

BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING

December 10, 2024
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 8:32 am.

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

Others Present: Andrea Jutte, 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 Mr. Hofilena approve the Consent Agenda. Motion carried 7-0.

IV. CHAIR REPORT – No report

V. **Executive Report** – Mr. Carr reviewed a memorandum regarding the 2025 Year Planner.

VI. COMMITTEE REPORTS

A. **Finance Report**

Mr. McCluskey reviewed a memorandum dated November 25, 2024, regarding the October 2024 Unaudited Financial Statements and Reserve Fund Report.

Mr. McCluskey reviewed a memo regarding Resolution 2024-13 to Amend the 2024 Consolidated Fund Budget.

Motion by Mr. Carlson and second by Mr. Hofilena to approve Resolution 2024-13 to Amend the 2024 Consolidated Fund Budget. Motion carried 7-0.

Mr. McCluskey reviewed a memo regarding Resolution 2024-15 to Approve the 2025 Consolidated Fund Budget.

Motion by Mr. Anderson and second by Ms. Siddiqi to approve Resolution 2024-15 to Approve the 2025 Consolidated Fund Budget. Motion carried 7-0.

Mr. McCluskey reviewed a memo regarding Resolution 2024-16 to Approve the 2025 Finance Plan.

Motion by Mr. Hofilena and second by Mr. Anderson to approve Resolution 2024-16 to Approve the 2025 Finance Plan. Motion carried 7-0.

B. *Meydenbauer Center Sales and Marketing Activity*

Ms. Thornton reviewed a memo regarding Resolution 2024-17 to Enter into a Contract with Cvent, Inc. for RFP Website Access & Advertising Placement Services.

Motion by Mr. Hofilena and second by Mr. Anderson to approve Resolution 2024-17 to Enter into a Contract with Cvent, Inc. for RFP Website Access & Advertising Placement Services. Motion carried 7-0.

Ms. Thornton reviewed a memorandum dated December 3, 2024, regarding Meydenbauer Center November Sales and Marketing Activity.

C. *Visit Bellevue*

Mr. Jones reviewed a memo dated December 6, 2024, regarding the Visit Bellevue Executive Summary.

D. *Facilities Report*

Mr. Carr reviewed a memo regarding Resolution 2024-14 to Enter into a Contract with Hollywood Lights Inc. for Dimmer & Distribution System Replacement

Motion by Mr. Anderson and second by Mr. Hofilena to approve Resolution 2024-14 to Enter into a Contract with Hollywood Lights Inc. for Dimmer & Distribution System Replacement. Motion carried 6-0.

Ms. Waltemire reviewed a memorandum dated December 5, 2024 regarding the November 2024 Facilities Update.

OTHER BUSINESS

VII. EXECUTIVE SESSION – None

XIII. COMMUNICATIONS WITH THE PUBLIC - None

IX. ADJOURNMENT

Chair Tish adjourned the meeting at 9:27 am.

**NEXT BOARD MEETING: Tuesday, January 27, 2024 @ 8:30 am
Bellevue, WA 98004
Meydenbauer Center Room 303 or online Via Zoom**