

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

Thursday, February 26, 2015 - 3:00 p.m.

Meeting Location:

Community Services Building
150 North Third Street, Room 101
Burbank, CA 91502

Teleconference Meeting Location:

Hotel Amaran Conference Room
322 North Pass Avenue
Burbank, CA 91505

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. Request for Proposal (RFP) Debrief

ACTION ITEM

The Board will deliberate on all three marketing and design firm interviews.

E. Ongoing Operational Issues

ACTION

ITEM

Staff will request to transfer \$30,000 from the Burbank Hospitality Association (BHA) treasurer's account to the BHA checking account to pay pending invoices.

F. 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.

ADJOURNMENT TO THE NEXT MEETING OF WEDNESDAY, MARCH 11, AT 3:00 P.M. IN THE CSB BUILDING CONFERENCE ROOM 104.

<u>Burbank Hospitality Association, Inc. Board Members</u>	<u>Key Staff</u>
Lucy Burghdorf, Bob Hope Airport Joy Forbes, City of Burbank Deputy City Manager Tony Garibian, Coast Anabelle and Safari Inn, Vice-Chair Rosa Gutierrez, Courtyard by Marriott, Secretary Chris Haven, Holiday Inn Burbank Media Center Danny Kahn, Warner Bros. Studios Richard Sandoval, 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 Susie Avetisyan, Community Development Department Marissa Minor, 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 second 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.

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 City's website at www.burbankca.gov. 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.