



**Board of Director Meeting**  
July 9, 2015  
 3100 S. 176<sup>th</sup> St. SeaTac, WA 98188

**Time:** 3:08pm **Scribe:** Katherine Kertzman

**Attendees:** Barry Baxter; Barbara Brunetti; Maureen Huffman; Ken Stockdale; David Sullivan;

**Absent:** Sanjay Mahajan; Frank Welton

**Chair:** Maureen Huffman

**Staff:** Katherine Kertzman, Executive Director, SSVS

**Public:** Jeff Robinson, City of SeaTac, Economic Development Manager

**Topic:** **Recommendations/Action** **Follow-up (if needed)**

<b>Approval of the Agenda</b>	<b>Sullivan motioned to approve the agenda. Baxter seconded. No discussion. All approved.</b>	
<b>Approval of the Minutes</b>	<b>Baxter motioned to approve minutes from the June 11<sup>th</sup> 2015 Regular Meeting. Stockdale seconded. No discussion. All approved.</b>	
<b>General Public Comment</b>	Robinson provided an update regarding the Aug. 18 <sup>th</sup> Storm Basketball community event. In addition to Seattle Southside, other co-sponsors include the City of SeaTac and Group Health. He thanked to board for their support. Robinson also provided an update regarding a feasibility study underway for a possible indoor multi-sports facility in SeaTac. Seattle Southside staff will participate in several roundtable discussions with researchers and other business and community members. He asked if the board members would be willing to participate in stakeholder interviews. There was general census to do so.	
<b>Old Business</b>	<b>None</b>	
<b>Action Items</b> a. <b>Resolution No. 2015-015</b> Authorize the SSRTA to Participate in the Washington	a. Huffman read Resolution 2015-015. Kertzman explained this is a standard resolution required by PERS to establish a membership date, effective date and the	a. NA b. NA c. NA

<p>Public Employees' Retirement System (PERS)</p> <p><b>b. Resolution No. 2015-016</b> Authorize the SSRTA to Sign the Association of Washington Cities Benefits Trust Interlocal Agreement</p> <p><b>c. Resolution No. 2015-017</b> Authorize the SSRTA to Approve Health Benefits Plans for SSRTA Employees.</p>	<p>SSRTA's employee tax-deferred contribution participation. Brief discussion. <b>Sullivan motioned to approve Resolution 2015-015. Stockdale seconded. All in favor.</b></p> <p><b>b.</b> Huffman read Resolution 2015-016. Kertzman explained signing an ILA is a necessary next step to joining the AWC Benefits Trust. Separately the Board discuss will discuss approving health benefit plans for SSRTA employees. Brief discussion. <b>Baxter motioned to approve Resolution 2015-016. Brunetti seconded. All in favor.</b></p> <p><b>c.</b> Huffman read Resolution 2015-017. Kertzman walked the board members through the memo and attachments including benefits plan summary sheets. Discussion ensued with clarifying questions. Sullivan stated the proposed benefit plans seemed to be in line, maybe slightly better, with the employee benefits plans offered through his hotel's property. Others were in general agreement. <b>Stockdale motioned to approve Resolution 2015-017. Brunetti seconded. All in favor.</b></p>	
<p><b>Chair's Report</b></p> <p><b>a.</b> Executive Director Contract Update</p>	<p><b>a.</b> Huffman reported Welton requests more time to complete due diligence on the comparable salary and compensation studies. As Welton was unable to attend this Board meeting, she requested the agenda item be moved to the next Board meeting. Sullivan stated he would like to expedite the hiring process. Sullivan suggested an additional Board meeting be scheduled before the next regular Board meeting set for Aug. 13<sup>th</sup> in order to expedite the process. There was general agreement.</p>	<p><b>a. Kertzman will send out a calendar survey to determine Board member availability.</b></p>
<p><b>Financials</b></p> <p><b>a.</b> City of SeaTac SSRTA Budget Presentation and SSVS Annual Report: July 14<sup>th</sup> Council Meeting</p> <p><b>b.</b> June TPA Funds</p> <p><b>c.</b> Miller &amp; Miller Letter of Engagement Signed</p>	<p><b>a.</b> Kertzman mentioned the SSRTA Budget Presentation is scheduled for July 14 Council Study Session. The budget will then likely go to the Consent agenda on July 28<sup>th</sup>. She reminded the Board that this is the initial budget without staffing cost. A budget amendment may be required if the SSRTA decides it's ready to hire staff before the end of the fiscal year 2015.</p> <p><b>b.</b> Kertzman reported the first deposit of TPA revenue was received in late June based on April activity in the</p>	<p><b>a. NA</b></p> <p><b>b. NA</b></p> <p><b>c. NA</b></p>

