

Washington State Convention Center
Public Facilities District
Regular Meeting of the Board of Directors
April 22, 2025

I. CALL TO ORDER

Frank K. Finneran, Board Chairman, 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

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

Board Directors Absent

Stuart Rolfe

Officers and Counsel 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
Matthew R. Hendricks, Hendricks Law, PLLC

II. **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.

III. **Update – Cheesecake Factory Fire Incident**

- a. Jon Houg provided an update of SCC's facilities' current status and response to the adjacent retail space fire that occurred on Saturday, April 19, 2025, during Sakura-Con.

IV. **Approval of Minutes**

February 25, 2025, WSCC PFD Board Regular Meeting

March 25, 2025, WSCC PFD Board Regular Meeting

Mr. Flowers made a motion to approve the minutes of the February 25, 2025, and the March 25, 2025, Regular Board meetings; Mr. Schafer seconded, and the motion was carried by the unanimous affirmative vote.

V. **Financial Performance & Rolling Forecast**

Mr. Vidallon provided an update on the financial performance of the organization and a rolling forecast of performance for the remainder of 2025.

VI. **SCC Sales & Marketing Quarterly Report**

- a. Mr. Andersen provided an update on Destination Performance
- b. Mr. Connelly, Visit Seattle, provided an update on Convention Sales
- c. Mr. McQuade, provided an update on Sales Quarterly Report

VII. **Summit Project Status**

- a. Mr. Matt Griffin provided background on the Summit project
- b. Mr. Lester Brown provided an update on outstanding items, warranty work and Day-2 work.

VIII. **Open Public Records & Board Philosophy**

- a. Training on PRA moved to May meeting
- b. Resolution #2025-02 Revision Board By-Laws as presented by Matt Hendricks: Ms. Deryl Brown-Archie made a motion to approve resolution #2025-02; Ms. Katie Garrow seconded, and the motion was carried by the unanimous affirmative vote.
- c. Resolution #2025-03 Revision to Board Policies as presented by Matt Hendricks: Ms. Craig Schafer made a motion to approve resolution #2025-03; Ms. Deryl Brown-Archie seconded, and the motion was carried by the unanimous affirmative vote.

IX. **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. Mr. Finneran announced an executive session with all Board members present, Mr. Hendricks, Mr. Matt Griffin and the SCC executive team for 10 minutes that commenced at 2:18 p.m. At 2:28 p.m., the executive session concluded and the regular meeting reconvened.

X. **Adjournment**

Mr. Schafer made the motion to adjourn the April 22, 2025, Regular Meeting of the PFD Board of Directors at 2:30 pm. Mr. Flowers seconded, and the motion was carried by the unanimous affirmative vote.

ACTIONS:

Resolution #2025-02

Resolution #2025-03