

**BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING**

August 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 7:32am.

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

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. Wallace to approve the July 28, 2020 meeting minutes. Motion carried 7-0.

IV. CHAIRMAN REPORT

No Report

V. COMMITTEE REPORTS

A. Executive Report

Mr. Carr reviewed a memorandum dated August 20, 2020 regarding the COVID-19 Update.

B. Facilities Committee Report

Mr. Carr reviewed a memorandum dated August 21, 2020 regarding the BCCA Facilities Committee.

C. Meydenbauer Center Sales and Marketing Activity

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

D. Visit Bellevue

Mr. Jones reviewed a memorandum dated August 21, 2020 regarding and an Executive Summary of Visit Bellevue's July Sales and Marketing Activity.

E. Finance Committee

(1) Review and Approval of Voucher and Payroll Expenditures

Accounts Payable checks #62694 to #62722					\$	161,737.78
Including regular monthly utilities in excess of \$15,000 with the signatures of Chief Executive Officer and Chief Financial Officer (per Resolution 2018-09)	62695	\$53,190.00	62698	\$48,734.53		
Payroll period ending 7/31/2020 (pay date 8/6/20)		\$ 40,286.68				
Payroll period ending 8/15/2020 (pay date 8/21/20)		\$ 48,069.65				
					\$	88,356.33
Electronic Payments or Transfers #02244 to #02252					\$	48,999.76
Total					\$	299,093.87

Motion by Mr. Carlson and second by Ms. Kawasaki to approve the voucher and payroll expenditures from 7/22/20 to 8/21/20. Motion carried 7-0.

Mr. McCluskey reviewed a memorandum dated July 11, 2020 regarding the July 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 8:33 am.

**NEXT BOARD MEETING: Tuesday, September 22, 2020 @ 7:30 am
Bellevue, WA 98004
Online/Zoom Meeting**