

**BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING**

December 14, 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 8:35 am.

II. ATTENDANCE: Robert Wallace, Roger Anderson, Laurie Tish, Ann Kawasaki, Ron Hofilena, Rick Carlson, John Christison

Others Present Bellevue City Council Member Janice Zahn, City of Bellevue Finance Department Representatives Andrea Jutte

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 November 11, 2021, meeting minutes. Motion carried 7-0.

IV. CHAIRMAN REPORT

- The proposed BCCA 2022 Year Planner was presented. No changes were recommended.

V. COMMITTEE REPORTS

A. Meydenbauer Center Sales and Marketing Activity

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

Ms. Waltemire reviewed the Meydenbauer Center 2022 marketing Plan

B. Visit Bellevue

Mr. Jones reviewed a memorandum dated December 10, 2021, regarding Visit Bellevue Executive Summary.

Mr. Jones reviewed a memo regarding Resolution 2021-12 to Enter into a 3-Year Agreement with Cvent, Inc for Online Request for Proposal Services.

Motion by Ms. Kawasaki and second by Mr. Hofilena to approve the Resolution 2021-12 to Enter into a 3-Year Agreement with Cvent, Inc for Online Request for Proposal Services. Motion carried 7-0.

C. Finance Committee

(1) Review and Approval of Voucher and Payroll Expenditures

Accounts Payable checks #63425 to #63494					\$	135,473.59
Including regular monthly utilities in excess of \$15,000 with the signatures of Chief Executive Officer and Chief Financial Officer (per Resolution 2018-09)	63456	\$16,253.85				
Payroll period ending 11/15/2021 (pay date 11/19/2021)		\$ 86,374.52				
Payroll period ending 11/30/2021 (pay date 12/6/2021)		\$ 95,150.07			\$	181,524.59
Electronic Payments or Transfers #02484 to #02500					\$	58,995.29
Total					\$	375,993.47

Motion by Ms. Kawasaki and second by Mr. Carlson to approve the voucher and payroll expenditures from 11/12/21 to 12/08/21. Motion carried 7-0.

Mr. McCluskey reviewed a memorandum dated December 3, 2021, regarding the October 2021 Unaudited Financial Statements and Reserve Funding Report.

Mr. McCluskey reviewed a memo regarding Resolution 2021-13 to Amend the 2021 Budget for Meydenbauer Theatre.

Motion by Mr. Carlson and second by Ms. Kawasaki to approve the Resolution 2021-13 to Amend the 2021 Budget for Meydenbauer Theatre. Motion carried 7-0.

Mr. McCluskey reviewed a memo regarding Resolution 2021-14 to Approve the 2022 Consolidated Funds Budget.

Motion by Mr. Carlson and second by Ms. Kawasaki to approve the Resolution 2021-14 to Approve the 2022 Consolidated Funds Budget. Motion carried 7-0.

Mr. McCluskey reviewed a memo regarding Resolution 2021-15 to Approve the 2022 Finance Plan.

Motion by Ms. Kawasaki and second by Mr. Carlson to approve the Resolution 2021-15 to Approve the 2022 Finance Plan. Motion carried 7-0.

D. Facilities Committee

Mr. Heinrichs reviewed a memorandum dated December 9, 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 9:56 am.

**NEXT BOARD MEETING: Tuesday, January 2, 2021 @ 8:30 am
Bellevue, WA 98004
In Person or Online/Zoom Meeting**