

**BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING**

December 15, 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 7:34am.

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

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 November 15, 2020 meeting minutes. Motion carried 6-0.

IV. CHAIRMAN REPORT

No Report

V. COMMITTEE REPORTS

A. Executive Report

Mr. Carr reviewed a memorandum dated December 10, 2020 regarding a Covid-19 Update.

B. Meydenbauer Center Sales and Marketing Activity

Ms. Waltemire reviewed a memorandum dated December 9, 2020 regarding Meydenbauer November 2020 Sales and Marketing Activity.

Ms. Waltemire gave a presentation regarding the 2021 Meydenbauer Center Marketing Plan.

C. Visit Bellevue

Mr. Jones reviewed a memorandum dated December 13, 2020 regarding Visit Bellevue Update and Information.

Mr. Jones reviewed and presented the nominations for the 2021 Visit Bellevue Advisory Committee. The slate of nominees was reviewed and approved by the Visit Bellevue Advisory Board and BCCA Marketing Committee.

Motion by Mr. Hofilena and second by Mr. Anderson to approve the appointments to the Visit Bellevue Advisory Committee. Motion carried 6-0.

D. Finance Committee

(1) Review and Approval of Voucher and Payroll Expenditures

| | | | | | | |
|---|-------|-------------|-----------|--|----|------------|
| Accounts Payable checks #62847 to #62884 | | | | | \$ | 85,817.46 |
| Including regular monthly utilities in excess of \$15,000 with the signatures of Chief Executive Officer and Chief Financial Officer (per Resolution 2018-09) | 62863 | \$16,845.66 | | | | |
| | 62866 | \$31,065.45 | | | | |
| Payroll period ending 11/15/2020 (pay date 11/20/2020) | | \$ | 52,348.00 | | | |
| Payroll period ending 11/30/2020 (pay date 12/4/2020) | | \$ | 57,092.45 | | | |
| | | | | | \$ | 109,440.45 |
| Electronic Payments or Transfers #02300 to #02316 | | | | | \$ | 72,999.00 |
| Total | | | | | \$ | 268,256.91 |

Motion by Mr. Carlson and second by Mr. Anderson to approve the voucher and payroll expenditures from 11/13/20 to 12/10/20. Motion carried 6-0.

Mr. McCluskey reviewed the Proposed 2021 Convention Center, Visit Bellevue, Theatre and Capital Budget dated December 15, 2020.

Motion by Ms. Carlson and second by Mr. Anderson to approve the Resolution 2020-10 approving the 2021 Consolidated Fund Budget as presented. Motion carried 6-0.

Mr. McCluskey reviewed the Proposed 2021 Finance Plan dated December 15, 2020.

Motion by Mr. Carlson and second by Mr. Hofilena to approve the Resolution 2020-11 approving the 2021 Finance Plan as presented. Motion carried 6-0.

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, January 26, 2021 @ 8:30 am
Bellevue, WA 98004
Online/Zoom Meeting**