

**BURBANK HOSPITALITY ASSOCIATION BOARD MEETING**  
**Minutes for the Meeting of March 17, 2021**

**Join Zoom Meeting:**

<https://burbankca.zoom.us/j/95362402382?pwd=cVo2Z28wUVRad3ZEWmlwdGlreldqdz09>

Meeting ID: 953 6240 2382

Password: 202397

Members Present: Danny Kahn, Warner Bros. Studio Tours, Chair  
Alan Tate, Burbank Airport Marriott, Vice- Chair  
Eric Ducat, Residence Inn, Secretary  
Richard Englehard, Hilton Garden Inn  
Jamie Keyser, Burbank Chamber of Commerce  
Adrian Pastrana, Quality Inn  
Ali Schmidt, Universal Studios Hollywood  
Nerissa Sugars, Hollywood Burbank Airport  
Tom Whelan, Hotel Amaranos  
Jeff Simons, Ramada By Wyndham Burbank Airport (non-voting)

Members Absent: Sundeep Vaghashia, Travelodge, Treasurer  
Tony Garibian, Coast Anabelle and Safari Inn  
Patrick Prescott, Community Development Director (ex-officio)  
Richard Sandoval, Burbank Airport Marriott (non-voting)

Members of the Public Grace Miane, General Manager Springhill Suites

Admin/Marketing Key Staff: Mary Hamzoian, Economic Development Manager  
Erika DeLeon, Economic Development Analyst  
Marissa Minor, Economic Development Analyst  
Robin Faulk, Marketing Consultant

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, March 17<sup>th</sup>, 2021.

**A. Roll Call:** There was a quorum with nine members present and two members absent – Sundeep Vaghashia and Tony Garibian.

**B. Announcements**

Staff announced the following:

- The Board was updated on the BHA Budget regarding additional membership discounts from aRes, US Travel Association, and TTMA.
- Hospitality community will receive an invitation to an Economic Development Taskforce Outreach meeting soon.

- Presented the flyer and information on new Small Business Loan Program.

**C. Public Comment**

There were no public comments

**D. Response to Public Comment**

There was no response.

**E. Board Member Comments**

Ali Schmidt and Danny Kahn provided an update on Universal and Warner Bros reopening plans. Universal is hosting “Taste of Universal” – a ticketed event to enter the park for a dining experience.

Nerissa Sugars provided an update on the January 2021 Passenger count. They received 68,643 passengers, down 86% from January 2020. New airline Avelo will be using BUR as its main operations hub. Expected to start flying April/May 2021.

Tom Whelan and Jeff Simons announced their retirement in April/May 2021.

**F. Approval of Minutes**

**ACTION ITEM**

The meeting minutes of January 20, 2021 were approved.

Tom Whelan made a motion to approve, seconded by Alan Tate; motion passed 9-0.

**G. Treasurer’s Report**

Bookkeeper Teresa Mackey provided the Treasurer’s Report through February 2021. Total income for January and February 2021 of \$64,750.56 and total expenses of \$29,538.63, provides a net income of \$35,211.93. Total assets equal \$720,890.76. As of February 28, 2021, the Unrestricted Net Assists equal \$777,370.79 and \$720,890.76 is held in total liabilities and equity.

**H. CTN Live Sponsorship Wrap-Up**

Tina Price, founder of the Creative Talent Network and producer of the CTN LIVE, provided a wrap-up summary of the 2020 CTN Live event. CTN Live was a seven-day virtual event, November 16 through 22, 2020. Event demographics included more than 14,000 CTN-Live viewers, 3,450 YouTube views and growing, about 57% of attendees were from the United States and 27% from outside of the United States, close to 40% were between ages 25 and 34, and about 33% were freelance/independent workers. The goal for 2021 is to host the CTN Animation Expo as well as stream live.

**I. Warner Bros. Studio Tour Visitor Center Presentation**

Danny Kahn presented an update on the Visitor Center at Warner Bros Studio Tour Hollywood. Potential opening for tour center is end of June 2021.

**J. Sub Committee Lists**

**ACTION ITEM**

Erika De Leon presented an update on current Sub Committee Lists and requested the Chair to appoint three members to the Destination Development Ad Hoc Subcommittee.

Danny Kahn requested to have Nerissa Sugars and Ali Schmidt to join the current members – Danny Kahn, Tony Garibian, and Sundeep Vaghashia. No motion/vote was needed for this appointment.

**K. Economic Recovery Plan Update**

Mary Hamzoian, Economic Development Manager, provided an update on the City of Burbank Economic Recovery Plan.

**L. Marketing Update**

This item was tabled for the next meeting.

**M. 2019 Tax Returns**

**ACTION ITEM**

Erika De Leon presented the 2019 Burbank Hospitality Association Tax Returns for Board review and approval. Minor changes such as updated address was needed. No other changes were requested.

Eric Ducat made a motion to approve, seconded by Ali Schmidt; motion passed 9-0.

**N. Board Approved Expenditures**

**ACTION ITEM**

Staff requested transferring \$40,000 from the holding account to cover the following pre-approved expenses: consultant expenses of \$10,000, legal fees of \$7,000, membership fees of \$13,000, and ongoing administrative expenses in the amount of \$10,000.

Tom Whelan made a motion to approve, seconded by Eric Ducat; motion passed 9-0.

**O. Future Agenda Items**

The following are future agenda items:

- Hotel Amarano Tour
- Member terms expirations

**P. ADJOURNMENT:**

The meeting adjourned at 4:54 PM