

Burbank Hospitality Association, Inc.

Meeting Agenda

Wednesday, September 20, 2023, at 3:00pm
Location: Hotel Burbank, Executive Conference Room
Address: 150 E. Angeleno Ave., Burbank, CA 91502

A. **Roll Call**

B. **Announcements**

C. **Public Comment**

Any person may address the Board on any matter related to the BHA. The public is only allowed to speak at this time for a maximum of five minutes.

D. **Board Member Comments**

Board Members may comment on events attended and/or report any gift disclosures.

E. **Legal Counsel Update**

General Counsel may provide updates regarding any pending or enacted laws impacting the Board.

F. **Approval of Minutes**

ACTION ITEM

The Board will consider approval of the July 17, 2023, meeting minutes.

Recommendation: Staff recommends approval.

G. **Treasurer's Report**

The Treasurer will present the financial report as of July 31, 2023.

H. **Burbank Economic Development Strategic Plan Discussion**

Consultants from Stratiscope will make a presentation to the Board and offer an opportunity for input on creating the five-year economic development plan for Burbank.

Recommendation: Note and File.

I. Resolution No. 2023-002 Appointing Account Representatives and Authorized Signatories **ACTION ITEM**

The Board will consider adopting Resolution No. 2023-002 appointing the Chairperson, Treasurer, Secretary, and Executive Director to serve as account representatives and to authorize the Chairperson, Treasurer, and Secretary to sign checks on behalf of the Board.

Recommendation: Staff recommends review and approval of resolution as presented.

J. Board Approved Expenditures **ACTION ITEM**

The Board will consider transferring \$73,000 from the holding account to cover the following pre-approved expenses: consultant expenses of \$17,000, legal fees of \$10,000, marketing fees of \$28,000, and ongoing administrative expenses in the amount of \$18,000.

Recommendation: Staff recommends approval of \$73,000 transfer.

K. Future Agenda Items

Board Members may introduce new items to place on a future agenda, but no discussion or action may be taken on the items.

L. ADJOURNMENT: Next tentative meeting October 18, 2023.

Burbank Hospitality Association, Inc. Board Members

Nerissa Sugars, Hollywood Burbank Airport, **Chair**
Peter Kolla, Hotel Amarano, **Vice-Chair**
Jamie Keyser, Burbank Chamber of Commerce, **Secretary**
Danny Kahn, Warner Bros. Studio Tours **Treasurer**
Alan Tate, Burbank Airport Marriott
Ali Schmidt, Universal Studios Hollywood
Fatima Achhal, SpringHill Suites by Marriott
Stacey Meyer, Residence Inn by Marriott
Edgar Rivera, Hilton Garden Inn Burbank Downtown
Aly Bubbins, Hotel Burbank
Tony Garibian, Coast Anabelle Hotel and Safari Inn
Patrick Prescott, Community Development Director (ex-officio)

Key Staff

Simone McFarland, Asst. Community Development Director
Mary Hamzoian, Economic Development Manager
Odette Zakarian, Economic Development Analyst
Robin Faulk, Marketing Consultant

Administrative Key Staff

Teresa Mackey, Bookkeeping

Legal Counsel

Aleks R. Giragosian, Colantuono, Highsmith & Whatley, PC

The BHA Board is comprised of 11 voting members. 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 first or second Wednesday. 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.