	<p>amount of \$288,584 and it was deposited directly into the SSRTA’s US Bank account. She noted there was only one hotel who did not report its TPA revenue as there was a change in management in March and the TPA notifications appear not to have been forwarded internally to the new general manager. The ownership was immediately notified and is in discussions with DOR presently.</p> <p>c. Kertzman announced a Letter of Engagement with Miller and Miller was signed for accounting consulting services. They are already working on the financial accounting and reporting system that complies with BARS; recruited a retired Finance Director to work temporarily until a SSRTA’s comptroller is hired; implemented a cloud based QuickBooks system; setup payroll through ADP and negotiated with the WA State Convention Center staff to coordinate SSRTA’s payroll until SSRTA staff is hired and in place to do payroll through ADP organizationally.</p>	
<p><b>SSRTA Committee Reports – Sales &amp; Marketing Advisory Committee</b></p> <p>a. Committee Reception</p> <p>b. Sales Director and Marketing Director Meetings</p> <p>c. Initial Committee Tasks</p> <ul style="list-style-type: none"> <li>- Set Regular Meeting Schedule</li> <li>- Public Meetings Committee Training</li> <li>- Strategic Planning RFP</li> <li>- Other Items</li> </ul>	<p>a. Sullivan suggested it would be nice to be able to introduce Ashley and Meagan as the Marketing and Sales Directors/VPs at the proposed Aug. 13<sup>th</sup> Committee reception. He emphasized the need for an additional Board meeting to further study the proposed staffing plan and compensation costs so that the Board would be ready to pass a vote at the Aug. 13<sup>th</sup> meeting.</p> <p>b. Sullivan and Stockdale gave a brief update on their meeting with Ashley Comar, Seattle Southside’s Marketing Manager and stated they were both impressed with her organizational skills, presentation and level of experience. They are next scheduled to meet with Meagan McGuire, Seattle Southside’s Sales Manager.</p> <p>c. Sullivan reviewed the proposed initial committee tasks and explained the Co-Chairs will serve as a communications link between the Sales and Marketing Board Advisory Committee and the Board but the majority of the work will be completed by staff.</p>	<p>a. NA</p> <p>b. NA</p> <p>c. NA</p>
<p><b>Executive Session</b></p>	<p>At 3:45pm Huffman called for Executive Session to discuss personnel matters in accordance with RCW</p>	

	42.30.110(g). Executive Session ended at 4:10pm and the Regular Meeting resumed.	
<b>Staff Reports</b> <ul style="list-style-type: none"> <li>a. Executive Assistant/Public Records Applicants/Interviews</li> <li>b. Comptroller/Human Resources Applicants/Interviews</li> <li>c. SSRTA Organizational Checklist Update</li> </ul>	<ul style="list-style-type: none"> <li>a. &amp; b. Applicant qualifications were discussed in the Executive Session. Sullivan recommended the Board discuss at the next board meeting hiring the Executive Director and granting authority to the E.D. to hire team members while holding the E.D. accountable for performance outcomes and operating within budget.</li> <li>c. Kertzman gave a brief overview of the Organizational Checklist and reported once the staffing related items are completed; the only remaining items are related to the "Transfer of Assets" agreement to be negotiated with the City of Tukwila.</li> </ul>	<ul style="list-style-type: none"> <li>a. NA</li> <li>b. NA</li> <li>c. NA</li> </ul>
<b>Other Business</b>	None	
<b>Date of Next Meeting</b>	Date: August 13, 2015 Time: 3:00 PM Location: 3100 S. 176 <sup>th</sup> St., SeaTac	
<b>Adjourn</b>	Meeting adjourned at 4:22pm.	