

**BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING**

February 22, 2022

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 8:31 am.

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

Others Present Deputy Mayor Jared Nieuwenhuis, Bellevue City Council Member Janice Zahn, City of Bellevue Finance Department Representatives Andrea Jutte

Staff: Tim Carr, CEO; Patrick McCluskey, CFO; Jane Kantor, Director of Sales-VB; Sara Waltemire, COO; Jeremy Heinrichs, Director of Facility Services.

III. Minutes: Recorded

Motion by Ms. Kawasaki, second by Ms. Tish to approve the December 16, 2021, meeting minutes. Motion carried 6-0.

Motion by Ms. Kawasaki, second by Ms. Tish to approve the February 16, 2021, meeting minutes. Motion carried 6-0.

IV. CHAIRMAN REPORT

Chair Wallace reviewed a memo from the BCCA Nominating Committee recommending the slate of Officers for 2022. The proposed slate as set out in Article II, Section 2.01 of the BCCA Bylaws recommended: Chairman - Laurie Tish, Vice Chair – Ron Hofilena, Ann Kawasaki - Treasurer and Chair of the Finance Committee.

Motion by Mr. Hofilena, second by Ms. Kawasaki to approve the Nominating Committee proposed slate of Officers for 2022. Motion carried 6-0.

The gavel was passed from outgoing Chair Wallace to incoming Chair Tish. Chair Tish distributed a memo regarding BCCA board member committee assignments for 2022:

Finance Committee – Ann Kawasaki-Chair, Rick Carlson
Facilities Committee- Roger Anderson-Chair, Ann Kawasaki, John Chistison
Marketing Committee- Ron Hofilena-Chair, Rick Carlson, Roger Anderson

V. COMMITTEE REPORTS

A. Meydenbauer Center Sales and Marketing Activity

Ms. Waltemire reviewed a memorandum dated February 3, 2022, regarding Meydenbauer January 2022 Sales and Marketing Activity.

Ms. Waltemire reviewed a memorandum dated January 3, 2022, regarding Resolution 2022-01 to Enter into a Two-Year Agreement with Cvent, Inc. for Event Diagramming Software.

Motion by Mr. Wallace and second by Mr. Hofilena to approve Resolution 2022-01 to Enter into a Two-Year Agreement with Cvent, Inc. for Event Diagramming Software. Motion carried 6-0.

B. Visit Bellevue

Ms. Kantor reviewed a memorandum prepared by Brad Jones dated February 15, 2022, regarding Visit Bellevue Executive Summary.

The Executive Summary included a proposed slate of committee members for the 2022 Visit Bellevue Advisory Board.

Motion by Mr. Wallace and second by Mr. Hofilena to approve the proposed slate of committee members for the 2022 Visit Bellevue Advisory Board. Motion carried 6-0.

C. Finance Committee

(1) Review and Approval of Voucher and Payroll Expenditures

Accounts Payable checks #63495 to #63586				\$	249,951.71
Including regular monthly utilities in excess					
of \$15,000 with the signatures of Chief Executive	63514	\$18,356.70			
Officer and Chief Financial Officer	63530	\$20,874.71			
(per Resolution 2018-09)	63569	\$42,413.64			
Payroll period ending 12/15/2021 (pay date 12/21/2021)		\$ 90,338.51			
Payroll period ending 12/31/2021 (pay date 1/6/2022)		\$ 92,808.35			
Payroll period ending 1/15/2022 (pay date 1/21/2022)		\$ 91,114.28		\$	274,261.14
Electronic Payments or Transfers #02501 to #02520				\$	114,797.11
Total				\$	639,009.96

Motion by Mr. Carlson and second by Ms. Kawasaki to approve the voucher and payroll expenditures from 12/9/21 to 1/19/22. Motion carried 6-0.

Mr. McCluskey reviewed a memorandum dated February 15, 2022, regarding the January 2022 Unaudited Financial Statements and Reserve Funding Report.

Mr. McCluskey reviewed a memo dated February 22, 2022, regarding Resolution 2022-02 to Amend the 2022 Consolidated Fund Budget.

Motion by Mr. Carlson and second by Ms. Kawasaki to approve Resolution 2022-02 to Amend the 2022 Consolidated Fund Budget. Motion carried 6-0.

Mr. McCluskey reviewed a memo dated February 15, 2022, regarding Resolution 2022-05 to Amend the 2021 Budget for Convention Center and Theatre.

Motion by Mr. Hofilena and second by Ms. Kawasaki to approve Resolution 2022-05 to Amend the 2021 Budget for Convention Center and Theatre. Motion carried 6-0.

D. Facilities Committee

Mr. Heinrichs reviewed a memo dated February 14, 2022, regarding Resolution 2022-03 to Enter into a Contract with MacDonald Miller for Replacement of the HVAC Cooling Tower.

Motion by Mr. Carlson and second by Mr. Wallace to approve Resolution 2022-03 to Enter into a Contract with MacDonald Miller for Replacement of the HVAC Cooling Tower. Motion carried 6-0.

Mr. Carr reviewed a memo dated February 14, 2022, regarding Resolution 2022-04 to Enter into a Five-Year Interagency Agreement with Washington Department of Enterprise Services for Energy Program services.

Motion by Mr. Wallace and second by Mr. Hofilena to approve Resolution 2022-04 to Enter into a Five-Year Interagency Agreement with Washington Department of Enterprise Services for Energy Program services. Motion carried 6-0.

Mr. Heinrichs reviewed a memorandum dated February 14, 2022, regarding the BCCA Facilities Report.

OTHER BUSINESS

VII. EXECUTIVE SESSION - None

XIII. COMMUNICATIONS WITH THE PUBLIC - None

IX. ADJOURNMENT

Chair Tish adjourned the meeting at 9:43 am.

**NEXT BOARD MEETING: Tuesday, March 22, 2022 @ 8:30 am
Bellevue, WA 98004
In Person or Online/Zoom Meeting**