

**BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING**

November 16, 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 8:29 am.

II. ATTENDANCE: Robert Wallace, Roger Anderson, Laurie Tish, Ann Kawasaki, Ron Hofilena, Rick Carlson, 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 October 26, 2021 meeting minutes. There was a correction to the minutes to reflect Mr. Anderson's attendance at the October 26, 2021 meeting. Motion carried 6-0.

IV. CHAIRMAN REPORT

- No report

V. COMMITTEE REPORTS

A. Meydenbauer Center Sales and Marketing Activity

Ms. Waltemire reviewed a memorandum dated November 3, 2021, regarding Meydenbauer October 2021 Sales and Marketing Activity.

B. Visit Bellevue

Mr. Jones reviewed a memorandum dated November 11, 2021, regarding Visit Bellevue Executive Summary.

C. 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 10/20/21 to 11/11/21. Motion carried 6-0.

D. Facilities Committee

Mr. Heinrichs reviewed a memorandum dated November 11, 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 9:38 am.

**NEXT BOARD MEETING: Tuesday, December 14, 2021 @ 8:30 am
Bellevue, WA 98004
In Person or Online/Zoom Meeting**