

**BELLEVUE CONVENTION CENTER AUTHORITY  
BOARD MEETING**

November 17, 2020

Meydenbauer Center  
Bellevue, WA 98004  
Online / ZOOM Meeting

7:30AM

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**I. CALL TO ORDER**

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

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

**Others Present** Bellevue City Council Member Janice Zahn, City of Bellevue Finance Department Representatives 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 October 27, 2020 meeting minutes. Motion carried 5-0.*

**IV. CHAIRMAN REPORT**

No Report

**V. COMMITTEE REPORTS**

**A. Meydenbauer Center Sales and Marketing Activity**

Ms. Waltemire reviewed a memorandum dated November 10, 2020 regarding Meydenbauer October 2020 Sales and Marketing Activity.

**B. Visit Bellevue**

Mr. Jones reviewed a memorandum dated November 13, 2020 regarding and an Executive Summary of Visit Bellevue's September Sales and Marketing Activity.

**C. Finance Committee**

**(1) Review and Approval of Voucher and Payroll Expenditures**

Accounts Payable checks #62808 to #62846					\$ 265,380.91
Including regular monthly utilities in excess of \$15,000 with the signatures of Chief Executive Officer and Chief Financial Officer (per Resolution 2018-09)	62809	\$174,318.70			
	62831	\$15,699.70			
Payroll period ending 10/31/2020 (pay date 11/6/2020)			\$ 54,167.32		
					\$ 54,167.32
Electronic Payments or Transfers #02287 to #02299					\$ 39,312.05
Total					\$ 358,860.28

***Motion by Mr. Anderson and second by Ms. Tish to approve the voucher and payroll expenditures from 10/17/20 to 11/12/20. Motion carried 6-0.***

Mr. McCluskey reviewed a memorandum dated November 11, 2020 regarding the October 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 8:26 am.

**NEXT BOARD MEETING: Tuesday, December 15, 2020 @ 7:30 am  
Bellevue, WA 98004  
Online/Zoom Meeting**