

**BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING**

**November 19, 2024
8:30 AM**

**Bellevue City Hall
Bellevue, WA 98004
Room 1E-121 and Online via Zoom**

I. CALL TO ORDER

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

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

Others Present: Andrea Jutte, City of Bellevue; Lizzette Flores, City of Bellevue

Staff: Tim Carr, CEO; Patrick McCluskey, CFO, Brad Jones, Visit Bellevue Executive Director; 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 Ms. Kawaski approve the Consent Agenda. Motion carried 6-0.

IV. CHAIR REPORT – No report

V. Executive Report – Mr. Carr reviewed a memorandum dated November 15, 2024, regarding the BCCA Executive Report.

VI. COMMITTEE REPORTS

A. Meydenbauer Center Sales and Marketing Activity

Ms. Thornton reviewed a memorandum dated November 15, 2024, regarding Meydenbauer Center October Sales and Marketing Activity.

Ms. Thornton reviewed the 2025 BCCA Marketing Plan.

B. Visit Bellevue

Mr. Jones reviewed a memo dated November 13, 2024, regarding the Visit Bellevue Executive Summary.

Mr. Jones reviewed a memo regarding Resolution 2024-09 to enter into a contract with 62Above for the executions of the 2025 Brand Refresh, Paid Medium Campaign, and Agency Service.

Motion by Mr. Anderson and second by Mr. Hofilena to approve Resolution 2024-09 to enter into a contract with 62Above for the executions of the 2025 Brand Refresh, Paid Medium Campaign, and Agency Service. Motion carried 6-0.

Mr. Jones reviewed a memo regarding Resolution 2024-10 to enter into a contract with Diamond Public Relations Inc LA for the execution of the 2025 and 2026 Visit Bellevue Public Relations Agency and Services.

Motion by Mr. Hofilena and second by Mr. Anderson to approve Resolution 2024-10 to enter into a contract with Diamond Public Relations Inc LA for the execution of the 2025 and 2026 Visit Bellevue Public Relations Agency and Services. Motion carried 6-0.

Mr. Jones reviewed a memo regarding Resolution 2024-11 to Amend and Extend our Contract with Circuit Transit for the Executions of the BellHop Transportation Program in 2025.

Motion by Mr. Hofilena and second by Mr. Anderson to approve Resolution 2024-11 to Amend and Extend our Contract with Circuit Transit for the Executions of the BellHop Transportation Program in 2025. Motion carried 6-0.

C. Finance Report

Ms. Waltemire reviewed a memo regarding Resolution 2024-12 to Enter into a Contract with Ungerboeck Systems International, LLC For Event Management Software for February 2025 – January 2028.

Motion by Mr. Christison and second by Mr. Carlson to approve Resolution 2024-12 to Enter into a Contract with Ungerboeck Systems International, LLC For Event Management Software for February 2025 – January 2028. Motion carried 6-0.

Board member Kawasaki left the meeting at 9:25 am.

D. Facilities Report

Ms. Waltemire reviewed a memorandum dated November 8, 2024, regarding the BCCA Facilities Report.

OTHER BUSINESS

- VII. EXECUTIVE SESSION** – At 9:30 Chair Tish announced there would be an Executive Session to review the performance of a public employee. Chair Tish announced the Executive Session would last 15 minutes.

Chari Tish called the regular meeting to order at 9:50am.

- XIII. COMMUNICATIONS WITH THE PUBLIC - None**

IX. ADJOURNMENT

Chair Tish adjourned the meeting at 9:50 am.

**NEXT BOARD MEETING: Tuesday, December 10, 2024 @ 8:30 am
Bellevue, WA 98004
Meydenbauer Center Room 303 or online Via Zoom**