

BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING

October 26, 2021

Meydenbauer Center
Bellevue, WA 98004
Meydenbauer Center Room 303 / ZOOM Meeting

8:30AM

I. CALL TO ORDER

Meeting was called to order by appointed Chair Wallace at 8:33 am.

II. ATTENDANCE: Robert Wallace, 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, COO; Jeremy Heinrichs, Director of Facility Services.

III. Minutes: Recorded

*Motion by Mr. Wallace to approve the September 28, 2021, meeting minutes.
Motion carried 6-0.*

IV. CHAIRMAN REPORT

V. COMMITTEE REPORTS

A. *Recovery Committee Report*

Mr. Christison, Chairman of the Recovery Committee, reviewed a committee memorandum dated September 23, 2021, regarding TPA Legal and Administrative Review.

Mr. Carr reviewed a staff memorandum dated October 22, 2021, regarding the TPA Legal and Administrative Review.

B. *Executive Report*

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

C. *Meydenbauer Center Sales and Marketing Activity*

Ms. Waltemire reviewed a memorandum dated October 6, 2021, regarding Meydenbauer September 2021 Sales and Marketing Activity.

D. *Visit Bellevue*

Mr. Jones reviewed a memorandum dated October 22, 2021, regarding Visit Bellevue Executive Summary.

E. 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 Ms. Kawasaki to approve the voucher and payroll expenditures from 9/22/21 to 10/22/21. Motion carried 6-0.

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

F. Facilities Committee

Mr. Heinrichs reviewed a memorandum dated October 21, 2021, regarding the BCCA Facilities Report.

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, November 16, 2021 @ 8:30 am
Bellevue, WA 98004
In Person or Online/Zoom Meeting**