

**Board of Directors Regular Meeting
MINUTES**

January 10, 2019
3100 S. 176th St., SeaTac, WA 98188
RTA Board Room

Call to Order

Chair Maureen Huffman called the meeting to order at 4:10 pm.

Roll Call

Board Members

Maureen Huffman, Embassy Suites; Ken Stockdale, Crowne Plaza; David Sullivan, Cedarbrook Lodge; Jenny Vasquez, Marriott; Bruce Janzen, Hilton; Ben Osgood, Four Points Sheraton.

MOTION: by Board Member Vasquez, seconded by Vice Chair Sullivan, to excuse absent Board Members Donna Rios and Jill Andrews. Passed unanimously.

Staff

Katherine Kertzman, President/CEO; Meagan McGuire, Vice President of Sales & Partner Services; Lisa Schwartz, Product Development Manager; Donna Bennet, MarCom Coordinator; Autumn Lingle, Operations Administrator

Executive Session was called at 3:05 pm to discuss RCW 42.30.110 (1)(g) to review the performance of a public employee. It was extended at 3:20 pm to 3:25 pm.

Approve Agenda

MOTION: By Vice Chair Sullivan to approve the agenda, seconded by Board Member Vasquez. Passed unanimously.

Call for Public Comment

No comments.

Chair's Report

Presentation of Consent Agenda

Item 1: Approval of minutes from the October 11, 2018, Regular Board Meeting
Item 2: Approval of Auditing Official's Certificate for September 16, 2018 through December 31, 2018. (Claim checks and electronic payments for September 16, 2018 through December 31, 2018. Check numbers 8242 through 8373, and check number 2140 in the amount of \$914,391.56. Electronic payments for payroll and American Express for the dates of September 16, 2018 through December 31, 2018 in the amount of \$336,777.63.

MOTION: By Board Member Stockdale, to approve Consent Agenda Items 1 through 2, seconded by Board Member Vasquez. Passed unanimously.

Financial Reports

- President/CEO Kertzman introduced Steve Miller from M and M, P.S., Inc. Mr. Miller provided an overview of the RTA finances

President's Report

Informational:

- President/CEO Kertzman stated the 2018 State Auditors Accountability Audit was clean. One recommendation regarding PayPal was made, which the RTA has complied.
- President/CEO Kertzman noted that with the city of Des Moines reduction in funding, the RTA would need to review possible reduction of services offered.

Action Items:

- None

Committee Reports

Informational:

- Board Member Vasquez gave an overview of the Destination Development Board Advisory Committee (DDBAC) Meeting
- DDBAC recommended to the Board of Directors that the RTA modify its Executive Policy to allow all interested hotels to participate in advertising opportunities that are available in the RTA's official media kit.
- DDBAC recommended that the Dining Guide be placed at the back of the Travel Planner
- DDBAC recommended that the fold out map be reworked to a tear-off tablet for the concierge/front desk staff to use for guest information
- Possible implementation of a larger regional program for 2020 that includes all of the RTA cities. Ideas included a Restaurant Week, Holiday Lights at the Highline Botanical Gardens and a Christmas Market similar to Vancouver B.C.'s
- Patrice Thorell has resigned from the Committee

Action Items:

MOTION #2019-001: By Board Member Osgood, that the RTA modify its Executive Policy to allow all interested hotels to participate in advertising opportunities that are available to other business associates as outlined in the RTA's official media kit, seconded by Board Member Stockdale. Passed unanimously.

Staff Reports

Informational:

Product Development Manager Schwartz distributed a list of services provided to the city of Des Moines and noted that many services may need to be reduced.

Action Items:

MOTION #2019-002: By Board Member Vasquez to empower the RTA President/CEO to continue negotiations with the city of Des Moines to find a lodging tax agreement that will be perceived as fair and equitable amongst the partner cities, seconded by Board Member Stockdale. Passed unanimously.

Other Business

- None

Next Meeting Date - March 14, 2019

Adjournment

The meeting was adjourned at 3:59 pm

Respectfully submitted,
Autumn Lingle, Operations Administrator