

**NOTICE OF ADJOURNMENT
AND CONTINUATION OF MEETING**

Seattle Southside RTA
Board of Directors Regular Meeting of Thursday, October 10, 2019, 3:00 pm
Adjourned and Continued to
Wednesday, October 16, 2019 at 3:00 pm
In the RTA Board Room located at 3100 S 176th St, STE 200, SeaTac, WA 98188

The following items from the October 10, 2019 Agenda are continued:

1. Appoint Josh Ewing for a Successive Three-Year Term for Board Position 7, Ending Dec. 31, 2020
RECOMMENDED MOTION: I move to appoint Josh Ewing for a Successive Three-Year Term for Board Position 7, Ending Dec. 31, 2020.

2. **Call for Public Comment**

Anyone wishing to speak before the Board, either as an individual or as a member of a group may do so at this time. Individuals desiring to speak shall give their name, address, and the group they represent, if any. A speaker is limited to three minutes unless granted an extension of time.

3. **Chair's Report**

- A. **Presentation of Consent Agenda – Maureen Huffman, Board Chair**

- Item 1: Approval of minutes from the September 12, 2019, Regular Board Meeting

- Item 2: Approval of Auditing Official's Certificate for September 1, 2019 through October 4, 2019.

- Check numbers 8753 through 8796 in the amount of \$252,324.37. Electronic payments in the amount of \$153,104.20.

- RECOMMENDED MOTION: I move to approve Consent Agenda Items 1 through 2.**

- B. **Informational**

1. 2019 Financial Statement Audit Report – *Maureen Huffman, Board Chair*
 2. Financial Reports – *Cecilia Pollock, Comptroller*

- C. **Action Items – Maureen Huffman, Board Chair**

1. Setting the Regular Meeting Schedule for Calendar Year 2020.

- RECOMMENDED MOTION: I move to approve Resolution No. 2019-003, setting the Regular Meeting Schedule for Calendar Year 2020.**

2. Re-appoint David Sullivan for a Successive Three-Year Term to Board Position 4, Term Ending on Dec. 31, 2022.

RECOMMENDED MOTION: I move to reappoint David Sullivan for a Successive Three-Year Term to Board Position 4, Term Ending Dec. 31, 2022.

4. **Destination Development Advisory Committee Update** – *Jenny Vasquez, Committee Chair*

5. **President’s Report** – *Katherine Kertzman, President & CEO*

A. Informational:

1. Resolution No. 2019-004, 2019 Budget Carryovers and Request to fill the Visitor Services & Social Media & Specialist, Amending Budget Resolution No. 2019-002

B. Action Items:

1. Approve Resolution No. 2019-004, 2019 Budget Carryovers and Request to fill the Visitor Services & Social Media Specialist, Amending Budget Resolution No. 2019-002

RECOMMENDED MOTION: I move to approve Resolution No. 2019-004, 2019 Budget Carryovers and Request to fill the Visitor Services & Social Media Specialist, Amending Budget Resolution No. 2019-002.

6. **Staff Reports**

A. Informational:

1. 2020 Budget by Division – *Katherine Kertzman, President & CEO*
2. MarCom Division – *Ashley Comar, MarCom VP*
 - a. *GreenRubino SOW*
 - b. *Media Buy*
3. Sales & Partner Services Division – *Meagan McGuire, Sales & Services VP*
 - a. *Digital Edge*
 - b. *Business Development*

B. Action Items:

1. Approve the 2020 Detailed Division Operating Budget and Scope of Work as presented.
RECOMMENDED MOTION: I move to approve the 2020 Detailed Division Operating Budget as presented.
2. Approve Budgeted Expenditures that exceed President & CEO’s signing authority
RECOMMENDED MOTION: Approve Budgeted Expenditures that exceed President & CEO’s signing authority.
 - a. GreenRubino \$1,126,000 contract #2018-010 Amendment 1
 - includes \$281,000 agency fees, \$770,000 Media Buy that includes \$605,000 with Cruxx per campaign schedule, and \$75,000 in Production costs.
 - b. Expedia \$75,000 – Standard Advertising Insertion Order

7. **Executive Session** – *Optional*

8. **Other Business** – *Anyone*

9. **Next Meeting Date** - November 7, 2019

10. **Adjournment**