

**BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING**

September 22, 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, Roger Anderson, Rick Carlson, Ron Hofilena, Ann Kawasaki Romero, Laurie Tish, John Christison, Dan Watson (Emeritus)

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 August 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 September 18, 2020 regarding the COVID-19 Update.

B. Meydenbauer Center Sales and Marketing Activity

Ms. Waltemire reviewed a memorandum dated September 1, 2020 regarding Meydenbauer August 2020 Sales and Marketing Activity.

C. Visit Bellevue

Mr. Jones reviewed a memorandum dated September 18, 2020 regarding and an Executive Summary of Visit Bellevue's August Sales and Marketing Activity.

D. Finance Committee

(1) Review and Approval of Voucher and Payroll Expenditures

Accounts Payable checks #62723 to #62766					\$	175,359.33
	Including regular monthly utilities in excess					
	of \$15,000 with the signatures of Chief Executive	62735	\$27,020.00			
	Officer and Chief Financial Officer	62741	\$15,949.40			
	(per Resolution 2018-09)	62771	\$16,496.71			
	Payroll period ending 8/31/2020 (pay date 9/4/20)		\$	50,484.58		
	Payroll period ending 9/15/2020 (pay date 9/21/20)		\$	55,411.62		
					\$	105,896.20
	Electronic Payments or Transfers #02253 to #02270				\$	64,730.34
	Total				\$	345,985.87

Motion by Mr. Carlson and second by Ms. Tish to approve the voucher and payroll expenditures from 8/22/20 to 9/18/20. Motion carried 7-0.

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

Mr. McCluskey reviewed a memorandum dated September 22, 2020 regarding Resolution 2020-06 – Approval of 2020/2021 Commercial Insurance Plan Premiums.

Motion by Mr. Carlson and second by Mr. Hofilena to approve Resolution 2020-06 Approval of 2020/2021 Commercial Insurance Premiums. Motion carried 7-0.

OTHER BUSINESS

VII. EXECUTIVE SESSION - None

XIII. COMMUNICATIONS WITH THE PUBLIC - None

IX. ADJOURNMENT

Chair Wallace adjourned the meeting at 8:41 am.

**NEXT BOARD MEETING: Tuesday, October 27, 2020 @ 7:30 am
Bellevue, WA 98004
Online/Zoom Meeting**