

BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING

April 28, 2020
7:30AM

Meydenbauer Center

Bellevue, WA 98004
Online / Zoom Meeting

I. **CALL TO ORDER**

Meeting was called to order by Chair Bob Wallace at 7:34am.

II. **ATTENDANCE:** Bob Wallace, 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

III. **Minutes: Recorded**

Motion by Mr. Hofilena and a second by Ms. Kawasaki to approve the March 24, 2020 and April 9, 2020 meeting minutes. Motion carried 5-0.

IV. **CHAIRMAN REPORT**

No Report

V. **COMMITTEE REPORTS**

A. Executive Report

Mr. Carr reviewed a memorandum dated April 15 regarding the Response to Covid-19.

B. Meydenbauer Center Sales and Marketing Activity

Ms. Waltemire reviewed a memorandum dated April 23, 2020 regarding Meydenbauer March 2020 Sales and Marketing Activity.

C. Visit Bellevue

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

D. Finance Committee

(1) Review and Approval of Voucher and Payroll Expenditures

Accounts Payable checks #062188 to #062281						\$	331,775.77
	Including regular monthly utilities in excess						
	of \$15,000 with the signatures of Chief Executive			62197	\$42,946.25		
	Officer and Chief Financial Officer			62207	\$17,293.87		
	(per Resolution 2018-09)			62225	\$20,349.56		
				62226	\$15,684.00		
				62262	\$19,344.00		
Payroll period ending 3/31/2020 (pay date 4/6/20)					\$	107,999.11	
Payroll period ending 4/15/2020 (pay date 4/21/20)					\$	62,912.21	
							\$
							170,911.32
Electronic Payments or Transfers #02175 to #02196						\$	237,205.53
							\$
							739,892.62
							<u>739,892.62</u>

Motion by Ms. Tish and second by Mr. Hofilena to approve the voucher and payroll expenditures from 3/19/20 to 4/22/20. Motion carried 5-0.

Mr. McCluskey reviewed a memorandum dated April 22, 2020 regarding the March 2020 Unaudited Financial Statements and Reserve Funding Report.

Mr. McCluskey reviewed a memorandum dated April 24, 2020 regarding the BCCA Financial Analysis related to impacts of COVID-19.

OTHER BUSINESS

VII. EXECUTIVE SESSION - None

XIII. COMMUNICATIONS WITH THE PUBLIC - None

IX. ADJOURNMENT

Chair Wallace adjourned the meeting at 8:35 am.

**NEXT BOARD MEETING: Tuesday, May 26, 2020 @ 7:30 am
Bellevue, WA 98004
Online/Zoom Meeting**