

**BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING**

July 28, 2020

Meydenbauer Center
Bellevue, WA 98004
Online / ZOOM Meeting

7:30AM

I. CALL TO ORDER

Meeting was called to order by Chair Bob Wallace at 7:31am.

II. ATTENDANCE: Bob Wallace, Rick Carlson, Ron Hofilena, Ann Kawasaki Romero, Laurie Tish

Others Present Bellevue City Council Member Janice Zahn, City of Bellevue Finance Department Representatives Andrea Jutte and Katherine Goetz

Staff: Tim Carr, CEO; Patrick McCluskey, CFO; Brad Jones, Executive Director-VB: Sara Waltemire, Director of Sales & Events

III. Minutes: Recorded

Motion by Mr. Carlson and a second by Mr. Hofilena to approve the June 23, 2020 meeting minutes. Motion carried 5-0.

IV. CHAIRMAN REPORT

No Report

V. COMMITTEE REPORTS

A. Executive Report

Mr. Carr reviewed a memorandum dated July 18, 2020 regarding the COVID-19 Update.

B. Meydenbauer Center Sales and Marketing Activity

Ms. Waltemire reviewed a memorandum dated July 17, 2020 regarding Meydenbauer June 2020 Sales and Marketing Activity.

C. Visit Bellevue

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

D. Finance Committee

(1) Review and Approval of Voucher and Payroll Expenditures

Accounts Payable checks #62664 to #62693					\$	76,718.71
Including regular monthly utilities in excess of \$15,000 with the signatures of Chief Executive Officer and Chief Financial Officer (per Resolution 2018-09)	62675	\$19,000.00				
Payroll period ending 6/15/2020 (pay date 6/19/20)		\$	40,616.61			
Payroll period ending 6/30/2020 (pay date 7/6/20)		\$	36,358.72			
Payroll period ending 7/15/2020 (pay date 7/21/20)		\$	36,114.19			
					\$	113,089.52
Electronic Payments or Transfers #02221 to #02243					\$	67,709.72
Total					\$	257,517.95

Motion by Mr. Carlson and second by Mr. Hofilena to approve the voucher and payroll expenditures from 6/16/20 to 7/21/20. Motion carried 5-0.

Mr. McCluskey reviewed a memorandum dated July 20, 2020 regarding the June 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 8:34 am.

**NEXT BOARD MEETING: Tuesday, August 25, 2020 @ 7:30 am
Bellevue, WA 98004
Online/Zoom Meeting**