



EXECUTIVE COMMITTEE MEETING

Wednesday December 3, 2025 at 3:00 pm
Pasadena Convention Center, Board Room
300 E. Green St., Pasadena, CA 91101

AGENDA

PCOC Executive Committee

Tyron Hampton - Chair
Kim Burbank - Vice Chair
Phil Hosp - Secretary
Pat Amsbry - Treasurer

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 3, 2025 at 3:00 pm
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300 E. Green St., Pasadena, CA 91101

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Public Comment on Matters Not on the Agenda**
- IV. Approval of Executive Committee Meeting Minutes:**
 - June 25, 2025: *Motion to Approve*
- V. CEO Report** - Michael Ross
- VI. Board Agenda**
- VII. Adjournment:** Next Meeting is Wednesday, January 28, 2026 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

Wednesday, June 25, 2025
3:00 p.m.

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

I. Call to Order

Chair Tyron Hampton called the June 25, 2025 Pasadena Center Operating Company (PCOC) Executive Committee Meeting to order at 5:15 PM.

II. Roll Call

Roll call was taken and recorded by Christine Susa; a quorum assembled.

Executive Committee

Tyron Hampton, Chair
Phil Hosp, Vice Chair
Kim Burbank, Secretary
Pat Amsbry, Treasurer

Staff

Michael Ross, CEO
Kristin McGrath, Executive Director
Naz Sabripour, Executive Director
Christine Susa, Director of Marketing
Phuong Wong, Director of Finance

III. Public Comments

(None submitted)

IV. Approval of April 23, 2025 Executive Committee Meeting Minutes:

Approval of May 12, 2025 Executive Committee Meeting Minutes:

A motion was made by Pat Ambry and seconded by Phil Hosp to approve the minutes of the April 23, 2025 and May 12, 2025 meeting. The motion carried unanimously.

V. CEO Report - Michael Ross

Michael Ross shared that the upcoming Board Meeting will include a closed session with a presentation from the city attorney's office.

Michael Ross provided an update on the new food service provider, OVG Hospitality. The Executive Committee discussed the transition plan. OVG Hospitality committed to extending opportunities to all of the current staff. A majority of the team stayed. Lanese Cotton has a strong history with the Pasadena Convention Center. Most of the kitchen staff have decided to stay as well as a number of former employees will be returning. The PCOC staff is excited for OVG Hospitality to start and are confident in the new team and continued leadership with Lanese Cotton as general manager.

VI. Board Agenda - Michael Ross

The Executive Committee reviewed the Board agenda. They discussed the new executive committee and board composition. There are a few openings on the Board including representatives from local hotels.

The Executive Committee discussed plans for the Pasadena Convention Center, Civic Auditorium and Ice Skating Center complex as the current loan will be completely repaid in a few years. The Committee discussed creating a working group to begin the process.

V. Adjournment

The Executive Committee Meeting adjourned at 3:50 PM.

Approved for the Board of Directors By:

Tyron Hampton
Chair, Board of Directors

Kim Burbank
Secretary, Board of Directors

Respectfully submitted by:

Christine Susa, Recording Secretary

Date



MEETING OF THE BOARD OF DIRECTORS

Wednesday, December 3, 2025 at 4:00 pm

Pasadena Convention Center, Room 211

300 E. Green St., Pasadena, CA 91101

AGENDA

Board of Directors

Tyron Hampton, Chair

Kim Burbank, Vice-Chair

Phil Hosp, Secretary

Pat Amsbry, Treasurer

Joan Aarestad

Scott Boone

Richard Bussiere

Joseph Co

David Eads

Charles Fusco

Marlon Gonzalez

Katie Green

Dave Klug

Eleanor Lee

Jeff Michael

PCOC Staff

Michael Ross, CEO

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MEETING OF THE BOARD OF DIRECTORS

Wednesday, December 3, 2025 at 4:00 pm

Pasadena Convention Center, Room 211

300 E. Green St., Pasadena, CA 91101

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Public Comment on Matters Not on the Agenda**
- IV. Approval of September 24, 2025, Board Meeting Minutes: *Motion to Approve***
- V. Executive Committee Report – Tyron Hampton**
- VI. Directors Reports**
 - FY 2026 Revised Budget – Michael Ross; *Motion to Approve*
 - Financial Report, October 2025 – Eric Happe; *Motion to Approve*
 - Sales - Center, Civic, CVB - Kristin McGrath
 - Marketing Update - Christine Susa
 - Operations - Naz Sabripour
 - Ice Rink - Michael Ross
- VII. Chief Executive Officer Report - Michael Ross**
- VIII. Tournament of Roses Report - David Eads, CEO**
- IX. Rose Bowl Operating Company Report - Aaron Milam**
- X. Adjournment: Next meeting: Wednesday January 28, 2026 at 4:00 pm**

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Tyron Hampton, Chair, Board of Directors

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Margie Christ, Recording Secretary