

BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING

November 18, 2025
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 Chair Tish at 8:29 am.

II. ATTENDANCE: Laurie Tish, Ron Hofilena, Ann Kawasaki, Rick Carlson,

Others Present: Council Member Jared Nieuwenhuis; Andrea Jutte, City of Bellevue; Lizzette Flores, City of Bellevue

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

III. Consent Agenda:

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

IV. CHAIRMAN REPORT – No report

V. EXECUTIVE REPORT – No report

COMMITTEE REPORTS

A. *Facilities Report*

Mr. Brown reviewed a memorandum dated November 18, 2025, regarding the November 2025 Facilities Update

Ms. Waltemire reviewed a memo regarding Resolution 2025-12 to Enter into an Agreement with Audio Visual Factory to Provide Audio Visual Services.

Motion by Ms. Kawasaki, a second by Mr. Hofilena to approve Resolution 2025-12 to Enter into an Agreement with Audio Visual Factory to Provide Audiovisual Services. Motion carried 4-0.

Ms. Waltemire reviewed a memo regarding Resolution 2025-13 to Enter into an Agreement with ACE Parking Management, Inc. for Parking Management Services.

Motion by Ms. Kawasaki, a second by Mr. Hofilena to approve Resolution 2025-13 to Enter into an Agreement with ACE Parking Management, Inc. for Parking Management Services. Motion carried 4-0.

B. *Meydenbauer Center Sales and Marketing Activity*

Ms. Thornton reviewed a memorandum dated November 3, 2025, regarding Meydenbauer Center October Sales and Marketing Activity.

C. *Visit Bellevue*

Ms. Kantor reviewed a memorandum dated November 13, 2025, regarding the Visit Bellevue Executive Summary.

D. *Finance Report - No report*

VI. EXECUTIVE SESSION - None

OTHER BUSINESS

IX. COMMUNICATIONS WITH THE PUBLIC - None

X. ADJOURNMENT

Chair Tish adjourned the meeting at 8:56 am.

**NEXT BOARD MEETING: Tuesday, December 16, 2025 @ 8:30 am
Bellevue, WA 98004
Meydenbauer Center Room 303 or online Via Zoom**