

**BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING**

**December 12, 2023
8:30 AM**

**Meydenbauer Center
Bellevue, WA 98004
Room 303 and Online via Zoom**

I. CALL TO ORDER

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

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

Others Present Deputy Mayor Jared Nieuwenhuis; Andre Jutte, City of Bellevue

Staff: Tim Carr, CEO; Patrick McCluskey, CFO; Sara Waltemire COO, Brad Jones, Visit Bellevue Executive Director; Tracy Thornton, Director of Sales & Marketing; Jeremy Heinrich, Director of Facility Services:

III. Consent Agenda:

***Motion by Ms. Kawasaki and a second by Mr. Christison to approve the Consent Agenda.
Motion carried 4-0.***

IV. CHAIRMAN REPORT – No report

V. Executive Report

Mr. Carr shared a memorandum dated December 8, 2023, regarding the BCCA Executive Report.

Mr. Carr shared the 2024 BCCA Board Year Planner.

VI. COMMITTEE REPORTS

A. Meydenbauer Center Sales and Marketing Activity

Ms. Thornton reviewed a memorandum dated December 9, 2023, regarding Meydenbauer Center November Sales and Marketing Activity.

Ms. Thornton reviewed the 2024 Meydenbauer Center Marketing Plan.

B. Visit Bellevue

Mr. Jones reviewed a memorandum dated December 7, 2023, regarding Visit Bellevue Executive Summary.

Mr. Jones reviewed a memo regarding Resolution 2023-20 to execute a Service Contract with City of Bellevue and the Bellevue Redmond Tourism Promotion Area (BRTPA) for the execution of the Bellevue Tourism Promotion Area Management Scope of Work

Motion by Mr. Carlson and second by Mr. Christison to approve Resolution 2023-20 execute a Service Contract with City of Bellevue and the Bellevue Redmond Tourism Promotion Area (BRTPA) for the execution of the Bellevue Tourism Promotion Area Management Scope of Work. Motion carried 4-0.

Mr. Jones reviewed a memo regarding Resolution 2023-21 to Enter into a Contract with Resonance Consultancy for the execution of updating the Bellevue Destination Development Plan

Motion by Mr. Carlson and second by Ms. Kawasaki to Enter into a Contract with Resonance Consultancy for the execution of updating the Bellevue Destination Development Plan. Motion carried 4-0.

C. Facilities Report

Mr. Heinrichs reviewed a memorandum dated December 8, 2023, regarding the BCCA Facilities Report.

Ms. Waltemire reviewed a memorandum dated November 21, 2023, regarding the Proposed 2024 Capital Plan.

D. Finance Report

Mr. McCluskey reviewed a memorandum dated November 21, 2023, regarding the October Unaudited Financial Statements and Reserve Fund Report.

Mr. McCluskey reviewed a memo regarding Resolution 2023-17 to Amend the 2023 Consolidated Fund Budget.

Motion by Ms. Kawasaki and second by Mr. Christison to approve the Resolution 2023-17 to Amend the 2023 Consolidated Funds Budget. Motion carried 4-0.

Mr. McCluskey reviewed a memo regarding Resolution 2023-18 to Approve the 2024 Consolidated Funds Budget.

Motion by Ms. Kawasaki and second by Mr. Carlson to approve Resolution 2023-18 to Approve the 2024 Consolidated Funds Budget. Motion carried 4-0.

Mr. McCluskey reviewed a memo regarding Resolution 2023-19 to Approve the 2023 Finance Plan.

Motion by Ms. Kawasaki and second by Mr. Carlson to approve the Resolution 2023-19 to Approve the 2024 Finance Plan. Motion carried 4-0

OTHER BUSINESS

VII. EXECUTIVE SESSION - None

XIII. COMMUNICATIONS WITH THE PUBLIC - None

IX. ADJOURNMENT

Vice Chair Hofilena adjourned the meeting at 10:21 am.

NEXT BOARD MEETING: Tuesday, January 23, 2024 @ 8:30 am

Bellevue, WA 98004

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