

## Minutes

Washington State Convention Center  
Public Facilities District

Regular Meeting of the Board of Directors  
September 24, 2024

### I. CALL TO ORDER

Frank K. Finneran, Board Chairman, convened a regular meeting of the Washington State Convention Center Public Facilities District (SCC) at 2:00 p.m.

### MEETING ATTENDANCE

#### **Board Directors in Attendance**

Frank K. Finneran, Chair  
Deryl Brown-Archie, Vice Chair  
Craig Schafer  
Katie Garrow  
Robert Flowers  
Taylor Hoang  
Susana Gonzalez-Murillo

#### **Board Directors Absent**

Tom Norwalk

#### **Officers in Attendance**

Jennifer LeMaster, President / CEO  
Erwin Vidallon, CFO  
Linda Willanger, Vice President of Administration / AGM  
Jon Houg, Vice President of Operations

### II. APPROVAL OF MINUTES

July 23, 2024, WSCC PFD Board Regular Meeting; September 4, 2024, WSCC PFD Board Special Meeting Minutes; September 9, 2024, WSCC PFD Board Special Meeting Minutes

Mr. Schafer made a motion to approve the minutes of the July 23, 2024, Regular Board meeting; September 4, 2024, Special Meeting Minutes; September 9, 2024, Special Meeting Minutes as presented. Mr. Flowers seconded, and the motion was carried by the unanimous affirmative vote of all Directors present via video conference call.

### III. PUBLIC COMMENTS

Mr. Finneran advised that 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. There were no public comments.

### IV. CHAIRMAN'S REPORT

#### A. Seeking Volunteer for Benefits Committee Liaison for 2024.

Mr. Finneran made the motion to approve Tom Norwalk as Board Art Committee chair for 2024, replacing Susana Gonzales-Murillo who has asked to take a step back due to personal reasons. Mr. Flowers

seconded, and the motion was carried by the unanimous affirmative vote of all directors presented via video conference call.

**B. Presentation of Consent Agenda**

Mr. Finneran presented the Consent Agenda to the Board. Mr. Schafer made a motion to approve the Consent Agenda as presented. Ms. Brown-Archie seconded, and the motion was carried by the unanimous affirmative vote of all Directors present via video conference call.

**C. Update of SCC By-Laws (Resolution 2024-08)**

Ms. Brown-Archie made a motion to approve Resolution 2024-08 to amend the Board By-Laws. Mr. Schafer seconded, and the motion was carried by the unanimous affirmative vote of all Directors present via video conference call.

**D. Approval of Food Service Management Contract (Resolution 2024-09)**

Mr. Finneran made a motion to approve Resolution 2024-09 for the adoption of the Food Service agreement as presented in the board packets. Mr. Schafer seconded, and the motion was carried by the unanimous affirmative vote of all Directors present via video conference call.

**V. PFD COMMITTEE REPORTS**

**A. Facility Committee Update**

Frank Finneran provided a Facility Committee update.

**B. Search Committee Update**

Mr. Schafer thanked all those involved for their support in getting Ms. Jennifer LeMaster recruited especially within the timeframe.

**VI. VISIT SEATTLE & SCC Sales Report**

**A. Visit Seattle Destination Overview & Visit Seattle Sales Report**

Tammy Canavan, President & Chief Executive Officer of Visit Seattle, Peter Andersen, Senior Director of Visit Seattle, and Kelly Saling, Senior Vice President & Chief Sales Officer, presented the Visit Seattle Sales Report.

**B. SCC Sales Report**

Michael McQuade, SCC Director of Sales provided a review of the Sales team's activities through August 2024.

**VII. PRESIDENT'S REPORT**

Jennifer LeMaster introduced herself to the Board and all those present on the call.

**VIII. FINANCIAL REPORT**

Erwin Vidallon, SCC Chief Financial Officer, reviewed the August 2024 Financial Report.

At 3:23 p.m. the meeting was adjourned