

**BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING**

October 27, 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, Attorney Alice Ostdiek

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 September 22, 2020 meeting minutes. Motion carried 5-0.

IV. CHAIRMAN REPORT

No Report

V. COMMITTEE REPORTS

A. Finance

Mr. Carr reviewed a memorandum dated October 27, 2020 regarding Resolution 2020-09 Approval to enter into the 7th Amendment to the First Amended Design, Development, Construction, Financing and Operating Agreement, the 6th Amendment to the Lease-Purchase Agreement, and related documents. Ms. Ostdiek provided a review of the agreements and resolution.

Motion by Mr. Anderson and second by Mr. Carlson to approve Resolution 2020-09 Approval to enter into the 7th Amendment to the First Amended Design, Development, Construction, Financing and Operating Agreement, the 6th Amendment to the Lease-Purchase Agreement, and related documents. . Motion Carried 7-0.

B. Meydenbauer Center Sales and Marketing Activity

Ms. Waltemire reviewed a memorandum dated October 7, 2020 regarding Meydenbauer October 2020 Sales and Marketing Activity.

Ms. Waltemire reviewed a memorandum dated October 6, 2020 regarding Resolution 2020-07 to Enter into a Contract with Audio Visual Factory, for Audiovisual Services.

Motion by Mr. Anderson and second by Mr. Chistison to approve Resolution 2020-07 to Enter into a Contract with Audio Visual Factory, for Audiovisual Services. Motion Carried 7-0.

Ms. Waltemire reviewed a memorandum dated October 6, 2020 regarding Resolution 2020-08 to Enter into an 18-Month Agreement with Cvent, Inc. for Diagramming Software

Motion by Mr. Hofilena and second by Mr. Anderson to approve Resolution 2020-08 to Enter into an 18-Month Agreement with Cvent, Inc. for Diagramming Software. Motion Carried 7-0.

C. Visit Bellevue

Mr. Jones reviewed a memorandum dated October 23, 2020 regarding and an Executive Summary of Visit Bellevue’s September Sales and Marketing Activity.

D. Finance Committee

(1) Review and Approval of Voucher and Payroll Expenditures

Accounts Payable checks #62776 to #62807						\$	247,757.02
	Including regular monthly utilities in excess						
	of \$15,000 with the signatures of Chief Executive	62792		\$17,572.58			
	Officer and Chief Financial Officer	62799		\$178,091.70			
	(per Resolution 2018-09)						
	Payroll period ending 9/30/2020 (pay date 10/6/20)			\$ 68,905.83			
	Payroll period ending 10/15/2020 (pay date 10/21/20)			\$ 54,602.42			
						\$	123,508.25
	Electronic Payments or Transfers #02271 to #02286					\$	56,107.17
	Total					\$	427,372.44

Motion by Mr. Carlson and second by Mr. Wallace to approve the voucher and payroll expenditures from 9/19/20 to 10/16/20. Motion carried 7-0.

Mr. McCluskey reviewed a memorandum dated October 16, 2020 regarding the September 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 8:41 am.

NEXT BOARD MEETING: Tuesday, November 17, 2020 @ 7:30 am
Bellevue, WA 98004
Online/Zoom Meeting