

Burbank Hospitality Association, Inc.
Special Meeting Agenda
Wednesday, September 27, 2017 - 3:30 P.M.

Burbank Chamber of Commerce
200 W Magnolia Blvd.
Burbank, CA 91502

A. ROLL CALL

B. PUBLIC COMMENT

At this time, any person may address the Board on any matter related to the T-BID. The public is only allowed to speak at this time for a maximum of five minutes.

C. RESPONSE TO PUBLIC COMMENT

At this time, any Board Member can respond to comments made by the public.

D. Burbank Chamber of Commerce Tenant Improvements and Supplies

ACTION ITEM

The Board will discuss funding tenant improvements, purchasing office furniture, and installing utilities for the BHA's new administrative office located within the Burbank Chamber of Commerce building.

ADJOURNMENT TO THE NEXT REGULARLY SCHEDULED MEETING TENTATIVELY ON THURSDAY, OCTOBER 12, 2017 AT 10:00 AM, LOCATION TO BE DETERMINED.

<p><u>Burbank Hospitality Association, Inc. Board Members</u> Lucy Burghdorf, Hollywood Burbank Airport James Fitzpatrick, Courtyard by Marriott, Secretary Tom Flavin, Burbank Chamber of Commerce Tony Garibian, Coast Anabelle and Safari Inn, Chair Danny Kahn, Warner Bros. Studio Tours Hollywood Patrick Prescott, Community Development Director (ex-officio) Alan Puana, Universal Studios Hollywood Richard Sandoval, Burbank Airport Marriott, Vice-Chair Michael Swaney, Residence Inn by Marriott, Treasurer Steve Tarn, Hilton Garden Inn Burbank Sundeep Vaghashia, Travelodge and Quality Inn Tom Whelan, Hotel Amarano</p>	<p><u>Consultant</u> Robin Faulk, Marketing Consultant</p>
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Marketing Key Staff

Simone McFarland, Asst. Community Development Director
Mary Hamzoian, Economic Development Manager
Susie Avetisyan, Economic Development Analyst

Administrative Key Staff

Barbara Miller, Administration and Records
Teresa Mackey, Book-Keeping

The BHA Board is comprised of 11 voting members. Regular meetings are held monthly the second Thursday of the month unless that is a City holiday. In that case, the Board will meet the first or third Thursday. The BHA Board's primary function is to conduct business for marketing and advertising Burbank as a first rate tourist and convention destination.

The agenda packet consists of documentation relating to agenda items on file at Economic Development Division of the Community Development Department located at 150 N. Third Street during normal business hours and will be posted on the Visit Burbank website at www.visitburbank.com. 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.