

BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING

February 25, 2020

Meydenbauer Center
Bellevue, WA 98004

7:30AM

I. CALL TO ORDER

Meeting was called to order by Chair Bob Wallace at 7:37 am.

II. **ATTENDANCE:** Bob Wallace, Roger Anderson, Rick Carlson, Ann Kawasaki, Ron Hofilena, John Christison, 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. Anderson and a second by Mr. Carlson to approve January 28, 2020 meeting minutes. Motion carried 6-0.

IV. CHAIRMAN REPORT

No Report

V. COMMITTEE REPORTS

A. Facilities Committee

Mr. Vaughan reviewed a memorandum dated February 21, 2020 regarding the Facilities Report.

B. Meydenbauer Center Sales and Marketing Activity

Ms. Waltemire reviewed a memorandum dated February 18, 2020 regarding Meydenbauer January 2020 Sales and Marketing Activity.

C. Visit Bellevue

Mr. Jones reviewed a memorandum dated February 20, 2020 regarding and an Executive Summary of Visit Bellevue's December Sales and Marketing Activity.

Mr. Jones reviewed a memorandum dated February 20, 2020 regarding Resolution 2020-03 to enter into a contract with MTR Western for Bellevue Visitor Circulator Shuttle Service.

Motion by Mr. Anderson and second by Mr. Hofilena to approve the Resolution 2020-03 to enter into a contract with MTR Western for Bellevue Visitor Circulator Shuttle Service. Motion Carried 6-0

D. Finance Committee

(1) Review and Approval of Voucher and Payroll Expenditures

| | | | | | |
|--|-------|---------------|--|--|---------------|
| Accounts Payable checks #061905 to #062031 | | | | | \$ 488,921.22 |
| Including regular monthly utilities in excess | | | | | |
| of \$15,000 with the signatures of Chief Executive | 61907 | \$18,300.00 | | | |
| Officer and Chief Financial Officer | 61912 | \$15,015.00 | | | |
| (per Resolution 2018-09) | 61918 | \$31,403.43 | | | |
| | 61924 | \$95,058.85 | | | |
| | 61941 | \$15,302.82 | | | |
| | 61964 | \$22,392.63 | | | |
| | 62000 | \$15,049.59 | | | |
| | 62016 | \$25,096.01 | | | |
| | | | | | |
| Payroll period ending 1/31/2020 (pay date 2/6/20) | | \$ 181,373.27 | | | |
| Payroll period ending 2/15/2020 (pay date 2/21/20) | | \$ 168,179.17 | | | |
| | | | | | |
| | | | | | \$ 349,552.44 |

Motion by Mr. Carlson and second by Ms. Kawasaki to approve the voucher and payroll expenditures from 1/23/20 to 2/20/20. Motion carried 6-0.

Mr. McCluskey reviewed a memorandum dated February 20, 2020 regarding the January 2020 Unaudited Financial Statements and Reserve Funding Report.

OTHER BUSINESS

VII. EXECUTIVE SESSION - None

XIII. COMMUNICATIONS WITH THE PUBLIC - None

IX. ADJOURNMENT

Chair Wallace adjourned the meeting at 9:24 am.

**NEXT BOARD MEETING: Tuesday, March 24, 2020 @ 7:30 am
Bellevue, WA 98004**