



## **SPECIAL EXECUTIVE COMMITTEE MEETING**

Thursday, January 21, 2021 at 4:00 pm  
Pasadena Convention Center, Boardroom  
300 East Green Street, Pasadena, CA 91101

### **AGENDA**

#### **PCOC Executive Committee**

Tyron Hampton - Chair  
Archie Purvis - Vice Chair  
Joseph Titizian - Secretary  
Paul Leclerc - Treasurer  
Emina Darakjy  
Phil Hosp

#### **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.

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

PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE FOLLOWING MEETING WILL TAKE PLACE  
**SOLELY BY TELECONFERENCE/VIDEOCONFERENCE.**



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**TO ACCESS THE MEETING:**

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Access Code: [537-440-221#](tel:+18722403212)**

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MEMBERS OF THE PUBLIC MAY PARTICIPATE ELECTRONICALLY IN THE OPEN SESSION PORTION OF THE MEETING AS FOLLOWS

- I. BY SUBMITTING PUBLIC COMMENT OF ANY LENGTH TO [publiccomment@pasadenacenter.com](mailto:publiccomment@pasadenacenter.com) UP TO TWO HOURS PRIOR TO THE START OF THE MEETING. PLEASE BE AWARE THAT, WHILE THESE COMMENTS WILL BE PROVIDED TO THE MEMBERS OF THE BODY AND WILL BECOME PART OF THE MEETING RECORD, THEY WILL NOT BE READ ALOUD.
2. DURING THE MEETING, MEMBERS OF THE PUBLIC MAY SUBMIT UP TO 200 WORDS REGARDING ITEMS ON THE AGENDA TO [publiccomment@pasadenacenter.com](mailto:publiccomment@pasadenacenter.com) • *IF YOU WANT YOUR COMMENTS TO BE READ ALOUD DURING THE MEETING, INDICATE SO AT THE TOP OF YOUR EMAIL.* IF YOU SUBMIT MORE THAN ONE EMAIL, ONLY THE FIRST ONE RECEIVED WILL BE READ ALOUD. THE PCOC RESERVES THE RIGHT TO SUMMARIZE COMMENTS IF NECESSARY, FOR THE ORDERLY AND TIMELY FLOW OF THE MEETING. ALL COMMENTS IN THEIR ENTIRETY WILL BECOME PART OF THE MEETING RECORD.

IF YOU NEED A REASONABLE MODIFICATION OR ACCOMMODATION PURSUANT TO THE AMERICANS WITH DISABILITIES ACT BECAUSE YOU ARE UNABLE TO PARTICIPATE ELECTRONICALLY AS SET FORTH ABOVE, PLEASE CONTACT THE PCOC AT LEAST 24 HOURS IN ADVANCE AT [publiccomment@pasadenacenter.com](mailto:publiccomment@pasadenacenter.com)



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**Thursday, January 21, 2021 at 4:00 pm**

**PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE FOLLOWING MEETING WILL TAKE PLACE SOLELY BY TELECONFERENCE/VIDEOCONFERENCE**

**AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Public Comments Limited to Matters on this Special Meeting Agenda and will be Heard at the Time Each Item is Considered**
- IV. Approval of the November 19, 2020 Special Executive Committee Meeting Minutes**
- V. CEO Report - Michael Ross**  
FY 2021 and FY 2022 CIP Budget Discussion  
COVID Grant Opportunities Discussion  
Board Meeting Agenda
- VI. Adjournment**  
Next Special Executive Committee Meeting  
Thursday, February 18, 2021 at 4:00 p.m.

A handwritten signature in black ink, appearing to read "T. Hampton", is positioned above a horizontal line.

*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. and a copy was distributed to the Central Library for posting this \_\_\_ day of June, 2020. Copies were faxed/e-mailed to city departments and the media as listed below.

A handwritten signature in blue ink, appearing to read "Margie Christ", is positioned above a horizontal line.

*Margie Christ, Recording Secretary*



## **OFFICIAL MINUTES**

### **SPECIAL EXECUTIVE COMMITTEE MEETING**

Thursday, November 19, 2020  
4:00 p.m.

PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE FOLLOWING MEETING TOOK PLACE SOLELY BY TELECONFERENCE/VIDEOCONFERENCE.

**I. Call to Order**

Tyron Hampton, Chair, called the November 19, 2020 Pasadena Center Operating Company (PCOC) Special Executive Committee of the Board of Directors Meeting to order at 4:06 p.m.

