



EXECUTIVE COMMITTEE MEETING

Wednesay September 27, 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, September 27, 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. June 28, 2023 Executive Committee Meeting Minutes: *Motion to Approve***

- V. CEO Report – Michael Ross**
 - Update – Restoration of the façade, stairs, and plaza of the Civic Auditorium

- VII. Board Agenda**

- VII. Adjournment:** Next Meeting is Thursday, December 16, 2023 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, 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



REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, September 27, 2023 at 4:00 pm
Pasadena Convention Center – Room 211
300 East Green Street, Pasadena, CA 91101

AGENDA

Board of Directors

Tyron Hampton, Chair
Phil Hosp, Vice-Chair
Kim Burbank, Treasurer
Joseph Titizian, Secretary
Joan Aarestad
Pat Amsbry
Scott Boone
David Eads
Dave Klug
Eleanor Lee
Jeff Michael
Blair Salisbury
Dan Stenz
Mike Owen

PCOC Staff

Michael Ross, CEO

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MEETING OF THE BOARD OF DIRECTORS
Wednesday, September 27, 2023 at 4:00 pm – Room 211

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Public Comment on Matters Not on the Agenda**
- IV. Approval of June 28, 2023 Board Meeting Minutes: *Motion to Approve***
- V. Executive Committee Report - Tyron Hampton**
- VI. Directors Reports**
 - Financial Report, August 2023 - Phuong Wong: *Motion to Approve*
 - Sales - Center, Civic, CVB – Kristin McGrath
 - Marketing Update – Christine Susa
 - Operations – Naz Sabripour
 - Ice Rink - Michael Ross
- IX. Chief Executive Officer Report - Michael Ross**
 - Civic waterproofing and painting Project
 - Upcoming Events
- X. Tournament of Roses Report – David Eads, CEO**
- XI. Rose Bowl Operating Company Report – Aaron Milam**
- XII. Adjournment: Next meeting: Wednesday December 16, 2023 at 4:00 pm**

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PASADENA
CENTER OPERATING COMPANY

Tyron Hampton, Chair, Board of Directors

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Margie Christ, Recording Secretary