

BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING

December 16, 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 8:31 am.

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

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

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

III. Consent Agenda:

Motion by Mr. Anderson and a second by Mr. Hofilena approve the Consent Agenda. Motion carried 5-0.

IV. CHAIR REPORT – No report

V. Executive Report – Mr. Carr reviewed a memorandum regarding the 2026 Year Planner.

VI. COMMITTEE REPORTS

A. Finance Report

Mr. McCluskey reviewed a memo regarding Resolution 2025-14 to Amend the 2025 Consolidated Fund Budget.

Motion by Mr. Hofilena and second by Ms. Kawasaki to approve Resolution 2025-14 to Amend the 2025 Consolidated Fund Budget. Motion carried 5-0.

Mr. McCluskey reviewed a memo regarding Resolution 2025-15 to Approve the 2026 Budget.

Motion by Ms. Kawasaki and second by Mr. Hofilena to approve Resolution 2025-15 to Approve the 2026 Budget. Motion carried 5-0.

Mr. McCluskey reviewed a memo regarding Resolution 2025-16 to Approve the 2026 Finance Plan.

Motion by Mr. Anderson and second by Ms. Kawasaki to approve Resolution 2025-16 to Approve the 2026 Finance Plan. Motion carried 5-0.

B. *Meydenbauer Center Sales and Marketing Activity*

Ms. Thornton reviewed a memorandum dated December 12, 2025, regarding Meydenbauer Center November Sales and Marketing Activity.

Ms. Thornton made a presentation regarding the 2026 Meydenbauer Center Sales and Marketing Strategy.

C. *Visit Bellevue*

Mr. Carr reviewed a memo dated December 10, 2025, regarding the Visit Bellevue Executive Summary.

Mr. Carr reviewed a memo regarding Resolution 2025-17 to Extend the Service Agreement with Circuit Transit for the execution of the BellHop transportation program for Q1 2026.

Motion by Mr. Hofilena and second by Mr. Anderson to approve Resolution 2025-17 to Extend the Service Agreement with Circuit Transit for the execution of the BellHop transportation program for Q1 2026. Motion carried 5-0.

D. *Facilities Report*

Mr. Brown reviewed a memorandum dated December 16, 2025, regarding the December 2025 Facilities Report.

OTHER BUSINESS

VII. EXECUTIVE SESSION – Chair Tish called for an Executive Session to review the performance of a public employee from 9:25 to 9:45. Regular meeting was called to order at 9:43am.

XIII. COMMUNICATIONS WITH THE PUBLIC - None

IX. ADJOURNMENT

Chair Tish adjourned the meeting at 9:44 am.

NEXT BOARD MEETING: Tuesday, January 27, 2026 @ 8:30 am
Bellevue, WA 98004
Meydenbauer Center Room 303 or online Via Zoom