

**BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING**

September 27, 2022

Bellevue City Hall
Bellevue, WA 98004
City Hall Room 1E-112

8:30AM

I. CALL TO ORDER

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

II. ATTENDANCE: Laurie Tish, Ann Kawasaki, Ron Hofilena, Rick Carlson, John Christison, Dan Watson (Emeritus)

Others Present Deputy Mayor Jared Nieuwenhuis

Staff: Tim Carr, CEO; Patrick McCluskey, CFO; Brad Jones, Executive Director VB; Sara Waltemire, COO; Jeremy Heinrichs, Director of Facility Services; Brittan Drake, Theatre Manager

III. Consent Agenda:

Motion by Mr. Hofilena, second by Mr. Carlson to approve the Consent Agenda. Motion carried 5-0.

IV. CHAIRMAN REPORT

Chair Tish announce there would be an Executive Session at the end of the meeting to review the contract of a public employee.

V. EXECUTIVE REPORT

Mr. Carr and Mr. McCluskey provide a briefing on a Compensation Study that was conducted for the BCCA.

VI. COMMITTEE REPORTS

A. Meydenbauer Center Sales and Marketing Activity

Ms. Waltemire reviewed a memorandum dated September 15, 2022, regarding Meydenbauer August Sales and Marketing Activity.

B. Visit Bellevue

Mr. Jones reviewed a memorandum dated September 22, 2022, regarding Visit Bellevue Executive Summary.

C. Finance Committee

Mr. McCluskey reviewed a memorandum dated September 19, 2022, regarding the August 2022 Unaudited Financial Statements and Reserve Funding Report.

Mr. McCluskey reviewed a memo dated September 22, 2022, regarding Resolution 2022-10 - Approval of 2022/2023 Commercial Insurance Premium Plans.

Motion by Ms. Kawasaki and second by Mr. Christison to approve Resolution 2022-10 - Approval of 2022/2023 Commercial Insurance Premium Plans. Motion Carried 5-0.

Mr. McCluskey reviewed a memo dated September 19, 2022, regarding Resolution 2022-11 to Amend the 2022 Consolidated Funds Budget.

Motion by Mr. Hofilena and second by Mr. Carlson to approve Resolution 2022-11 to Amend the 2022 Consolidated Funds Budget. Motion Carried 5-0.

D. Facilities Committee

Mr. Heinrichs reviewed a memorandum dated September 22, 2022, regarding the BCCA Facilities Report.

Ms. Waltemire reviewed a memo dated September 9, 2022, regarding Resolution 2022-12 to Enter into a Contract with MacDonald Miller Facility Services for the immediate replacement of the heat pumps that service the fourth-floor meeting rooms.

Motion by Mr. Hofilena and second by Ms. Kawasaki to approve Resolution 2022-12 to Enter into a Contract with MacDonald Miller Facility Services for the immediate replacement of the heat pumps that service the fourth-floor meeting rooms. Motion carried 5-0.

E. Theatre

Mr. Drake reviewed a memo dated July 15, 2022, regarding Amendments to the Theatre Scheduling Policy and the Theatre Rental, Labor Rates and Contracting Policy

Motion by Mr. Carlson and second by Ms. Kawasaki to approve the regarding Amendments to the Theatre Scheduling Policy and the Theatre Rental, Labor Rates and Contracting Policy Motion carried 4-0.

OTHER BUSINESS

VII. EXECUTIVE SESSION

At 9:45 am, Chair Tish announced there would be an Executive Session to review a contract of a public employee with the regular meeting resuming at 10:10 am.

Regular meeting resumed at 10:07 am.

XIII. COMMUNICATIONS WITH THE PUBLIC - None

IX. ADJOURNMENT

Chair Tish adjourned the meeting at 10:08 am.

**NEXT BOARD MEETING: Tuesday, October 25, 2022 @ 8:30 am
Bellevue, WA 98004
In Person at Meydenbauer Center, Room 303**