

BELLEVUE CONVENTION CENTER AUTHORITY
BOARD MEETING

April 28, 2026
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 Hofilena at 8:33am.

II. **ATTENDANCE:** Ron Hofilena, John Christison, Laurie Tish, Roger Anderson, Uzma Siddiqi

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

Staff: Tim Carr, CEO; Sara Waltemire, COO; Patrick McCluskey, CFO; Brad Jones, Visit Bellevue Executive Director; Tracy Thornton, Director of Sales & Marketing, Tim Gonzalez-Wiler, Theatre Manager

III. Consent Agenda:

*Motion by Ms. Tish and a second by Mr. Anderson to approve the Consent Agenda.
Motion carried 5-0.*

IV. CHAIRMAN REPORT

V. COMMITTEE REPORTS

A. **Executive Report**

Mr. Carr reviewed a memorandum dated April 23, 2026, regarding the BCCA Executive Report.

B. **Finance Report**

Mr. McCluskey reviewed a memorandum dated April 24, 2026, regarding the March 2026 Unaudited Financial Statements and Reserve Fund Report.

C. **Meydenbauer Center Sales and Marketing Activity**

Ms. Thornton reviewed a memorandum dated April 17, 2026, regarding Meydenbauer Center March Sales and Marketing Activity.

D. **Visit Bellevue**

Mr. Jones reviewed a memorandum dated April 22, 2026, regarding Visit Bellevue Executive Summary.

E. **Facilities Report**

Ms. Waltemire reviewed a memorandum dated April 20, 2026, regarding the BCCA Facilities Report.

VI. RESOLUTIONS

Mr. McCluskey presented a memo regarding Resolution 2026-06 to Amend the BCCA Purchasing Policy and Procedures.

Motion by Mr. Anderson, a second by Ms. Siddiqi to approve Resolution 2026-06 to Amend the BCCA Purchasing Policy and Procedures Resolution. Motion carried 5-0.

Mr. McCluskey presented a memo regarding Resolution 2026-07 to Enter into a Contract with Concur Technologies, Inc. for Expense Management Services (April 2026 – April 2029)

Motion by Ms. Tish, a second by Ms. Siddiqi to approve Resolution 2026-07 to Enter into a Contract with Concur Technologies, Inc. for Expense Management Motion carried 5-0.

Ms. Thornton presented a memo regarding Resolution 2026-08 to Enter into a Two-Year Agreement with Cvent, Inc. for Diagramming Software.

Motion by Ms. Tish, a second by Ms. Siddiqi to approve Resolution 2026-08 to Enter into a Two-Year Agreement with Cvent, Inc. for Diagramming Software. Motion carried 5-0.

VII. STUDY SESSION

Meydenbauer Center Sustainability Initiatives – Meydenbauer Center Chief Operating Officer Sara Waltemire made a presentation regarding Meydenbauer Center Sustainability Initiatives

OTHER BUSINESS

IX. COMMUNICATIONS WITH THE PUBLIC - None

X. ADJOURNMENT

Chair Hofilena adjourned the meeting at 9:34 am.

**NEXT BOARD MEETING: Tuesday, May 26, 2026 @ 8:30 am
Bellevue, WA 98004
Meydenbauer Center Room 303 or online Via Zoom**