

# Burbank Hospitality Association, Inc. Meeting Agenda

Wednesday, December 5, 2012  
2:30-3:30 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 818.238.5169 with questions or concerns.

## ROLL CALL

## ANNOUNCEMENTS

### APPROVAL OF MINUTES

October 17, 2012 meeting minutes.

### ACTION ITEM

### TREASURER'S REPORT

### ACTION ITEM

## ORAL COMMUNICATIONS

At this time, anyone from the public may address the Board on any matter related to the Tourism Business Improvement District. The public is only allowed to speak at this time.

## AGENDA ITEMS

- I. **Update on Board Member Renewal**  
Staff will update the Board on the status of re-instating Board Members.
- II. **LA Times Travel Show Expo** ACTION ITEM  
Board Member attendance.
- III. **Second Annual California Economic Summit**  
Staff will introduce the Request for Proposal to host the summit taking place in December 2013.
- IV. **2013 Meeting Schedule** ACTION ITEM
- V. **Agency 51 Presentation**  
Agency 51 will present progress on the website development, marketing plan, ad campaign, and other deliverables.
- VI. **Ongoing Operational Issues**
- VII. **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 REGUALR MEETING OF WEDNESDAY, JANUARY 16, 2013, AT 11:00 A.M. IN THE CSB BUILDING CONFERENCE ROOM 101.**

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