

**BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING**

September 28, 2021

Meydenbauer Center
Bellevue, WA 98004

8:30AM

Meydenbauer Center Room 303 / ZOOM Meeting

I. CALL TO ORDER

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

II. ATTENDANCE: Robert Wallace, 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 July 22, 2021, meeting minutes. Motion carried 6-0.

IV. CHAIRMAN REPORT

John Christison, Chairman of the Ad Hoc Recovery Committee presented a memo outlining a process for the BCCA Boards review and approval of the BCCA Compensation Plan and Organizational Structure.

A motion was made by Chair Wallace and approved by Mr. Christison to approve the process for the approval of the BCCA Compensation Plan and Organizational Structure. Motion carried 6-0.

V. COMMITTEE REPORTS

A. Executive Report

Mr. Carr reviewed a memorandum dated September 23, 2021, regarding the COVID-19 Update.

B. Meydenbauer Center Sales and Marketing Activity

Ms. Waltemire reviewed a memorandum dated September 1, 2021, regarding Meydenbauer August 2021 Sales and Marketing Activity.

C. Visit Bellevue

Mr. Jones reviewed a memorandum dated September 23, 2021, regarding Visit Bellevue Executive Summary. There was a discuss regarding the formation process the proposed

Tourism Promotion Area for Bellevue. The Ad Hoc Recovery committee was designated to provide review or Legal and Administrative Review of the process.

D. Finance Committee

(1) Review and Approval of Voucher and Payroll Expenditures

Accounts Payable checks #63175 to #63255				\$	336,582.93
Including regular monthly utilities in excess of \$15,000 with the signatures of Chief Executive Officer and Chief Financial Officer (per Resolution 2018-09)	63190	\$21,215.71	63249	\$137,469.74	
	63253	\$19,691.49			
Payroll period ending 7/15/2021 (pay date 7/21/2021)		\$ 61,104.10			
Payroll period ending 7/31/2021 (pay date 8/6/2021)		\$ 61,750.33			
Payroll period ending 8/15/2021 (pay date 8/20/2021)		\$ 82,819.10			
Payroll period ending 8/31/2021 (pay date 9/3/2021)		\$ 63,975.42			
Payroll period ending 9/15/2021 (pay date 9/21/2021)		\$ 75,877.64		\$	345,526.59
Electronic Payments or Transfers #02413 to #02450				\$	138,025.03
Total				\$	820,134.55

Motion by Ms. Tish and second by Mr. Carlson to approve the voucher and payroll expenditures from 7/20/21 to 9/21/21. Motion carried 6-0.

Mr. McCluskey reviewed a memorandum dated September 20, 2021, regarding the August 2021 Unaudited Financial Statements and Reserve Funding Report.

Mr. McCluskey reviewed a memo regarding Resolution 2021-10 to Approve Payment of 2021/2022 Commercial Insurance Premiums.

Motion by Mr. Carlson and second by Ms. Tish to approve the Resolution 2021-09 to Approve Payment of 2021/2022 Commercial Insurance Premiums. Motion carried 6-0.

E. Facilities Committee

Mr. Carr reviewed a memorandum dated September 23, 2021, regarding the BCCA Facilities Report.

Mr. Carr reviewed a memo regarding Resolution 2021-11 to Enter into a Contract with Prime Electric for Lighting Control Upgrades.

Motion by Ms. Kawasaki and second by Mr. Christison to approve the Resolution 2021-11 to Enter into a Contract with Prime Electric for Lighting Control Upgrades. Motion carried 6-0.

OTHER BUSINESS

VII. EXECUTIVE SESSION - None

XIII. COMMUNICATIONS WITH THE PUBLIC - None

IX. ADJOURNMENT

Chair Wallace adjourned the meeting at 9:45 am.

**NEXT BOARD MEETING: Tuesday, October 26, 2021 @ 8:30 am
Bellevue, WA 98004
In Person or Online/Zoom Meeting**