

## Minutes

Washington State Convention Center  
Public Facilities District

Special Meeting of the Board of Directors  
December 17, 2024

### I. CALL TO ORDER

Frank K. Finneran, Board Chairman, convened a special meeting (due to the change of start time) of the Washington State Convention Center Public Facilities District (SCC) at 12:33 p.m.

#### MEETING ATTENDANCE

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

Frank K. Finneran, Chair  
Deryl Brown-Archie, Vice Chair  
Craig Schafer  
Tom Norwalk  
Katie Garrow

##### **Board Directors Absent**

Taylor Hoang  
Robert Flowers

##### **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**

#### November 26, 2024, WSCC PFD Board Special Meeting

Mr. Norwalk made a motion to approve the minutes of the November 26, 2024, Special Board meeting; Mr. Schafer seconded, and the motion was carried by the unanimous affirmative vote.

### 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. **President's Report**

- a. Ms. Canavan and Ms. Saling provided the 2025 Budget for Visit Seattle.
- b. Mr. Vidallon, SCC Chief Financial Officer, reviewed the November 2024 Financial Report.
- c. Mr. Vidallon, SCC Chief Financial Officer presented the 2025 Budget recommendation.
  - Resolution 2024 – 10 Approval of 2025 Operating Budget  
Mr. Schafer made a motion to approve; Ms. Brown-Archie seconded, and the motion was carried by the unanimous affirmative vote.
  - Resolution 2024-11 Approval to Recognize Additional Spending Authority for 2024 Operating Budget  
Mr. Schafer made the motion to approve; Mr. Norwalk seconded, and the motion was carried by the unanimous affirmative vote.

V. **Chairman's Report**

a. *Election of Board Officers, Chair & Vice-Chair*

Election of Mr. Finneran continuing as Chairman of the Board and election of Mr. Schafer as vice-chair, as nominated. Ms. Brown-Archie made the motion to approve; Mr. Norwalk seconded, and the motion was carried by the unanimous affirmative vote.

b. *Board Committee Assignment Update*

Mr. Finneran gave an update on Board committees in 2025.

c. *Resolution 2024-12 2025 Meeting Dates*

Mr. Norwalk made the motion to approve meeting dates for 2025; Mr. Schafer seconded, and the motion was carried by the unanimous affirmative vote.

d. *Resolution 2024-13 District Officers for 2025*

Mr. Schafer made the motion to approve the 2025 district officers; Ms. Brown-Archie seconded, and the motion was carried by the unanimous affirmative vote.

e. *Resolution 2024-14 Art Foundation Director Renewal*

Ms. Brown-Archie made the motion to approve; Mr. Norwalk seconded, and the motion was carried by the unanimous affirmative vote.

f. *Earthquake Insurance Renewal*

Mr. Schafer made the motion to approve the earthquake renewal with Alliant; Mr. Norwalk seconded, and the motion was carried by the unanimous affirmative vote.

g. *Steam CenTrio Contract Renewal*

Mr. Houg presented the Steam CenTrio contract up for renewal. Ms. Brown-Archie made the motion to approve; Mr. Norwalk seconded, and the motion was carried by the unanimous affirmative vote.

IV. **Executive Session**

Consistent with RCW 42.30.110(1)(i), as permitted by the Open Public Meetings Act, the purpose of the executive session was to discuss possible litigation with legal counsel. At 1:34 p.m., Mr. Finneran announced an executive session with all Board members present, Mr. Hendricks, Ms. East, Mr. Winters, and the SCC executive team for 20 minutes. At 1:54 p.m., the executive session concluded and the regular meeting reconvened.

At 1:55 p.m. the meeting was adjourned.