

**Burbank Hospitality Association, Inc.
Meeting Agenda**

Thursday, January 12, 2017 - 3:00 P.M.

**Coast Anabelle Hotel
2011 W Olive Avenue, Studio B
Burbank, CA 91506**

A. ROLL CALL

B. ANNOUNCEMENTS

C. 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.

D. APPROVAL OF MINUTES

ACTION ITEM

The Board will consider approval of the following meeting minutes: October 12, 2016; December 15, 2016; and December 16, 2016.

E. TREASURER'S REPORT

ACTION ITEM

The Board will consider approval of the October 13, 2016-January 12, 2017 treasurer's report.

F. Burbank Hospitality Association Governance

ACTION ITEM

G. The Board will discuss and, if appropriate give direction on, the City Council's recommendations from the December 20, 2016 City Council meeting; and consider and give direction on hiring legal counsel to address the Association's governance and administrative functions.

H. By-Laws Amendment

ACTION ITEM

The Board will consider approving a contract with Civitas to amend the Association's By-Laws as they relate to the district renewal.

I. Universal Studios Hollywood Preferred Hotel Program Renewal **ACTION ITEM**

The Board will consider renewing the Universal Studios Preferred Hotel Partnership Program for 2017.

J. Ongoing Operational Issues

ACTION ITEM

The Board will consider transferring \$200,000 from the holding account to cover ongoing salary, marketing and consultant expenses in addition to the Universal Studios Preferred Hotel Program renewal (an estimated cost of \$120,000).

K. Future Agenda Items

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

ADJOURNMENT TO THE NEXT REGULARLY SCHEDULED MEETING ON THURSDAY, FEBRUARY 9, 2017 AT 3:00 PM, LOCATION TO BE DETERMINED.

<u>Burbank Hospitality Association, Inc. Board Members</u>	<u>Key Staff</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 Bernadette Soriano, Springhill Suites (non-voting member) Michael Swaney, Residence Inn by Marriott, Treasurer Steve Tarn, Hilton Garden Inn Burbank Tom Whelan, Hotel Amaranos,	Mary Hamzoian, Economic Development Manager Susie Avetisyan, Economic Development Analyst Marissa Minor, Economic Development Analyst Robin Faulk, Marketing Consultant

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.