

**BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING**

January 26, 2021

Meydenbauer Center
Bellevue, WA 98004
Online / ZOOM Meeting

8:30AM

I. CALL TO ORDER

Meeting was called to order by Chair Bob Wallace at 8:31am.

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

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 December 15, 2020 meeting minutes. Motion carried 7-0.

IV. CHAIRMAN REPORT

Nominating Committee Chair, Mr. Christison reviewed a memorandum dated January 11, 2021 that proposed the 2021 slate of officers and committee assignment. The proposal recommended Mr. Wallace as Chair, Mr. Anderson as Vice Chair, and Ms. Tish as Treasurer.

Motion by Mr. Christison and second by Mr. Anderson to approve the proposed slate of 2021 BCCA Officers. Motion carried 7-0.

V. COMMITTEE REPORTS

A. Meydenbauer Center Sales and Marketing Activity

Ms. Waltemire reviewed a memorandum dated January 12, 2021 regarding Meydenbauer November 2020 Sales and Marketing Activity.

Ms. Waltemire reviewed a memo regarding Resolution 2021-01 to Enter into a Three-Year Agreement with Cvent, Inc. for RFP Website Access & Placement.

Motion by Mr. Anderson and second by Mr. Hofilena to approve the Resolution 2021-01 to Enter into a Three-Year Agreement with Cvent, Inc. for RFP Website Access & Placement. Motion carried 7-0.

B. Visit Bellevue

Mr. Jones reviewed a memorandum dated January 22, 2021 regarding Visit Bellevue Update and Information.

C. Finance Committee

(1) Review and Approval of Voucher and Payroll Expenditures

Accounts Payable checks #62885 to #62921					\$	172,357.50
Including regular monthly utilities in excess of \$15,000 with the signatures of Chief Executive Officer and Chief Financial Officer (per Resolution 2018-09)	62890	\$23,141.81	62895	\$33,015.00		
	62897	\$38,140.29				
	62911	\$15,386.03				
Payroll period ending 12/15/2020 (pay date 12/21/2020)		\$ 48,578.42				
Payroll period ending 12/31/2020 (pay date 1/6/2021)		\$ 53,203.74				
					\$	101,782.16
Electronic Payments or Transfers #02317 to #02333					\$	72,099.28
Total					\$	346,238.94

Motion by Mr. Carlson and second by Mr. Anderson to approve the voucher and payroll expenditures from 12/11/20 to 1/15/21. Motion carried 7-0.

Mr. McCluskey reviewed a memorandum dated December 15, 2020 regarding the December 2020 Unaudited Financial Statements and Reserve Funding Report.

Mr. McCluskey reviewed a memo regarding Resolution 2021-02 to Amend the 2020 Consolidated Fund Budget to carry forward 2020 approved capital projects.

Motion by Mr. Anderson and second by Mr. Carlson to approve the Resolution 2021-02 to Amend the 2020 Consolidated Fund Budget to carry forward 2020 approved capital projects. Motion carried 7-0.

Mr. McCluskey reviewed a memo regarding Resolution 2021-04 Authorizing the Authority to Execute a Small Business Administration Paycheck Protection Program Loan.

Motion by Ms. Tish and second by Mr. Carlson to approve the Resolution 2021-04 Authorizing the Authority to Execute a Small Business Administration Paycheck Protection Program Loan Motion carried 7-0.

D. Facilities Committee

Mr. Carr reviewed a memo regarding Resolution 2021-03 to Enter into a Contract with SKIDATA for PARCS Equipment Installation.

Motion by Mr. Anderson and second by Ms. Kawasaki to approve the Resolution 2021-03 to Enter into a Contract with SKIDATA for PARCS Equipment Installation. Motion carried 7-0.

OTHER BUSINESS

VII. EXECUTIVE SESSION - None

XIII. COMMUNICATIONS WITH THE PUBLIC - None

IX. ADJOURNMENT

Chair Wallace adjourned the meeting at 9:42 am.

**NEXT BOARD MEETING: Tuesday, February 23, 2021 @ 8:30 am
Bellevue, WA 98004
Online/Zoom Meeting**