

**BELLEVUE CONVENTION CENTER AUTHORITY  
BOARD MEETING**

March 24, 2020

Meydenbauer Center  
Bellevue, WA 98004  
Online / ZOOM Meeting

7:30AM

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**I. CALL TO ORDER**

Meeting was called to order by Chair Bob Wallace at 7:32am.

**II. ATTENDANCE:** Bob Wallace, Roger Anderson, Rick Carlson, Ann Kawasaki, Ron Hofilena, John Christison, Laurie Tish, 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 February 25, 2020 meeting minutes. Motion carried 7-0.*

**IV. CHAIRMAN REPORT**

No Report

**V. COMMITTEE REPORTS**

**A. Facilities Committee**

Mr. Vaughan reviewed a memorandum dated March 18, 2020 regarding the Facilities Report.

Mr. Carr reviewed a memorandum dated March 19, 2020 regarding Resolution 2020-04 to enter into an Agreement with the City of Bellevue for approval of a Permanent Sign Easement.

*Motion by Mr. Anderson and second by Mr. Hofilena to approve Resolution 2020-04 to enter into an Agreement with the City of Bellevue for a Sign Easement with Washington State Department of Transportation for approval of a Permanent Sign Easement. Motion Carried 7-0*

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

Ms. Waltemire review a memorandum dated March 18, 2020 regarding Covid-19 Cancellation Impacts.

Ms. Waltemire reviewed a memorandum dated March 12, 2020 regarding Meydenbauer January 2020 Sales and Marketing Activity.

**C. Visit Bellevue**

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

**D. Finance Committee**

(1) Review and Approval of Voucher and Payroll Expenditures

Accounts Payable checks #062032 to #062186				\$	421,280.62
Including regular monthly utilities in excess					
of \$15,000 with the signatures of Chief Executive	62054	\$19,134.60			
Officer and Chief Financial Officer	62095	\$71,203.80			
(per Resolution 2018-09)	62102	\$22,466.71			
	62107	\$33,336.69			
	62159	\$21,063.52			
Payroll period ending 2/29/2020 (pay date 3/6/20)		\$ 192,872.30			
Payroll period ending 3/15/2020 (pay date 3/20/20)		\$ 143,891.54			
				\$	336,763.84
Electronic Payments or Transfers #02164 to #02174				\$	63,997.96
Total				\$	822,042.42

***Motion by Mr. Carlson and second by Ms. Kawasaki to approve the voucher and payroll expenditures from 2/21/20 to 3/18/20. Motion carried 7-0.***

Mr. McCluskey reviewed a memorandum dated March 17, 2020 regarding the February 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 8:22 am.

**NEXT BOARD MEETING:**

**Tuesday, April 28, 2020 @ 7:30 am  
Bellevue, WA 98004  
Online/Zoom Meeting**