

**BELLEVUE CONVENTION CENTER AUTHORITY  
BOARD MEETING**

March 22, 2022

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

8:30AM

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**I. CALL TO ORDER**

Meeting was called to order by appointed Chair Tish at 8:32 am.

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

**Others Present** 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. Hofilena, second by Ms. Kawasaki to approve the February 22, 2022, meeting minutes. Motion carried 7-0.*

**IV. CHAIRMAN REPORT**

*Chair Tish made a motion from the floor to move to a Consent Agenda to approve meeting minutes, payrolls and vouchers, and other routine, noncontroversial subject starting at the April 2022 Board Meeting. Motion carried 7-0.*

**V. COMMITTEE REPORTS**

**A. Meydenbauer Center Sales and Marketing Activity**

Ms. Waltemire reviewed a memorandum dated March 7, 2022, regarding Meydenbauer February 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 7-0.*

**B. Visit Bellevue**

Mr. Jones reviewed a memorandum dated March 17, 2022, regarding Visit Bellevue Executive Summary.

### **C. Finance Committee**

#### **(1) Review and Approval of Voucher and Payroll Expenditures**

Accounts Payable checks #63587 to #63752				\$	720,822.43
Including regular monthly utilities in excess of \$40,000 with the signatures of Chief Executive Officer and Chief Financial Officer (per Resolution 2021-07)	63622	\$234,354.39	63745	\$66,396.00	
Payroll period ending 1/31/2022 (pay date 2/4/2022)		\$ 96,901.59			
Payroll period ending 2/15/2022 (pay date 2/18/2022)		\$ 97,218.42			
Payroll period ending 2/28/2022 (pay date 3/4/2022)		\$ 82,336.56		\$	276,456.57
Electronic Payments or Transfers #02521 to #02569				\$	182,185.68
Total				\$	1,179,464.68

***Motion by Ms. Kawasaki and second by Mr. Anderson to approve the voucher and payroll expenditures from 1/20/22 to 3/16/22. Motion carried 7-0.***

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

### **D. Facilities Committee**

Mr. Heinrichs reviewed a memorandum dated March 17, 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 9:22 am.

**NEXT BOARD MEETING: Tuesday, April 26, 2022 @ 8:30 am  
Bellevue, WA 98004  
In Person or Online/Zoom Meeting**