**II. Roll Call**

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

**Executive Committee**

Tyron Hampton, Chair  
Archie Purvis, Vice-Chair  
Joseph Titizian, Secretary (joined at 4:10)  
Paul Leclerc, Treasurer  
Emina Darajky  
Phil Hosp

**Staff**

Michael Ross, CEO  
Jeanne O'Grady Goldschmidt, Executive Director  
Naz Sabripour, Executive Director  
Phuong Wong, Director of Finance  
Margie Christ, Recording Secretary

**III. Public Comments (none submitted)**

**IV. Approval of October 15, 2020 Special Executive Committee Meeting Minutes**

It was moved by Archie Purvis, and seconded by Paul Leclerc to approve the October 15, 2020 Special Executive Committee Meeting Minutes as submitted. (Motion carried)

Yeas: Tyron Hampton, Archie Purvis, Paul Leclerc, Emina Drajky, Phil Hosp; No response: Joseph Titizian

**V. CEO Report - Michael Ross**

• **Emergency Repair of Pasadena Ice Skating Center Structure**

Michael Ross directed the committee members to the photographs of the torn roof of the Pasadena Ice Skating Center that had been previously provided to them. He explained that the heavy canvas outer layer of the roof must be replaced. The cost is approximately \$300,000.

It was explained that the structure had a 15-year warranty when it was installed in 2006 as a temporary exhibit hall. Clark construction, the general contractor for the convention center renovation, engaged Vision Building Systems as the subcontractor for the structure. It was later converted to the ice rink facility which opened in 2011.

Michael Ross further explained that it is Vision Building Systems which has been engaged for this roof replacement. After some discussion, primarily involving potential insurance coverage, warranty refunds and scope of the project, the committee members generally agreed that approval of this expenditure should be recommended to the full Board of Directors.

• **Van Halen Memorial**

Michael Ross gave the committee members an overview of the current opportunity for the installation of a memorial to the rock music group, Van Halen, on the PCOC property near the Civic Auditorium and many other places throughout the City (Hamilton School, alley ways, PCC...). Potentially this could be funded by Art Commission funds the PCOC holds for art

projects which would ultimately have to be approved by City Council (in any case it would not be funded by PCOC operating or CIP funds).

He further explained that the group was formed in Pasadena in 1974, and played at the convention center and civic auditorium during the early days of their career. Michael said that some members of the community have proposed this idea in light of the recent death of founding member Eddie Van Halen.

There was discussion among the members, primarily regarding the degree to which PCOC should support this idea considering that Eddie Van Halen passed only about six weeks ago, and that there may be more appropriate places in Pasadena for this.

Ultimately, the committee members generally agreed that their recommendation to the Board of Directors for the benefit of the City Council's decision-making process should be worded as "PCOC is supportive of continuing to explore" the concept." They further said that it should be for discussion with the full Board, rather than for Board approval at this time.

- **Board Meeting Agenda**

Michael Ross reviewed the agenda for the upcoming Board of Directors meeting which had previously provided to the committee members. There was anecdotal discussion regarding company finances, and opportunities/challenges of hotels throughout the city. Otherwise the committee members generally accepted plans for the upcoming Board meeting.

**IX. Adjournment:** On order of the Chair, the Special Executive Committee Meeting adjourned at 4:48 PM.

The next scheduled Special Executive Committee Meeting is Thursday, January 21, 2021 at 4:00 p.m. by teleconference.

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

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

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

**Respectfully submitted by:**

*Margie Christ*

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**Margie Christ, Recording Secretary**

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**Date**



**SPECIAL MEETING OF THE BOARD OF DIRECTORS**  
Wednesday, January 27, 2021 at 4:00 pm

**PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE FOLLOWING MEETING WILL TAKE PLACE SOLELY BY TELECONFERENCE/VIDEOCONFERENCE**

**AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Public Comments/Announcements (Limited to Items on Agenda):** Any member of the public wishing to address this body may do so at this time. The President/Chair reserves the right to place a time limit on each presentation. A maximum of three minutes allowed per speaker.
- IV. Approval of December 2, 2020 Special Board Meeting Minutes**  
*Motion to Approve*
- V. Executive Committee Report – Tyron Hampton**
- VI. Directors Reports**
  - Financial Reports, December 2020 - Phuong Wong: *Motion to Approve*
  - Operations – Naz Sabripour
  - Sales, Center, Civic, CVB - Jeanne O’Grady Goldschmidt
  - Marketing – Christine Susa
- VII. Chief Executive Officer Report - Michael Ross**
  - FY 2021 Budget Update
  - FY 2022 – Future Finance Committee Meeting
  - Future Marketing Committee meeting
- VIII. Tournament of Roses Report - David Eads, CEO**
- IX. RBOC Report - Richard Schammel**
- X. Adjournment: Next meeting: Wednesday, March 24, 2021, at 4:00 p.m.**