

BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING

December 18, 2019

Meydenbauer Center
Bellevue, WA 98004

12:00PM

I. CALL TO ORDER

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

II. **ATTENDANCE:** Bob Wallace, Roger Anderson, Rick Carlson, Ann Kawasaki, Ron Hofilena

Others Present City of Bellevue Finance Department Representatives 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, Devon Powell Theatre Services Manager, Brittan Drake, Theatre Production Supervisor

III. Minutes: Recorded

Motion by Ms. Kawasaki and a second by Mr. Anderson to approve November 20, 2019 meeting minutes. Motion carried 4-0.

IV. CHAIRMAN REPORT

2020 BCCA Year Planner was reviewed

V. COMMITTEE REPORTS

A. Facilities Committee

Mr. Vaughan reviewed a memorandum dated November 14, 2019 regarding the Facilities Report.

B. Meydenbauer Theatre

Mr. Vaughan reviewed a memorandum dated December 12, 2019 regarding the Meydenbauer Theatre.

Ms. Powell and Mr. Drake gave a presentation on Theatre presented events and the expanded programming opportunities with the instantiation of the new sound system.

C. Meydenbauer Center Sales and Marketing Activity

Ms. Waltemire reviewed a memorandum dated December 6, 2019 regarding Meydenbauer November 2019 Sales and Marketing Activity and 2020 Marketing Plan.

D. Visit Bellevue

Mr. Jones reviewed a memorandum dated December 12, 2019 regarding and an Executive Summary of Visit Bellevue's November Sales and Marketing Activity.

E. Finance Committee

(1) Review and Approval of Voucher and Payroll Expenditures

Accounts Payable checks #061599 to #061742					\$ 594,224.39
Including regular monthly utilities in excess of \$15,000 with the signatures of Chief Executive Officer and Chief Financial Officer (per Resolution 2018-09)					
		61611	\$16,500.00		
		61615	\$43,542.95		
		61623	\$36,800.00		
		61645	\$17,707.26		
		61674	\$16,584.46		
		61675	\$87,413.77		
		61680	\$22,022.35		
		61687	\$16,536.54		
		61708	\$45,541.51		
		61738	\$15,407.35		
Payroll period ending 11/15/2019 (pay date 11/21/19)				\$ 237,763.91	
Payroll period ending 11/30/2019 (pay date 12/6/19)				\$ 177,726.18	
					\$ 415,490.09
Transfer #02111 to #02125					\$ 146,850.16
Total					\$ 1,156,564.64

Motion by Mr. Carlson and second by Mr. Anderson to approve the voucher and payroll expenditures from 11/15/19 to 12/12/19. Motion carried (5-0).

Mr. McCluskey reviewed a memorandum dated December 13, 2019 regarding Resolution 2019-19 to Amend the 2019 Budget for Convention Center and Theatre.

Motion by Ms. Anderson and second by Mr. Carlson to approve the Resolution 2019-2019 to Amend the 2019 Budget for Convention Center and Theatre.

Mr. McCluskey reviewed the Proposed 2020 Convention Center, Visit Bellevue, Theatre and Capital Budget dated December 2019.

Motion by Ms. Anderson and second by Mr. Carlson to approve the Resolution 2019-2020 approving the 2020 Consolidated Fund Budget as presented. Motion carried 5-0.

Mr. McCluskey reviewed the Proposed 2020 Finance Plan dated December 2019.

Motion by Mr. Carlson and second by Mr. Anderson to approve the Resolution 2019-21 approving the 2020 Finance Plan as presented. Motion carried 5-0.

OTHER BUSINESS

VII. EXECUTIVE SESSION - None

XIII. COMMUNICATIONS WITH THE PUBLIC - None

IX. ADJOURNMENT

Chair Wallace adjourned the meeting at 1:40 pm.

NEXT BOARD MEETING: Tuesday, January 28, 2020 @ 7:30 am
Bellevue, WA 98004