



Convention Center  
Civic Auditorium  
Ice Skating Center  
Convention & Visitors Bureau

## **OFFICIAL MINUTES**

### **EXECUTIVE COMMITTEE MEETING**

Thursday, June 28, 2023  
4:00 p.m.

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

**I. Call to Order**

Phil Hosp, Vice Chair, called the June 28, 2023 Pasadena Center Operating Company (PCOC) Executive Committee of the Board of Directors Meeting to order at 3:02 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 IV of the agenda)

Phil Hosp

Joseph Titizian, Secretary (absent)

Paul Leclerc, Treasurer

Kim Burbank

**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 (absent)

**III. Public Comments**

(None submitted)

**IV. April 26, 2023 Executive Committee Meeting Minutes**

It was moved by Paul LeClerc, and seconded by Kim Burbank to approve the April 26, 2023 Executive Committee Meeting Minutes. (Motion carried).

Yeas: Tyron Hampton; Phil Hosp; Kim Burbank; Paul Leclerc; Absent: Joseph Titizian

**V. CEO Report**

• **TBID Collection Update**

Michael Ross explained that the new TBID rates effective 7/1/2023 would be collected on the rental rate. Further he reminded the Executive Committee that effective 7/1/2023 TBID would be collected on short term rentals. He then explained that the City of Pasadena has a relationship with AirBNB, and so collection of the TOT assessment and TBID taxes on those short term rentals would be managed by the City's system already in place. Michael Ross said however that the City does not have relationships with other short term rental platforms such as VRBO, so the owners are responsible for quarterly reporting and payment of taxes on the honor system. Those amount to about 30% of all short term rentals. A discussion ensued about how to resolve this situation. Suggestions were made including partnering closely with the Home Sharing Network which has relationships with many of these short term rental owners. It was further suggested that a resulting recommendation be taken to the City Council.

**VI. Executive Committee Meeting Schedule**

Michael Ross reminded the Executive Committee that going forward, meetings will be held at 3:00 PM the day of each Board of Directors meeting.

**VII. Board Agenda**

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

**VIII. CLOSED SESSION**

The members of the Executive Committee adjourned into a closed session.

**VIX. Adjournment**

On order of the Chair, the Executive Committee Meeting adjourned in time for the 4:00 PM Board of Directors meeting.

**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**