

Burbank Hospitality Association, Inc. Meeting Agenda

Thursday, May 9, 2013

3:00 p.m.

Community Services Building

150 North Third Street, Room 101, Burbank, CA 91502

The agenda packet consisting of the staff reports and all other documentation relating to agenda items are on file in the Economic Development Division of the Community Development Department located at 150 N. Third Street during normal business hours and will be posted on the City's website at www.burbankca.gov. The Burbank Hospitality Association, Inc. meeting is disabled accessible. Auxiliary aids and services are available for individuals with speech, vision or hearing impairments (48-hour notice is required). Please contact the ADA Coordinator at 818.238.5424 voice or 818.238.5035 TDD with questions or concerns.

ROLL CALL

ANNOUNCEMENTS

PUBLIC COMMENTS

At this time, anyone from the public may address the Board on any matter related to the Tourism Business Improvement District. The public is only allowed to speak at this time.

APPROVAL OF MINUTES

April 10, 2013 meeting minutes.

ACTION ITEM

TREASURER'S REPORT

ACTION ITEM

AGENDA ITEMS

- I. Hotel Parking Requirements**
Discussion regarding hotel parking specifying the standard needs and requirements of hotel parking.
- II. Thanks Again Program**
The Board will discuss the Thanks Again Program.
- III. Agency 51 Updates**
Staff will present updates to deliverables for the website and ad campaign.
- IV. Trademarking**
Staff will update the Board on the current trademarking process.
- V. Ongoing Operational Issues**

VI. Future Agenda Items

Board Members may introduce new items for discussion but no action may take place except to place the item on a future agenda.

ADJOURNMENT TO THE NEXT REGULAR MEETING OF WEDNESDAY, JUNE 12, 2013, AT 3:00 P.M. IN THE BURBANK BOB HOPE AIRPORT SKYROOM LOCATED AT TERMINAL A, 2ND FLOOR.

<u>Burbank Hospitality Association, Inc. Board Members</u>	<u>Key Staff</u>
Lucy Burghdorf, Bob Hope Airport Amitesh Damudar, Tangerine Motel Joy Forbes, City of Burbank Community Development Director Tony Garibian, Coast Anabelle and Safari Inn, Vice-Chair Rosa Gutierrez, Courtyard by Marriott, Secretary Danny Kahn, Warner Bros. Studios Reggie McDowell, Burbank Airport Marriott Michael Swaney, Residence Inn by Marriott, Treasurer Tom Whelan, Hotel Amarano, Chair	Ruth Davidson- Guerra, Asst. Community Development Director Mary Hamzoian, Community Development Department Susie Avetisyan, Community Development Department Marissa Minor, Community Development Department

The BHA Board is comprised of nine members of whom five will be required for a quorum. Regular meetings are held monthly the third Wednesday of the month unless that is a City holiday. In that case, the Board will meet the second or last Wednesday. The BHA Board's primary function is to conduct business for marketing and advertising Burbank as a first rate tourist and convention destination.