

Board of Directors Regular Meeting

AGENDA

February 9, 2023, 3:00pm
3100 S. 176th St., SeaTac, WA 98188
Hybrid/Video Conference

PUBLIC CALL IN NUMBER +1 253 215 8782 US (Tacoma)

Meeting ID: 849 4442 2355

Passcode: 337124

PLEASE SEE NOTE BELOW

3:00 p.m. – Call to Order—*Josh Ewing, Chair*

1. Roll Call

Excuse absent Board Members – Motion

2. Approve/Amend Agenda

3. Public Comments*

4. Chair's Report

A. Presentation of Consent Agenda – Josh Ewing, Chair

Item 1: Approval of Minutes from the December 12, 2022, Regular Board Meeting

Item 2: Approval of Auditing Official's Certificate for October 17, 2022, through February 3, 2023. Checks and ACH Debits in the amount of \$943,618.67. Electronic Fund Transfers in the amount of \$404,187.57.

Item 3: Approval of the 2021 RTA Annual Report

Item 4: Approval of the RTA Social Media Policy: As a public facing entity, it is critically important that the organization presents the region on social media in a manner that reflects the organization's mission. A Policy has been crafted to ensure that messaging posted to or by the RTA maintains the standards set by the organization's policy.

RECOMMENDED MOTION: I move to approve Consent Agenda Items 1 through 4.

B. Financial Reports – Mark Everton, CEO

Item 1: YTD preliminary 2022 Profit & Loss report

RECOMMENDED MOTION: I move to approve the preliminary 2022 financial statements.

Item 2: Revised 2023 Budget – reflecting \$425,000 to be received from King County and carryover of spending from 2022

RECOMMENDED MOTION: I move to approve the revised 2023 budget reflecting the additional funding from King County and carryover 2022 spending.

Item 3: Cola Increase and updated employment classification and pay schedule.

- i. COLA increase, effective January 1, 2023 of 7.3%. The cities represented by the RTA have all implemented COLA increases effective 1/1/2023. The 7.3% COLA increase is an average of the three cities: Tukwila: 8.8%, Des Moines: 8.0%, SeaTac 5%.
- ii. Annual Wage Pay Schedule steps reflecting COLA increase.

RECOMMENDED MOTION: I move to approve a COLA increase to RTA employees' base salary of 7.3% effective January 1, 2022 as reflected on the 2023 Annual Wage Pay Schedule.

5. President's Report – Mark Everton

- A. **Potential Board Member Nomination** – Cindy Messey, Director of Sales & Events at the Museum of Flight. Cindy has been managing the largest event space outside of the Seattle Convention Center at the MoF for the past 16 years. It would be beneficial to the RTA board to have representation from someone with Cindy's insight and experience at one of the larger attractions in the PNW on the RTA board.

RECOMMENDED MOTION: I move to approve the nomination of Cindy Messey to the Seattle Southside Regional Tourism Authority Board of Directors pending ratification by the SeaTac City Council.

- A. **New Website launch and Introduction of RootRez** – Ashley Comar
New media Videos & Media Plan – Ashley Comar
- B. **Trade Show Schedule and Scholarship Program** – Meagan McGuire / Noelle Cueto
Connect Meetings proposal for connect trade show attendance - \$83,500.00

RECOMMENDED MOTION: I move to allow the RTA CEO to execute the Connect Meetings agreement not to exceed for \$83,500.00.

- C. **5-year Strategic Plan** – David Holder, *Clarity of Place*

RECOMMENDED MOTION: I move to refer the 5-year strategic plan to the City of SeaTac for consideration.

6. Executive Session – Optional

7. Other Business – Anyone

- A. April Board meeting is scheduled for April 13. Due to scheduling conflicts, should we move the meeting to April 28?
- B. Determining 'average length of stay' for reporting – How to collect data?

8. Next Meeting Date – April 13, or April 28, 2023

9. Adjournment

This is a Seattle Southside Board of Directors meeting and although open to the public, no public comment process is provided. If you have questions, please email them to mark@seattlesouthside.com
Thank you!

SSRTA is inviting you to a scheduled Zoom meeting.

Topic: RTA Board Meeting

Join Zoom Meeting

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