



## **EXECUTIVE COMMITTEE MEETING**

Wednesday March 27, 2024 at 3:00 pm

Board Room

### **AGENDA**

#### **PCOC Executive Committee**

Tyron Hampton - Chair  
Phil Hosp - Vice Chair  
Joseph Titizian - Secretary  
Kim Burbank - Treasurer  
Pat Amsbry

#### **PCOC Staff**

Michael Ross, CEO

#### **PCOC Mission Statement**

The mission of the Pasadena Center Operating company (PCOC) is to promote Pasadena as a meeting and travel destination in an effort to maximize economic impact through the development of meetings, conventions, entertainment events and tourism by providing professionally managed facilities and first-class service.

**MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THE OPEN SESSION PORTION OF THE MEETING AS FOLLOWS:** 1) By submitting public comment of any length to the following email: [publiccomment@pasadenacenter.com](mailto:publiccomment@pasadenacenter.com) up to two hours prior to the start of the meeting. Please be aware that this email address will not be checked within the two hours prior to the start of the meeting or, 2) During the meeting, by submitting comments in writing to the Recording Secretary, or by raising their hand to be recognized to speak at the appropriate time.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call 626/793-2122. Notification 72 hours prior to the meeting will enable the PCOC to make reasonable arrangements to assure accessibility to this meeting. Language translation services are available for this meeting by calling (626) 793-2122 at least 72 hours in advance. Habrá servicio de interpretación disponible para éstas juntas llamando al (626) 793-2122 por lo menos con 48 horas de anticipación.



**EXECUTIVE COMMITTEE MEETING**  
**Wednesday, March 27, 2024 at 3:00 PM – Board Room**

**AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Public Comment on Matters Not on the Agenda**
- IV. Approval of September 27, 2023 Executive Committee Meeting Minutes:**  
*Motion to Approve*
- V. CEO Report – Michael Ross**
  - New member of the Board of Directors – Marlon Gonzalez
  - Update – Restoration of the Civic Auditorium façade including waterproofing and painting and replacement of the outside stairs.
  - FEMA Reimbursement
- VI. Board Agenda**
- VII. Adjournment:** Next Meeting is Wednesday, April 24, 2024 at 3:00 p.m.

Copies of this agenda and past agendas are posted at, Pasadena City Hall and available for download online at <https://www.visitpasadena.com/board-agendas/>.

A handwritten signature in black ink, appearing to read "T. Hampton".

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*Tyron Hampton, Chair, Board of Directors*

I HEREBY CERTIFY that this Agenda, in its entirety, was posted on the Internet at [www.pasadenacenter.com](http://www.pasadenacenter.com) and in the City of Pasadena rotunda area bulletin board at 100 N. Garfield Ave.

A handwritten signature in blue ink, appearing to read "Margie Christ".

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*Margie Christ, Recording Secretary*



Convention Center  
Civic Auditorium  
Ice Skating Center  
Convention & Visitors Bureau

## **OFFICIAL MINUTES**

### **EXECUTIVE COMMITTEE MEETING**

Wednesday, January 24, 2024  
3:00 p.m.

Pasadena Convention Center  
300 E. Green Street  
Pasadena, CA 91101

**I. Call to Order**

Tyron Hampton, called the January 24, 2024 Pasadena Center Operating Company (PCOC) Executive Committee of the Board of Directors Meeting to order at 3:13 PM.

**II. Roll Call**

Roll call taken and recorded by Margie Christ, Recording Secretary; a quorum assembled.

**Executive Committee**

Tyron Hampton, Chair  
Phil Hosp, Vice Chair (absent)  
Joseph Titizian, Secretary (absent)  
Kim Burbank, Treasurer  
Pat Amsbry

**Staff**

Michael Ross, CEO  
Kristin McGrath, Executive Director  
Naz Sabripour, Executive Director  
Margie Christ, Director of Human Resources; Recording Secretary  
Christine Susa, Director of Marketing (absent)  
Phuong Wong, Director of Finance

**III. Public Comments**

(None submitted)

**IV. September 27, 2023 Executive Committee Meeting Minutes**

It was moved by Pat Amsbry, and seconded by Kim Burbank to approve the September 27, 2023 Executive Committee Meeting Minutes. The motion unanimously carried.

Absent: Phil Hosp; Joseph Titizian

**V. CEO Report**

- Update – Restoration of the Civic Auditorium façade including waterproofing and painting and replacement of the outside stairs.

Michael Ross informed the Executive Committee members that a request for the Board of Directors to approve a bid is on the agenda for the Board meeting which will follow this meeting. He said that it is a bid of \$1.2 million from Spectra Company, it is one of two bids received, and is \$500,000 lower than the other bid. He went on to say that Onyx Architects, who have been advising throughout the bid process received very favorable references about Spectra Company, which specializes in historical properties.

He clarified that this bid represents Phase 1 and 2 of the restoration project. He said that interior painting, is completed. Phase 3 will be to restore/refurbish the East and West Plazas. Phase 4 will be to restore/refurbish the underground rooms of the building. He said the next steps for this Phase is to work out the contract details with Spectra. He said he is anticipating that the biggest logistical issue will be scheduling around events that are already on the calendar for 2024.

There was a question about what the next big projects will be after this one is complete. Michael Ross responded that connecting the Auditorium HVAC to the rest of the buildings is one, and retrofitting the ballrooms with LED lighting is another.

**VI. Board Agenda**

Michael Ross brought the Executive Committee's attention to the Board of Directors upcoming meeting agenda that had previously been provided.

**VII. Adjournment**

On order of the Chair, the Executive Committee Meeting adjourned at 3:46.

**Approved for the Board of Directors By:**

**Tyron Hampton**  
**Chair, Board of Directors**

**Joe Titizian**  
**Secretary, Board of Directors**

**Respectfully submitted by:**

**Margie Christ, Recording Secretary**

**Date**