

**BELLEVUE CONVENTION CENTER AUTHORITY  
BOARD MEETING**

June 22, 2021

Meydenbauer Center  
Bellevue, WA 98004  
Online / ZOOM Meeting

8:30AM

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**I. CALL TO ORDER**

Meeting was called to order by appointed Chair Wallace at 8:30 am.

**II. ATTENDANCE:** Robert Wallace, Roger Anderson, 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 Mr. Wallace to approve the May 25, 2021 meeting minutes. Motion carried 7-0.*

**IV. CHAIRMAN REPORT**

No Report

**V. COMMITTEE REPORTS**

**A. Executive Report**

Mr. Carr reviewed a memorandum dated June 18, 2021 regarding the COVID-19 Update.

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

Ms. Waltemire reviewed a memorandum dated June 9, 2021 regarding Meydenbauer May 2021 Sales and Marketing Activity.

**C. Visit Bellevue**

Mr. Jones reviewed a memorandum dated June 17, 2021 regarding Visit Bellevue Executive Summary.

**D. Finance Committee**

(1) Review and Approval of Voucher and Payroll Expenditures

Accounts Payable checks #63086 to #63109				\$	55,617.87
Including regular monthly utilities in excess of \$15,000 with the signatures of Chief Executive Officer and Chief Financial Officer (per Resolution 2018-09)	63092	\$23,256.50	63106	\$16,603.80	
Payroll period ending 5/31/2021 (pay date 6/4/2021)		\$	59,964.10		
				\$	59,964.10
Electronic Payments or Transfers #02387 to #02397				\$	65,544.69
Total				\$	181,126.66

**Motion by Mr. Carlson and second by Mr. Hofilena approve the voucher and payroll expenditures from 5/22/21 to 6/16/21. Motion carried 7-0.**

Mr. McCluskey reviewed a memorandum dated June 14, 2021 regarding the May 2021 Unaudited Financial Statements and Reserve Funding Report.

Mr. McCluskey reviewed a memo regarding Resolution 2021-07 to Amend the BCCA Purchasing Policy and Procedures.

**Motion by Mr. Christison and second by Mr. Carlson to approve the Resolution 2021-07 to Amend the BCCA Purchasing Policy and Procedures. Motion carried 7-0.**

Mr. McCluskey reviewed a memo regarding Resolution 2021-08 to Amend the 2021 Consolidated Fund Budget and 2021 Finance Plan.

**Motion by Mr. Anderson and second by Mr. Hofilena to approve the Resolution 2021-08 to Amend the 2021 Consolidated Fund Budget and 2021 Finance Plan. Motion carried 7-0.**

**E. Facilities Committee**

Mr. Carr reviewed a memorandum dated June 14, 2021 regarding the BCCA Facilities Report.

Mr. Carr reviewed a memo regarding Resolution 2021-06 to Enter into a Contract with Bargreen Ellington for the purchase and installation of a Flight Type Commercial Dishwasher.

**Motion by Mr. Anderson and second by Mr. Hofilena to approve the Resolution 2021-06 to Enter into a Contract with Bargreen Ellington for the purchase and installation of a Flight Type Commercial Dishwasher**

**OTHER BUSINESS**

**VII. EXECUTIVE SESSION - None**

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

**IX. ADJOURNMENT**

Chair Wallace adjourned the meeting at 9:28 am.

**NEXT BOARD MEETING: Tuesday, July 27, 2021 @ 8:30 am  
Bellevue, WA 98004  
Online/Zoom Meeting**