

## Minutes

Washington State Convention Center  
Public Facilities District

Special Meeting of the Board of Directors  
February 25, 2025

### I. CALL TO ORDER

Craig Schafer, Board Vice-Chair, convened a regular meeting of the Washington State Convention Center Public Facilities District (SCC) at 12:30 p.m.

#### MEETING ATTENDANCE

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

Craig Schafer, Vice Chair  
Deryl Brown-Archie  
Stuart Rolfe  
Katie Garrow  
Robert Flowers  
Tom Norwalk

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

Frank K. Finneran, Chair  
Taylor Hoang

##### **Officers in Attendance**

Jennifer LeMaster, President / CEO  
Erwin Vidallon, Chief Financial & Technology Officer  
Linda Willanger, Chief Administrative Officer & Chief of Staff  
Jon Houg, Chief Operating Officer

### II. **Approval of Minutes**

#### January 28, 2025, WSCC PFD Board Regular Meeting

Mr. Norwalk made a motion to approve the minutes of the January 28, 2025, Regular Board meeting; Mr. Flowers seconded, and the motion was carried by the unanimous affirmative vote.

### III. **Public Comments**

Mr. Schafer 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**

Mr. Schafer introduced the newest member of the SCC Board of Directors, Stuart Rolfe.

#### a. Board Committee Assignments

Mr. Schafer provided an update on SCC Board committee assignments.

#### b. SCC Board Retreat Date Change – September to October 2025 (motion)

Mr. Flowers made a motion to approve the change of date for the SCC Board Retreat; Ms. Garrow seconded, and the motion was carried by the unanimous affirmative vote.

### V. **PFD Committee Reports**

Mr. Houg provided an update on the capital project plan.

VI. **President's Report**

a. Financial Report: Use of Funds

Mr. Vidallon provided a report on SCC Use of Funds.

Resolution #2025-01 Local Investment Pool: Ms. Garrow made a motion to approve resolution #2025-01; Mr. Norwalk seconded, and the motion was carried by the unanimous affirmative vote.

b. ARAMARK Report

Mr. Hedrick provided the ARAMARK Report.

c. SCC Sales Report

Mr. McQuade provided the SCC Sales Report.

d. Visit Seattle – Brand Pillars Report

Ms. Byington provided a report on Visit Seattle's brand pillars

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 1:35 p.m., Mr. Schafer announced an executive session with all Board members present, Mr. Hendricks, Ms. East and the SCC executive team for 10 minutes. At 1:45p.m., the executive session concluded and the regular meeting reconvened.

IV. **Adjournment**

Mr. Flowers made the motion to adjourn the February 25, 2025, Regular Meeting of the PFD Board of Directors at 1:45pm. Ms. Brown-Archie seconded, and the motion was carried by the unanimous affirmative vote.