

Burbank Hospitality Association, Inc. Meeting Agenda

**March 21, 2012
11:00 a.m. – 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 818.238.5173 with questions or concerns.

ROLL CALL

ANNOUNCEMENTS

Staff will provide the Board with an update regarding the Burbank Hospitality Association's non-profit status.

APPROVAL OF MINUTES

ACTION ITEM

February 15, 2012 and Special Meeting of March 7, 2012 meeting minutes.

ORAL COMMUNICATIONS

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.

AGENDA ITEMS

- I. BHA Marketing and Design Consulting Services RFP** **ACTION ITEM**
Staff will provide the Board with an update regarding the Marketing and Design Consulting Services interviews. The Board will consider awarding a contract to a Marketing and Design Consulting firm.

- II. Ongoing Operational Issues** **ACTION ITEM**
Staff will be requesting a budget appropriation.

- III. 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 at this time.

ADJOURNMENT TO THE NEXT MEETING OF WEDNESDAY, APRIL 18, AT 11:00 A.M. IN THE CSB BUILDING CONFERENCE ROOM 101.

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