



Board of Directors Regular Meeting

AGENDA

March 8, 2018

3100 S. 176th St., SeaTac, WA 98188

RTA Board Room

4:00 p.m. – Call to Order—*Maureen Huffman, Board Chair*

1. Roll Call

Excuse absent Board Members – Motion

2. Approve/Amend Agenda

3. Call for Public Comment

Anyone wishing to speak before the Board, either as an individual or as a member of a group may do so at this time. Individuals desiring to speak shall give their name, address, and the group they represent, if any. A speaker is limited to three minutes unless granted an extension of time.

4. Chair's Report

A. Presentation of Consent Agenda – Maureen Huffman, Board Chair

Item 1: Approval of minutes from the January 11, 2018, Regular Board Meeting

Item 2: Approval of Auditing Official's Certificate for January 1, 2018 through February 15, 2018. (Claim checks and electronic payments for January 1, 2018 through February 15, 2018. Check numbers 7865 through 7958 in the amount of \$764,691.29. Electronic payments for payroll for the dates of January 1, 2018 through February 15, 2018 in the amount of \$129,910.38.)

Item 3: Resolution No. 2018-002, Declaring certain property as surplus and authorizing its disposal. (Obsolete IT equipment, devices and furniture)

RECOMMENDED MOTION: I move to approve Consent Agenda Items 1 through 3.

B. Financial Reports

C. Audit Report

D. Action Items:

1. Amend By-Laws Regarding Executive Committee Meeting Frequency and Clarification of the CEO's Administrative Responsibilities

Resolution No. 2018-XXX to Amend By-Laws. (30-days' Notice per Charter Article VII, Section 7(4) Vote will be taken at next regular meeting).

2. **Merge Sales & Marketing Board Advisory Committee with Sports Development Board Advisory Committee**

RECOMMENDED MOTION: I move to approve Resolution No. 2018-003 to merge the Sales & Marketing Board Advisory Committee with the Sports Development Board Advisory Committee into one committee called the Destination Development Advisory Committee.

3. **Destination Development Advisory Committee Appointments**

Candidates' names:

- Board Chair - Volunteer?
- Anne Santistevan – Red Lion Hotels, National Sales
- Ian Hilger- Salty's Restaurant, Marketing Coordinator
- JD Hill – Matt Young YMCA, Executive Director
- Linda Botts – Crowne Plaza Seattle Airport, Director of Sales
- Mollieann Mad – BMI Hospitality Management Director of Sales
- Owen Leinbach – Courtyard by Marriott, General Manager
- Ron Peck – Port of Seattle, Director of Tourism Development
- Cindy Messey– Museum of Flight, Private Events Manager

RECOMMENDED MOTION: I move to approve the slate of recommended Committee members.

4. **Amending Employee Handbook**

RECOMMENDED MOTION: I move to approve Resolution No. 2018-004 Authorizing the President/CEO to Amend the Employee Handbook to reflect new temporary employee sick leave benefit change per RCW 49.46.210. BPP #004-2015 Resolution No.2016-034

5. **President's Report – Katherine Kertzman, President & CEO**

A. Informational:

1. Distribute Dean Runyan Report
2. Review ROI Calculation
3. Legislative Update
4. Van Purchase Update
5. Seattle Southside Chamber Tourism Luncheon April 13th, 11:30am at DoubleTree in SeaTac
6. RTA Hosted Seattle Southside Chamber of Commerce Mixer, April 25th at 4PM in the RTA Board Room
7. Best Alliance Pending Partnership Update
8. Burien Update
9. RTA Tourism Symposium, Thursday, March 29, 2017 from 3:30 to 6pm at the Hilton Conference Center

B. Action Items:

1. **Approve Annual Report**

RECOMMENDED MOTION: I move to approve the Annual Report

2. **Approve Minimum Service Level Marketing Requirement.**

RECOMMENDED MOTION: I move to approve Resolution 2018-005 to only market Seattle Southside hotels that maintain a TripAdvisor rating of more than 2.0 stars.

6. Staff Reports

- A. Marketing and Communications Division Report—*Ashley Comar, VP*
- B. Sales & Services Division Report—*Meagan McGuire, VP*

7. Executive Session – *Optional*

8. Other Business – *Anyone*

9. Next Meeting Date – **May 10**

10. Adjournment