

BELLEVUE CONVENTION CENTER AUTHORITY  
BOARD MEETING

November 14, 2023  
8:30 AM

Bellevue City Hall  
Bellevue, WA 98004  
Room E-112E and Online via Zoom

---

I. CALL TO ORDER

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

II. **ATTENDANCE:** Laurie Tish, Ann Kawasaki, Rick Carlson, Ron Hofilena, Roger Anderson, Uzma Siddiqi

**Staff:** Tim Carr, CEO; Patrick McCluskey, CFO; Sara Waltemire, COO; Tracy Thornton, Director of Sales & Marketing; Jane Kantor, Visit Bellevue Director of Sales

III. Consent Agenda:

*Motion by Mr. Anderson and a second by Ms. Kawasaki to approve the Consent Agenda. Motion carried 6-0.*

IV. CHAIRMAN REPORT – No report

V. Executive Report

Mr. Carr read a report dated November 10, 2023, regarding Meydenbauer Center governmental affairs and community engagement.

VI. COMMITTEE REPORTS

A. *Meydenbauer Center Sales and Marketing Activity*

Ms. Thornton reviewed a memorandum dated November 10, 2023, regarding Meydenbauer Center October Sales and Marketing Activity.

Ms. Thorton reviewed a memo regarding Resolution 2023-15 to enter into a Two-year Agreement with Cvent, Inc for Diagramming Software.

**Motion by Ms. Kawasaki and second by Mr. Hofilena to approve Resolution 2023-15 to enter into a Two-year Agreement with Cvent, Inc for Diagramming Software.**

**Motion carried 6-0.**

Ms. Waltemire reviewed a memo regarding Resolution 2023-16 to enter into a Two-Year Agreement with Populous for Digital Signage Licenses and Software

Mr. Anderson proposed an amendment to include the total contract price in Resolution 2023-16.

Motion by Mr. Anderson and second by Mr. Hofilena to approve the proposed amendment to Resolution 2023-16 to include the contact price. Motion carried 6-0.

Motion by Mr. Anderson and second by Mr. Hofilena to approve Resolution 2023-16 to enter into a Two-Year Agreement with Populous for Digital Signage Licenses and Software.

Motion carried 6-0.

***B. Visit Bellevue***

Ms. Kantor reviewed a memorandum dated November 10, 2023, regarding Visit Bellevue Executive Summary.

***C. Facilities Report***

Ms. Waltemire reviewed a memo regarding Resolution 2023-14 to enter into Contracts and Contract Amendments with the Department of Enterprise Services for Energy Services Proposal Phase 2.

Motion by Mr. Anderson and second by Mr. Siddiqui to approve Resolution 2023-14 to enter into Contracts and Contract Amendments with the Department of Enterprise Services for Energy Services Proposal Phase 2. Motion carried 6-0.

**OTHER BUSINESS**

VII. EXECUTIVE SESSION - None

XIII. COMMUNICATIONS WITH THE PUBLIC - None

IX. ADJOURNMENT

Chair Tish adjourned the meeting at 9:10 am.

**NEXT BOARD MEETING: Tuesday, December 12, 2023 @ 8:30 am  
Bellevue, WA 98004**

**Hyrid meeting: Online Via Zoom or in person at  
Meydenbauer Center Room 303**