

Board of Directors Regular Meeting

AGENDA

October 11, 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 September 13, Regular Board Meeting

Item 2: Approval of Auditing Official's Certificate for August 16, 2018 through September 15, 2018. (Claim checks and electronic payments for August 16, 2018 through September 15, 2018.

Check numbers 8203 through 8241 in the amount of \$148,796.69. Electronic payments for payroll and American Express for the dates of August 16, 2018 through September 15, 2018 in the amount of \$71,441.28

RECOMMENDED MOTION: I move to approve Consent Agenda Items 1 through 2.

B. Financial Reports

5. President's Report – Katherine Kertzman

A. Informational:

- a. Advocacy Update
- b. Board Position #8 is open leaving the Treasurer position open.
- c. Destination Development Advisory Committee Chair position open.

B. Action Items:

- a. Elect Board Treasurer

RECOMMENDED MOTION: I move to elect _____ as Board Treasurer.

- b. Elect Destination Development Advisory Board Chair

RECOMMENDED MOTION: I move to elect _____ as Destination Development Advisory Committee Chair.

- c. Remove Apple iPhone (IMEI 5732075709989) as RTA property due to clerical error. The RTA will be reimbursed for any expenditures accidentally encumbered by the RTA.

RECOMMENDED MOTION: I move to remove Apple iPhone as RTA property and direct staff to insure any accidental expenditures encumbered by the RTA are reimbursed.

- d. Resolution No. 2018-007, Setting the Regular Meeting Schedule for Calendar Year 2019.

RECOMMENDED MOTION: I move approve Resolution No. 2018-007, setting the Regular Meeting Schedule for Calendar Year 2019.

- d. Approve BPP#009A-2016 Revision 2, Business Expenses

RECOMMENDED MOTION: I move to approve BPP#009A-2016 Revision 2, Business Expenses.

6. Staff Reports

A. Informational:

- a. Van Wrap
- b. Executive Division Budget
- c. Destination Development Department Budget
- d. Visitor Center Department Budget
- e. Sales & Services Division Budget
- f. Marketing and Communications Division Budget

B. Action Items:

- a. Motion to approve the 2019 Detailed Operating Budget

RECOMMENDED MOTION: I move to approve the 2019 Detailed Operating Budget as presented.

- b. Motion to approve execution of the 2019 contracts; licenses and/or media buys that exceed the President/CEO's \$50K signing authority with the following vendors:

- GreenRubino \$1,318,037 (*Professional Services \$356,000; Media Buy \$837,037; and Production Costs \$125,000*)
- Seattle Express not to exceed \$160,000
- SimpleView not to exceed \$125,000
- Seawolves 3-year agreement \$70,000 (2019), \$73,500 (2020), \$77,175 (2021)
- Expedia \$83,000

RECOMMENDED MOTION: I move to Authorize President/CEO to work with Pacifica Law Group as necessary to execute 2019 contracts, licenses and/or media buys with the following vendors:

- **GreenRubino Professional Services Contract \$1,318,037**
- **Seattle Express \$160,000**
- **SimpleView \$125,000**
- **Seawolves 3-year agreement \$70,000 (2019), \$73,500 (2020), \$77,175 (2021)**
- **Expedia \$83,000**

7. Executive Session – *Optional*

8. Other Business – *Anyone*

9. Next Meeting Date - January 10, 2019 (pending Board approval)

10. Adjournment