

## BURBANK HOSPITALITY ASSOCIATION BOARD MEETING

Minutes for the Meeting of July 15, 2020

Join Zoom Meeting:

<https://burbankca.zoom.us/j/94426213527?pwd=TGhEVjltQWpUeGhITC9UdmNkUExhdz09>

Meeting ID: 944 2621 3527

Password: 497251

Members Present: Tony Garibian, Coast Anabelle and Safari Inn, Chair  
Danny Kahn, Warner Bros. Studio Tours, Vice-Chair  
Sundeep Vaghashia, Travelodge, Secretary & Treasurer  
Lucy Burghdorf, Hollywood Burbank Airport  
Eric Ducat, Residence Inn  
Tom Flavin, Burbank Chamber of Commerce  
Ali Schmidt, Universal Studios Hollywood  
Jeff Simons, Ramada By Wyndham Burbank Airport (non-voting)  
Alan Tate, Burbank Airport Marriott

Members Absent: Richard Englehard, Hilton Garden Inn  
Adrian Pastrana, Quality Inn  
Patrick Prescott, Community Development Director (ex-officio)  
Richard Sandoval, Burbank Airport Marriott (non-voting)  
Tom Whelan, Hotel Amaranco

Admin/Marketing Key Staff: Mary Hamzoian, Economic Development Manager  
Marissa Minor, Economic Development Analyst

Bookkeeping Staff: Teresa Mackey, Bookkeeping

General Counsel: Ryan Dunn, Colantuono, Highsmith & Whatley, PC

The Burbank Hospitality Association (BHA) Board Meeting was called to order at 3:05 p.m. on Wednesday, July 15, 2020.

**A. Roll Call:** There was a quorum.

**B. Announcements**

Staff announced the following:

- **City of Burbank Covid-19 Update and Recovery Plan** was presented to City Council on May 19<sup>th</sup> by the Community Development Department to address the Coronavirus Pandemic. The plan includes seven policies that guide the work of economic recovery in Burbank, one of which is helping Burbank's tourism industry recover by promoting and marketing our hotels, restaurants, the Hollywood Burbank Airport, and other local destinations.
- **Expanded Outdoor Dining Options** are being implemented by the City and the Downtown PBID to help restaurants survive amidst the LA County Public Health

Department's restrictions on in door dining. In addition to expanded permits for sidewalk and private parking lot dining, the City released an executive order to close San Fernando Blvd. to traffic from Magnolia Blvd. to Angeleno Ave. starting July 16, 2020, through Labor Day 2020. With this additional closure, businesses can now apply for a permit to have in-street dining outside of their business. The Downtown PBID will also be facilitating the installation of five communal dining parklets for use by guests.

**C. Public Comment**

There was no public comment.

**D. Response to Public Comment**

There was no response.

**E. Board Member Comments**

- Tony Garibian announced that the Rose Parade scheduled for January 1, 2021, has been canceled.
- Lucy Burghdorf, Hollywood Burbank Airport, provided an update on the Hollywood Burbank Airport numbers:
  - Down 92% from May 2019 to May 2020
- Danny Kahn, Warner Bros, announced that Disney World reopened on July 11, 2020, at 20-30% of normal capacity.

**F. Approval of Minutes**

**ACTION ITEM**

The meeting minutes of June 17, 2020, were approved.

Tom Flavin made a motion for approval, seconded by Danny Kahn; motion carried 8-0.

**G. Treasurer's Report**

Treasurer Sundeep Vaghashia provided the Treasurer's Report noting total liabilities and equity of \$709,842.31 as of June 30, 2020. No income was reported yet for the period due to the assessments not yet being accounted for June and the TBID income not yet being reconciled.

**H. Budget Discussion – July to December 2020**

**ACTION ITEM**

Staff presented a revised six-month budget for review and approval. The revised budget was based on the assessments collected in May 2020. Upon review, the Board suggested to approve the budget contingent upon the CTN Animation eXpo sponsorship award.

Danny Kahn made a motion to approve the six-month budget contingent upon the CTN Animation eXpo sponsorship award, seconded by Alan Tate; motion carried 8-0.

**I. Event Sponsorships**

**ACTION ITEM**

The Board considered a sponsorships request from Creative Talent Network for the CTN Animation eXpo.

After further discussion, the Board tabled this item and requested for Tina Price, founder of Creative Talent Network, to present a contingency plan at the August Board meeting. The Board also requested that staff reach out to Los Angeles County to obtain information on possible guidelines for large events in the future.

This item was tabled to the August Board meeting. No action was taken.

**J. Approve Tax Return for Calendar Year July 1, 2018 to June 30,2019**

**ACTION ITEM**

Staff presented the Burbank Hospitality Association Tax Return for July 1, 2018, to June 30, 2019, for review and approval.

Tom Flavin made a motion to approve the Burbank Hospitality Association Tax Return for July 1, 2018, to June 30, 2019, seconded by Eric Ducat; motion carried 8-0.

**K. Board Member Term Renewal**

**ACTION ITEM**

The Board approved the following Board Member term renewals:

<b>Board Member</b>	<b>Current Term Ends</b>	<b>Next Term Ends</b>
Tom Flavin	August 1, 2020	July 1, <b>2021</b>
Tony Garibian	October 1, 2020	July 1, <b>2022</b>
Tom Whelan	October 1, 2020	July 1, <b>2021</b>
Lucy Burghdorf	October 1, 2020	July 1, <b>2021</b>
Eric Ducat	October 1, 2020	July 1, <b>2022</b>

Lucy Burghdorf announced that she will be resigning from the Board when her current term expires on October 1, 2020.

Danny Kahn made a motion for approval, seconded by Lucy Burghdorf; motion carried 8-0.

**L. Executive Committee Positions**

**ACTION ITEM**

The Board approved the following Executive Committee positions as a part of the Annual Meeting:

<b>Executive Committee Positions</b>	<b>Board Member</b>
Chair	Danny Kahn
Vice Chair	Alan Tate
Secretary	Eric Ducat
Treasurer	Sundeep Vaghashia

Tony Garibian made a motion for approval, seconded by Tom Flavin; motion carried 8-0.

**M. Universal Studios Hollywood Preferred Hotel Partnership Program**

**ACTION ITEM**

The Board considered a separate agreement between the Burbank Hospitality Association and participating hotels for the Universal Studios Hollywood Preferred Hotel Partnership Program.

Upon review, the Board recommended to amend the agreement to include the word “competitive” to make it clear for participating hotels.

Danny Kahn made a motion to approve the amended agreement, seconded by Tom Flavin; motion carried 8-0.

**N. Board Approved Expenditures**

Staff requested transferring \$20,000 from the holding account to cover the following pre-approved expenses: consultant expenses of \$10,000, legal fees of \$5,000, and ongoing administrative expenses in the amount of \$5,000.

Sundeep Vagashia made a motion to transfer \$20,000 from the holding account, seconded by Alan Tate; motion carried 8-0.

**O. Future Agenda Items**

The following are future agenda items:

- CTN eXpo Contingency Plan/Sponsorship Request
- Economic Impacts: Homelessness and StreetPlus Presentation
- Hotel Planner Update
- ONEBurbank Update

**P. Adjournment**

The T-BID will reconvene at the next Board Meeting tentatively scheduled for Wednesday, August 19, 2020, location to be determined. The meeting adjourned at 4:16 p.m.