

Board of Directors Regular Meeting
MINUTES
May 10, 2018
3100 S. 176th St., SeaTac, WA 98188
RTA Board Room

Call to Order

Chair Maureen Huffman called the meeting to order at 4:05 pm.

Roll Call

Board Members

Maureen Huffman, Embassy Suites; David Sullivan, Cedarbrook Lodge; Jill Andrews, Certified Folder; Tracy Harms, DoubleTree Southcenter; Donna Rios, Radisson

MOTION: by Board Member Sullivan, seconded by Board Member Andrews, to excuse absent Board Members Ken Stockdale, Bruce Janzen and Tiffany Hart.

Staff

Katherine Kertzman, President/CEO; Brenda Rolph, CFO; Ashley Comar, Vice President MarCom; Meagan McGuire, Vice President of Sales & Partner Services; Lisa Schwartz, Product Development Manager; Autumn Lingle, Operations Administrator

Guest

Aleksandr Yermeyev, City of SeaTac Economic Development Strategist.

Approve/Amend Agenda

MOTION: by Board Member Sullivan to approve the Revised Agenda, seconded by Board Member Rios. Passed.

Call for Public Comment

Chris Craig, City of Burien Economic Specialist, noted that the City of Burien wishes to continue a partnership with the RTA.

Special Presentation

Rachel Padgett from Best Alliance discussed training hoteliers and organizing a steering committee. Board Member Sullivan volunteered to host a training event at Cedarbrook Lodge.

Chair's Report

Presentation of Consent Agenda – Maureen Huffman, Board Chair

Item 1: Approval of minutes from the March 8, 2018, Regular Board Meeting

Item 2: Approval of Auditing Official's Certificate for February 16, 2018 through April 15, 2018

(Claim checks and electronic payments for February 16, 2018 through April 15, 2018. Check numbers 7959 through 8047 in the amount of \$595,653.61. Electronic payments for payroll for the dates of February 16, 2018 through April 15, 2018 in the amount of \$145,419.19.)

MOTION: by Board Member Rios, to approve Consent Agenda Items 1 through 3, seconded by Board Member Sullivan. Passed.

Financial Report

CFO Rolph provided the Board with an update on the RTA Finances.

Action Items

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

Resolution No. 2018-006 to Amend By-Laws. (30-days' Notice per Charter Article VII, Section 7(4) Notice was given at March 8, 2018 Board of Directors Meeting).

MOTION #2018-015: by Board Member Sullivan to approve Resolution No. 2018-006 to Amend By-Laws Regarding Executive Committee Meeting Frequency and Clarification of the CEO's Administrative Responsibilities, seconded by Board Member Andrews. Passed.

President's Report

Informational:

- DRS Audit Exit Conference Report – Received a clean audit
- WCIA 2018 Risk Management Review of Hiring Practices Report - No findings
- Washington State & King County Travel Impacts & Visitor Volume 2000-2017

Staff Reports

Marketing and Communications Division Report was given by Ashley Comar, VP

- Do More Save More
- Seattle Southside TV
- Q1 Report
- Use van to deliver hardbound Travel Planner to TPA hotels

Sales & Services Division Report was provided by Meagan McGuire, VP

- Q1 Report
- Leisure and Group Campaigns
- Media Impressions, Social Media and engagement
- Collateral

Other Business

VP Comar made a recommendation to the Board Members to terminate contract with aRes at the end of the year due to low return. Board agreed.

Next Meeting Date – June 14, 2018

Adjournment

The meeting was adjourned at 5:36 pm

Respectfully submitted,
Autumn Lingle, Operations Administrator