

**BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING**

July 27, 2021

Meydenbauer Center
Bellevue, WA 98004
Online / ZOOM Meeting

8:30AM

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, 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, Jeremy Heinrichs, Director of Facility Services.

III. Minutes: Recorded

Motion by Mr. Wallace to approve the June 22, 2021, meeting minutes. Motion carried 7-0.

IV. CHAIRMAN REPORT

No Report

V. COMMITTEE REPORTS

A. Executive Report

Mr. Carr reviewed a memorandum dated July 22, 2021 regarding the COVID-19 Update.

B. Meydenbauer Center Sales and Marketing Activity

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

C. Visit Bellevue

Mr. Jones reviewed a memorandum dated July 21, 2021 regarding Visit Bellevue Executive Summary.

D. Finance Committee

(1) Review and Approval of Voucher and Payroll Expenditures

Accounts Payable checks #63110 to #63174				\$	150,187.11
Including regular monthly utilities in excess					
of \$15,000 with the signatures of Chief Executive	63117	\$18,066.43			
Officer and Chief Financial Officer	63120	\$15,210.04			
(per Resolution 2018-09)	63137	\$17,699.68			
	63142	\$17,335.82			
Payroll period ending 6/15/2021 (pay date 6/21/2021)		\$ 59,689.69			
Payroll period ending 6/30/2021 (pay date 7/6/2021)		\$ 58,389.49			
				\$	118,079.18
Electronic Payments or Transfers #02398 to #02412				\$	71,760.77
Total				\$	<u>340,027.06</u>

Motion by Mr. Carlson and second by Ms. Tish to approve the voucher and payroll expenditures from 6/17/21 to 7/19/21. Motion carried 7-0.

Mr. McCluskey reviewed a memorandum dated July 19, 2021, regarding the June 2021 Unaudited Financial Statements and Reserve Funding Report.

E. Facilities Committee

Mr. Heinrichs reviewed a memorandum dated July 22, 2021 regarding the BCCA Facilities Report.

Mr. Heinrichs reviewed a memo regarding Resolution 2021-09 to Enter into a Contract with RC Zeigler for Elevator Modernization.

Motion by Mr. Anderson and second by Mr. Christison to approve the Resolution 2021-09 to Enter into a Contract with RC Zeigler for Elevator Modernization. Motion carried 7-0.

OTHER BUSINESS

VII. EXECUTIVE SESSION - None

XIII. COMMUNICATIONS WITH THE PUBLIC - None

IX. ADJOURNMENT

Chair Wallace adjourned the meeting at 9:32 am.

**NEXT BOARD MEETING: Tuesday, September 28, 2021 @ 8:30 am
Bellevue, WA 98004
In Person or Online/Zoom Meeting**