

**BELLEVUE CONVENTION CENTER AUTHORITY  
BOARD MEETING**

**May 25, 2021**

**Meydenbauer Center  
Bellevue, WA 98004  
Online / ZOOM Meeting**

**8:30AM**

---

**I. CALL TO ORDER**

Meeting was called to order by appointed Chair Rick Carlson at 8:34am.

**II. ATTENDANCE:** Rick Carlson, Laurie Tish, Ann Kawasaki, Ron Hofilena, John Christison

**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 Ms. Tish and a second by Mr. Hofilena to approve the April 27, 2021 meeting minutes. Motion carried 7-0.***

**IV. CHAIRMAN REPORT**

No Report

**V. COMMITTEE REPORTS**

***A. Executive Report***

Mr. Carr reviewed a memorandum dated May 21, 2021 regarding the COVID-19 Update.

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

Ms. Waltemire reviewed a memorandum dated May 5, 2021 regarding Meydenbauer April 2021 Sales and Marketing Activity.

***C. Visit Bellevue***

Mr. Jones reviewed a memorandum dated May 19, 2021 regarding Visit Bellevue Executive Summary.

***D. Finance Committee***

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

Accounts Payable checks #63050 to #63085				\$	113,186.84
Including regular monthly utilities in excess					
of \$15,000 with the signatures of Chief Executive	63058	\$62,600.00			
Officer and Chief Financial Officer	63062	\$16,317.09			
(per Resolution 2018-09)					
Payroll period ending 4/30/2021 (pay date 5/6/2021)		\$	57,971.59		
Payroll period ending 5/15/2021 (pay date 5/21/2021)		\$	68,168.00		
				\$	126,139.59
Electronic Payments or Transfers #02371 to #02386				\$	62,267.67
Total				\$	301,594.10

***Motion by Ms. Tish and second by Mr. Hofilena approve the voucher and payroll expenditures from 4/23/21 to 5/21/21. Motion carried 5-0.***

Mr. McCluskey reviewed a memorandum dated May 17, 2021 regarding the April 2021 Unaudited Financial Statements and Reserve Funding Report.

#### **OTHER BUSINESS**

**VII. EXECUTIVE SESSION - None**

**XIII. COMMUNICATIONS WITH THE PUBLIC - None**

**IX. ADJOURNMENT**

Chair Carlson adjourned the meeting at 9:15 am.

**NEXT BOARD MEETING: Tuesday, June 22, 2021 @ 8:30 am  
Bellevue, WA 98004  
Online/Zoom Meeting**