



EXECUTIVE COMMITTEE MEETING

Wednesday December 13, 2023 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 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, December 13, 2023 at 3:00 PM – Board Room

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Public Comment on Matters Not on the Agenda**
- IV. September 27, 2023 Executive Committee Meeting Minutes: *Motion to Approve***
- V. CEO Report – Michael Ross**
 - Update – Restoration of the Civic Auditorium façade including waterproofing and painting and replacement of the outside stairs.
- VII. Board Agenda**
- VII. Adjournment:** Next Meeting is Wednesday, January 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".

Tyron Hampton, Chair, Board of Directors

I HEREBY CERTIFY that this Agenda, in its entirety, was posted on the Internet at 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".

Margie Christ, Recording Secretary



Convention Center
Civic Auditorium
Ice Skating Center
Convention & Visitors Bureau

OFFICIAL MINUTES

EXECUTIVE COMMITTEE MEETING

Thursday, September 27, 2023
3:00 p.m.

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

I. Call to Order

Phil Hosp, Vice Chair, called the September 27, 2023 Pasadena Center Operating Company (PCOC) Executive Committee of the Board of Directors Meeting to order at 3:03 PM.

II. Roll Call

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

Executive Committee

Tyron Hampton, Chair (arrived after Item V of the agenda)

Phil Hosp, Vice Chair

Joseph Titizian, Secretary (arrived after Item V of the agenda)

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

Phuong Wong, Director of Finance

III. Public Comments

(None submitted)

IV. June 28, 2023 Executive Committee Meeting Minutes

It was moved by Kim Burbank, and seconded by Pat Amsbry to approve the June 28, 2023 Executive Committee Meeting Minutes. (Motion carried).

Yeas: Phil Hosp; Kim Burbank; Pat Amsbry; Absent: Tyron Hampton; Joseph Titizian

V. CEO Report

- Update – Restoration of the façade, stairs and plaza of the Civic Auditorium
Michael Ross explained that no bids were submitted for the Civic Auditorium restoration. He went on to say that feedback from contractors had been that the work would be complicated, requiring various sub-contractors. As such, the contractors said that they needed more time to complete the RFP. Therefore, the RFP process will be re-opened.

Michael Ross also asked Kristin McGrath and Christine Susa to update the Executive Committee on TBID. Christine Susa said that the TBID Annual Report had been completed and is in the September Board of Directors package. A question was asked regarding the communication to the hotels about the TBID rate increase because the hotels' third-party tax filers were notified by the City of Pasadena, but the hotels were notified individually at the local level. Kristin McGrath spoke to the question and recognized that the short-term rental partners got more communication because they had not previously been included in TBID assessment at all. Some discussion ensued regarding the continued concern about the City of Pasadena's ability to enforce TBID collection from short-term rental owners.

VII. Board Agenda

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

VIX. Adjournment

On order of the Chair, the Executive Committee Meeting adjourned at 4:05.

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