



EXECUTIVE COMMITTEE MEETING

Thursday, November 17, 2022 at 4:00 pm

AGENDA

PCOC Executive Committee

Tyron Hampton - Chair
Phil Hosp - Vice Chair
Joseph Titizian - Secretary
Paul Leclerc - Treasurer
Kim Burbank

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/>.



**THE FOLLOWING MEETING WILL TAKE PLACE
SOLELY BY TELECONFERENCE/VIDEOCONFERENCE.**

TO ACCESS THE MEETING:

To join the Zoom meeting from your computer, tablet or smartphone, click:
<https://zoom.us/j/3621590846?pwd=VlowelhzK2NOMUVrZGZraTBEQ1FUUT09>

-- or --

One tap mobile: +16699006833,,3621590846#,,, *242265#
Phone Number: +1 669 900 6833
Meeting ID: 362 159 0846
Passcode: 242265

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

1. Advance Correspondence, to become part of the record:

Members of the public may submit correspondence of any length prior to the start of the meeting, at the following email address: publiccomment@pasadenacenter.com . These comments will be provided to the members of the body and will become part of the meeting record.

2. Live Public Comments during the meeting

During the meeting, members of the public may provide live public comment on an agenda item, at the time the Chair solicits public comment, by either (a) if using the Zoom program, selecting the "raise hand" function; or (b) if participating by telephone, pressing *9 to raise your hand. Public comments are limited to 3 minutes each, and the Chair may limit this time if reasonable under the circumstances.

Your phone call will be recorded as part of the meeting. By staying on the line and making public comment during the PCOC meeting, you are agreeing to have your phone call recorded.

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



EXECUTIVE COMMITTEE MEETING
Thursday, November 17, 2022 at 4:00 PM

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. October 20, 2022 Special Executive Committee Meeting Minutes: *Motion to Approve***
- V. CEO Report**
 - EdTech Meeting Recap - TBID
 - FY23 Revised Budget Update
- VI. Board Agenda**
- VI. Adjournment:** Next Meeting is Thursday, December 16, 2022 at 4:00 p.m.

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. 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".

Margie Christ, Recording Secretary



Convention Center
Civic Auditorium
Ice Skating Center
Convention & Visitors Bureau

OFFICIAL MINUTES

SPECIAL EXECUTIVE COMMITTEE MEETING

Thursday, October 20, 2022
4:00 p.m.

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

I. Call to Order

Tyron Hampton, Chair, called the October 20, 2022 Pasadena Center Operating Company (PCOC) Special Executive Committee of the Board of Directors Meeting to order at 4:06 PM.

II. Roll Call

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

Executive Committee

Tyron Hampton, Chair
Phil Hosp
Joseph Titizian, Secretary
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

III. Public Comments (none submitted)

IV. September 15, 2022 Special Executive Committee Meeting Minutes

(No minutes as a quorum was not achieved in order to for the meeting to proceed.

V. CEO Report

• **TBID Update**

Michael Ross reported to the Executive Committee that the TBID renewal process was on track. He reminded them about the terms which the Board of Directors approved in their September, 2022 meeting:

- Expand the District Plan to a term of ten years: July 1, 2023 - June 30, 2033
- Include Short Term Rentals (STR) as payors
- Increase the assessment by 1%, to a total of 3.89% starting July 1, 2023
- Increase the assessment by 2%, to a total of 4.89% starting July 1, 2024

There was a short discussion.

• **FY2022 Historic Preservation Fund - Save America's Treasures Preservation Grant**

Michael Ross reported that Chair Tyron Hampton had suggested that the PCOC apply for this grant which would match \$750,000 for maintenance and/or improvements of historical sites. Michael commented that this was timely considering the pending major maintenance/repair project for the Civic Auditorium. Michael said that the application is in process.

VI. Adjournment: On order of the Chair, the Special Executive Committee Meeting adjourned at 4:30 PM.

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



MEETING OF THE BOARD OF DIRECTORS
Wednesday, December 7, 2022 at 4:00 pm

AGENDA

THE FOLLOWING MEETING WILL TAKE PLACE *SOLELY* BY TELECONFERENCE/VIDEOCONFERENCE

- 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 September 28, 2022 Special Board Meeting Minutes:** *Motion to Approve*
- V. **FY23 Revised Budget – Michael Ross:** *Motion to Approve*
- VI. **Executive Committee Report - Tyron Hampton**
- VII. **Directors Reports**
 - Financial Report, October, 2022 - Phuong Wong: *Motion to Approve*
 - Sales - Center, Civic, CVB – Kristin McGrath
 - Marketing Update – Christine Susa
 - Operations – Naz Sabripour
 - Ice Rink - Michael Ross
- VIII. **Chief Executive Officer Report - Michael Ross**
 - EdTech Meeting Recap - TBID
- IX. **Tournament of Roses Report – David Eads, CEO**
- X. **Rose Bowl Operating Company Report - Richard Schammel**
- XI. **Adjournment:** Next meeting: Wednesday January 25, 2023, at 4:00 pm

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, posted on the City of Pasadena rotunda area bulletin board at 100 N. Garfield Ave., and on www.pasadenacenter.com this 21st day of September 2021 by 3:00 p.m.

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

Margie Christ, Recording Secretary