

# **Burbank Hospitality Association, Inc. Meeting Agenda**

**Wednesday, October 17, 2012**

**11:00-12:00 p.m.**

**Community Services Building**

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

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 City of Burbank at 818.238.5169 with questions or concerns.

## **ROLL CALL**

## **ANNOUNCEMENTS**

### **APPROVAL OF MINUTES**

September 27, 2012 and October 11, 2012 meeting minutes.

**ACTION ITEM**

### **TREASURER'S REPORT**

**ACTION ITEM**

## **ORAL COMMUNICATIONS**

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.

## **AGENDA ITEMS**

- I. Board Member Renewals** **ACTION ITEM**  
The Board will vote on reinstating Joy Forbes, Reggie McDowell, and Amitesh Damudar.
  
- II. YMCA Turkey Trot** **ACTION ITEM**  
The Board will consider a sponsorship in the amount of \$5,000 for the Turkey Trot.
  
- III. BHA Website Update**  
Staff will provide an update on the website development
  
- IV. Annual Society of American Travel Writers Convention**  
Staff will provide an overview of the necessary requirements associated with the RFP process.
  
- V. LA Times Travel Show Expo** **ACTION ITEM**  
Staff will introduce the expo and discuss sponsorships and attendance.
  
- VI. Holiday Meeting Schedule** **ACTION ITEM**  
A revised meeting schedule for November and December will be considered.

**VII. Ongoing Operational Issues**

**VIII. 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 REGUALR MEETING OF WEDNESDAY, NOVEMBER 21, AT 11:00 A.M. IN THE CSB BUILDING CONFERENCE ROOM 101.**

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