

**Board of Directors Special Meeting**  
**MINUTES**  
July 20, 2016  
3100 S. 176<sup>th</sup> St., SeaTac, WA 98188  
RTA Board Room

**Call to Order**

Chair Huffman called the meeting to order at 3:05 P.M.

**Board Members present:**

Maureen Huffman, David Sullivan, Bill Murray and Ken Stockdale.

**Staff present:**

Brenda Rolph, Chief Financial Officer; Ashley Comar, Vice President of Destination Marketing & Communications; Meagan McGuire, Vice President of Sales & Services; Kristina Thorne, Sports Sales Development; Autumn Lingle, Operations Administrator.

**Guest Presenters:**

Garrett Scribner, GreenRubino Account Coordinator; Lynn Parker, GreenRubino Principal Strategist; Jacob Vargas, GreenRubino Account Manager, Brea Stevens, GreenRubino Account Manager.

**Guests:**

Jeff Robinson, City of SeaTac Acting Economic Development Director

**Approve the Agenda**

**MOTION:** was made by Board Member Sullivan to approve agenda; seconded by Board Member Murray. Passed unanimously.

**Board Appointments**

Barbara Brunetti has resigned. Below are candidates for the open positions. Chair Huffman addressed both candidate's qualifications and the reasons for adding new positions. Consensus was to wait until all Board Positions are filled before electing a Board Treasurer. No action was taken on items A, B or C.

Action Items:

**A. Recommend Filling Vacant Positions**

Board Position 5 Vacated by Barbara Brunetti – Tiffany Hart

Board Position 7 Vacated by Frank Welton – Greg Campbell

**B. Recommend for Confirmation by City of SeaTac Council**

Successive Three-Year Term for Board Position 3 – Bill Murray

Successive Three-Year Term for Board Position 4 – David Sullivan

Add Position 8 Term Ending Dec. 31, 2019

Add Position 9 Term Ending Dec. 31, 2019

**C. Elect Board Treasurer**

**Sales & Marketing Committee – Co-chairs David Sullivan and Ken Stockdale**

Brea Stevens, GreenRubino Account Manager, gave an overview presentation about the Destination 2020 Strategic Plan 2016-2021, pinpointing highlights of the Marketing Plan and Sales & Services Plan Strategies.

**Strategic Plan “Destination 2020” – GreenRubino Presentation**

**MOTION #2016-034:** was made by Board Member Sullivan, to approve Resolution No. 2016-032, Approving Destination 2020 Strategic Plan 2016-2021; seconded by Board Member Stockdale. Passed Unanimously.

**Marketing Plan Strategy – GreenRubino Presentation**

**MOTION #2016-035:** was made by Board Member Stockdale to approve Marketing Plan Strategy; seconded by Board Member Sullivan. Passed unanimously.

**Sales and Services Plan Strategy – GreenRubino Presentation**

**MOTION #2016-036:** was made by Board Member Murray to approve Sales and Services Plan Strategy; seconded by Board Member Stockdale. Passed unanimously.

**Interim Media Buy Addendum**

Ashley Comar, VP MarCom, explained the Interim Media Buy Addendum to the Board.

**MOTION #2016-037:** was made by Board Member Sullivan to approve Interim Media Buy Addendum and Authorize President/CEO to sign media buys for Pandora \$50,000 and DSP \$76,041; seconded by Board Member Stockdale. Passed unanimously.

**Presentation of Consent Agenda – Maureen Huffman, Board Chair**

- A. Approval of minutes from the May 12, 2016 Regular Board Meeting
- B. Approval of Auditing Official’s Certificate for May and June 2016 (Claim checks and electronic payments for May and June 2016. Check numbers 6974 through 7072 in the amount of \$574,933.94. Electronic payments for payroll for the dates of May 1, 2016 through June 30, 2016 in the amount of \$147,200.40.)
- C. Approval of entering into a contract with the City of Tukwila for 2016 lodging tax dollars in the amount of \$337,500.

**MOTION #2016-038:** was made by Board Member Murray to approve Consent Agenda Items A through C; seconded by Board Member Sullivan. Passed unanimously.

**RTA Board Action Items – Maureen Huffman, Board Chair**

**Sports Development Board Advisory Committee**

Meagan McGuire, VP Sales & Services, provided an overview of the Sports Development Board Advisory Committee.

**MOTION #2016-039:** was made by Board Member Stockdale to approve Resolution No. 2016-033, Approving a Sports Development Board Advisory Committee; seconded by Board Member Murray. Passed unanimously.

**Sound Transit Contract – Meagan McGuire, VP Sales & Services**

Meagan McGuire, VP Sales & Services, explained the specifics of the preliminary contract to the Board.

**MOTION #2016-040:** was made by Board Member Murray to authorize President/CEO to work with Pacifica Law Group and to sign a multi-year contract with Sound Transit to resell Link Day Passes; seconded by Board Member Sullivan. Passed unanimously.

**Discussion of Revised Policies and Procedures: BPP #004-2015 Sick Leave (Revision 1), BPP #005-2015 Vacation Leave (Revision 1) and BPP #006-2015 Holidays (Revision 1)**

Brenda Rolph, CFO, reviewed proposed changes to the three RTA leave policies.

**MOTION #2016-041:** was made by Board Member Sullivan to approve Resolution No. 2016-034, approving revised Policies and Procedures BPP #004-2015 Sick Leave (Revision 1), BPP #005-2015 Vacation Leave (Revision 1) and BPP #006-2015 Holidays (Revision1); seconded by Board Member Stockdale. Passed unanimously.

**Discussion of Revised Policy and Procedure BPP #010-2016 Travel Expenses While on RTA Business to BPP #010-2016 RTA Training & Travel Expenses (Revision 1)**

Brenda Rolph, CFO, provided a short summary to the Board of the proposed revisions being made to the travel and training policy.

**MOTION #2016-042:** was made by Board Member Murray to approve Resolution No. 2016-035, approving revised Policy and Procedure BPP #010-2016 RTA Training & Travel Expenses (Revision 1); seconded by Board Member Stockdale. Passed unanimously.

**Financial Report**

Brenda Rolph, CFO, discussed the Mid-Year Financial Update.

**President's Report**

Brenda Rolph, CFO, for Katherine Kertzman, President/CEO, touched on topics relating to the Burien Economic Development Commission presentation.

Brenda Rolph, CFO, for Katherine Kertzman, President/CEO, reviewed the City of SeaTac Legal Department Memorandum regarding the penalty increase in OPMA violation fines.

**Next Meeting Date**

[August 11, 2016 Special Meeting](#)

**Adjournment**

The meeting was adjourned at 4:50 p.m.

Respectfully Submitted,  
Autumn Lingle  
Board Clerk