

BELLEVUE CONVENTION CENTER AUTHORITY  
BOARD MEETING

January 28, 2020

Meydenbauer Center  
Bellevue, WA 98004

7:30AM

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I. CALL TO ORDER

Meeting was called to order by Chair Bob Wallace at 7:38 am.

II. **ATTENDANCE:** Bob Wallace, Roger Anderson, Rick Carlson, Ann Kawasaki, Ron Hofilena, Laurie Tish, John Christison (via videoconference), Dan Watson

**Others Present** Bellevue City Council Member Janice Zahn, 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

III. Minutes: Recorded

*Motion by Mr. Hofilena and a second by Ms. Kawasaki to approve December 18, 2019 meeting minutes. Motion carried 6-0.*

IV. CHAIRMAN REPORT

No Report

V. COMMITTEE REPORTS

**A. Facilities Committee**

Mr. Vaughan reviewed a memorandum dated January 23, 2020 regarding the Facilities Report.

Mr. Vaughan reviewed a memorandum dated January 24, 2020 regarding Resolution 2020-01 to enter into a contract with Comcast for Data Service.

*Motion by Ms. Anderson and second by Ms. Kawasaki to approve the Resolution 2020-01 to enter into a contract with Comcast for Data Service. Motion Carried 6-0*

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

Ms. Waltemire reviewed a memorandum dated January 21, 2020 regarding Meydenbauer December 2019 Sales and Marketing Activity.

**C. Visit Bellevue**

Mr. Jones reviewed a memorandum dated January 23, 2020 regarding and an Executive Summary of Visit Bellevue's December Sales and Marketing Activity.

**D. Finance Committee**

(1) Review and Approval of Voucher and Payroll Expenditures

Accounts Payable checks #061743 to #061904				\$	620,638.02
Including regular monthly utilities in excess					
of \$15,000 with the signatures of Chief Executive	61752	\$24,900.00			
Officer and Chief Financial Officer	61756	\$28,963.91			
(per Resolution 2018-09)	61762	\$84,841.80			
	61804	\$18,000.00			
	61808	\$23,000.00			
	61809	\$28,504.03			
	61835	\$22,342.73			
	61858	\$41,494.60			
	61866	\$17,039.56			
	61875	\$15,302.82			
	61900	\$24,481.00			
Payroll period ending 12/15/2019 (pay date 12/20/19)		\$ 201,052.05			
Payroll period ending 12/31/2019 (pay date 1/6/20)		\$ 122,686.58			
Payroll period ending 1/15/2020 (pay date 1/21/20)		\$ 126,219.25			
				\$	449,957.88
Electronic Payments or Transfers #02126 to #02146				\$	269,024.82
Total				\$	1,339,620.72

***Motion by Mr. Carlson and second by Mr. Anderson to approve the voucher and payroll expenditures from 12/13/19 to 1/22/20. Motion carried 6-0.***

Mr. McCluskey reviewed a memorandum dated January 23, 2020 regarding the December 2019 Unaudited Financial Statements and Reserve Funding Report.

Mr. McCluskey reviewed a memo regarding Resolution 2020-02 to Amend the 2020 Consolidated Fund Budget.

***Motion by Ms. Anderson and second by Mr. Carlson to approve the Resolution 2019-2020 to Amend the 2020 Consolidated Fund Budget. Motion carried 6-0.***

**OTHER BUSINESS**

**VII. EXECUTIVE SESSION - None**

**XIII. COMMUNICATIONS WITH THE PUBLIC - None**

**IX. ADJOURNMENT**

Chair Wallace adjourned the meeting at 9:10 am.

**NEXT BOARD MEETING: Tuesday, February 25, 2020 @ 7:30 am  
Bellevue, WA 98004**