolution 2019-17 to enter into a contract with MacDonald Miller for HVAC Maintenance Services.

Motion by Mr. Anderson and a second by Ms. Tish to approve Resolution 2019-17. Motion carried (5-04).

B. Finance Committee

(1) Review and Approval of Voucher and Payroll Expenditures

Accounts Payable checks #061469 to #061598				\$ 369,806.38
Including regular monthly utilities in excess of \$15,000 with the signatures of Chief Executive Officer and Chief Financial Officer (per Resolution 2018-09)	61512	\$24,968.37		
	61520	\$22,307.41		
	61540	\$35,731.39		
	61593	\$19,672.47		
Payroll period ending 10/31/2019 (pay date 11/6/19)		\$ 206,472.33		
				\$ 206,472.33
Transfer #02093 to #02110				\$ 155,999.05
Total				\$ 732,277.76
Please find details of the above from the attached Accounts Payable vendor check register report, Paycom summary report, payroll check register, transfer & telepay				

Motion by Ms. Tish and second by Mr. Anderson to approve the voucher and payroll expenditures from 10/18/19 to 11/14/19. Motion carried (5-0).

Mr. McCluskey reviewed a memorandum dated November 15, 2019 regarding the October 2019 Unaudited Financial Statements and Reserve Funding Report. He noted that October 2019 Financial Statements had been reviewed prior by the Finance Committee.

Mr. regarding McCluskey reviewed a reported dated September 30, 2019 regarding a Forecast of Future TOT Revenues prepared by CBRE.

C. Meydenbauer Center Sales and Marketing Activity

Ms. Waltemire reviewed a memorandum dated November 11, 2019 regarding Meydenbauer October 2019 Sales and Marketing Activity.

VI. STAFF REPORT

Visit Bellevue

Mr. Jones reviewed a memorandum dated November 12, 2019 regarding the Visit Bellevue Executive Summary.

Mr. Jones reviewed a memorandum dated November 12, 2019 regarding Resolution 2019-18 to enter into a contract with Madden Media for the 2020 Visitor Guide.

Motion by Mr. Anderson and a second by Mr. Wallace to approve Resolution 2019-18. Motion carried (5-0).

OTHER BUSINESS

VII. EXECUTIVE SESSION - None

XIII. COMMUNICATIONS WITH THE PUBLIC - None

IX. ADJOURNMENT

Chair Wallace adjourned the meeting at 1:35 pm.

**NEXT BOARD MEETING: Wednesday, December 18, 2019 @ 12:00 pm
Bellevue, WA 98004**