

**Board of Directors Regular Meeting**  
**MINUTES**  
September 14, 2017  
3100 S. 176<sup>th</sup> St., SeaTac, WA 98188  
RTA Board Room

**Call to Order**

Vice Chair David Sullivan called the meeting to order at 3:05p.m.

**Roll Call**

Board Vice Chair David Sullivan, Cedarbrook Lodge; Jill Andrews, Certified Folder; Bruce Janzen, Hilton; Board Members Tiffany Hart, Marriott; Bill Murray, Four Points Sheraton Des Moines; Donna Rios, Radisson; Tracy Harms, DoubleTree Suites (joined by phone at 3:25pm)

**MOTION: was made by Board Member Hart, seconded by Board Member Murray to excuse Maureen Huffman and Ken Stockdale. Passed unanimously.**

**Staff**

Katherine Kertzman, President/CEO; Brenda Rolph, CFO; Lisa Schwartz, Product Development Manager; Kristina Thorne, Sports Development & Sales Manager; Autumn Lingle, Operations Administrator

**Guests**

Brandon Miles, Economic, City of Tukwila Economic Development Liaison

**Approve/Amend Agenda**

**MOTION: was made by Board Member Andrews to amend the Agenda to move Resolution items to the end of the Agenda, seconded by Board Member Murray. Passed unanimously.**

**Elect officers for the Executive Committee pursuant to the Charter**

Katherine advised the Board Members that Executive Committee officers will need to be elected at the next Board Meeting (October 12).

**Marketing & Communications**

Lisa Schwartz, Product Development Manager provided a PowerPoint update.

**Sales, Service & Sports Report**

Kristina Thorne, Sports Development & Sales discussed events, leads and reports with the Board.

**Presentation of Consent Agenda**

Item 1: Approval of minutes from the July 13, 2017, Regular Board Meeting

Item 2: Approval of Auditing Official’s Certificate for July and August 2017

(Claim checks and electronic payments for July and August 2017. Check numbers 7626 through 7711 in the amount of \$513,110.31. Electronic payments for the dates of July 1, 2017 through August 31, 2017 in the amount of \$215,566.82.)

**MOTION: was made by Board Member Hart to approve the Consent Agenda, seconded by Board Member Andrews. Passed unanimously.**

**Board Meeting Dates 2018, Resolution No. 2017-011**

**MOTION (#2017-025): was made with a Friendly Amendment to change start time to 4:00pm, by Board Member Andrews, seconded by Board Member Hart to approve Resolution No. 2017-011. Passed unanimously.**

**Financial Reports**

CFO Rolph gave a presentation on the Year to Date Budget to Actual for Month Ending August 31, 2017. President/CEO Kertzman and CFO Rolph explained the TPA Special Assessment Revenue Analysis for Month Ending June 30, 2017.

**Approval of the 2018 Operating Budget, Resolution No. 2017-012**

**MOTION (#2017-026): was made by Board Member Hart, seconded by Board Member Harms to approve Resolution No. 2017-012. Passed unanimously.**

**President’s Report**

Travel Planner Reprint

**MOTION (#2017-027): was made by Board Member Murray, seconded by Board Member Hart to approve reprint of Travel Planner by Journal Graphics, not to exceed \$15,000 plus shipping expenses. Passed with Board Member Andrews abstaining due to conflict of interest.**

**Other Business**

President/CEO Kertzman informed the Board that the Seattle Southside RTA name and logo had received its trademark.

**Next Meeting Date**

October 12, 2017

**Adjournment**

Vice Chair Sullivan adjourned the meeting at 4:09 pm.

Respectfully submitted,  
Autumn Lingle  
Operations Administrator