



REGULAR BOARD OF DIRECTORS MEETING
Thursday, January 09, 2020 – 3:30pm
Guam Visitors Bureau Main Conference Room

BOARD OF DIRECTORS PRESENT:

Vice Chairman Milton Morinaga
Director Flori-Ann Dela Cruz
Director Robert Hofmann
Director Stephen Gatewood
Director Shun Matsumoto

Director Therese Arriola
Director Brad Kloppenburg
Director Satoru Murata
Director JoAnn Camacho

BOARD OF DIRECTORS TELECON/SKYPE:

Director Paul Shimizu (telecom)

BOARD OF DIRECTORS ABSENT:

Director Samuel Shinohara (Off-island)
Director Muna-Quinata

GVB MANAGEMENT & STAFF PRESENT:

Bobby Alvarez
Pilar Laguaña
Annabel Certeza
Garret Aguon
Lisa Linek
Chris Lizama
AJ Rosario
Juanita Sablan
Valerie Sablan
JoshuaTyquiengco
Doris Ada
Kraig Camacho

Dee Hernandez
Miranda Muñoz
Nakisha Garrido
Taylor Pangilinan
Linda Alegarbes
Brayan Simsiman
Nicole Benavente
Karida Brennan
Colleen Cabedo
Gabryel Franquez
Breeanna Garrido
Nadine Leon Guerrero

Mark Manglona
Regina Nedlic
Russell Ocampo
Elaine Pangelinan
Mai Perez
Jamielyn Pinaula
Maria San Nicolas
Sydney Leon Guerrero
Tonya Formano
Ashley Garcia

GUESTS:

None

I. CALL TO ORDER

The regular board meeting was called to order by Vice Chairman Morinaga at 3:45 p.m.

II. MINUTES OF THE PREVIOUS MEETING

Exhibit A

Motion made by Director Kloppenburg, seconded by Director Gatewood to approve the minutes of the previous Board of Directors meeting dated December 12, 2019. Subject to minor edits.

III. CHAIRMAN'S REPORT

IV. PRESIDENT & CEO'S REPORT

GUAM VISITORS BUREAU
PRESIDENT'S REPORT
 01.09.2020

RESEARCH

December 2019

December 1-31, 2019 Total: 155,677 (+7.6%)

% Market Mix	Origin	2018	2019	% to LY
43.4%	Japan	61,897	67,824	9.3%
45.8%	Korea	63,966	71,343	11.5%
1.3%	Taiwan	2,241	2,004	-10.6%
0.4%	China	1,086	584	-46.2%
4.4%	US/Hawaii	7,260	6,783	-6.6%
1.1%	Philippines	1,960	1,659	-15.4%
0.1%	Hong Kong	933	210	-77.5%
0.2%	Russia	831	282	-66.1%

Source: Guam Customs Distribution Forms, Processed by the Guam Visitors Bureau. Note: December 2019 Daily Arrivals reflect Cruise Air arrivals only.

Calendar Year to Date 2019

January - December 31, 2019 Total: 1,664,934 (+7.6%)

% Market Mix	Origin	2018	2019	% to LY
41.1%	Japan	563,246	684,632	21.6%
45.2%	Korea	746,825	753,187	0.9%
1.7%	Taiwan	27,880	28,216	1.2%
0.7%	China	16,273	11,495	-29.4%
5.4%	US/Hawaii	92,710	90,642	-2.2%
1.2%	Philippines	19,092	20,729	8.6%
0.3%	Hong Kong	6,587	5,116	-22.3%
0.2%	Russia	4,584	4,012	-12.5%

Source: Guam Customs Distribution Forms, Processed by the Guam Visitors Bureau. Note: December 2019 Daily Arrivals reflect Cruise Air arrivals only.

Fiscal Year to Date 2020

October 2019 - December 31, 2019 Total: 434,494 (+8.8%)

% Market Mix	Origin	2019	2020	% to LY
41.6%	Japan	180,643	180,631	12.4%
46.2%	Korea	181,906	200,915	10.4%
1.4%	Taiwan	6,288	6,158	-2.1%
0.5%	China	3,340	2,249	-32.7%
4.4%	US/Hawaii	22,039	19,099	-13.3%
1.5%	Philippines	6,403	6,424	0.3%
0.2%	Hong Kong	2,028	749	-63.1%
0.1%	Russia	1,701	524	-69.2%

Source: Guam Customs Distribution Forms, Processed by the Guam Visitors Bureau. Note: December 2019 Daily Arrivals reflect Cruise Air arrivals only.

HUMAN RESOURCES

What's New



- Employee Number
(from SS No. to Assigned Employee No. according to Tenure)
- Deduction Code
Added: AETMED
457DC% (FY20 Threshold:
>50 years old = \$19,500
<50 years old = \$19,500 + \$5,000 = \$24,500)
- DCREG\$ - incorrect description / code - it represent 6.2% of your pay
- Department & Department Code

Dept name	Dept. Code
Admin	0100
Maintenance	0200
Sports & Events	0300
Research	0400
Cultural Heritage	0500
Visitor Safety & Satisfaction	0600
Education & Development	0700

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What's New



- W4 Forms updated on your payroll for PPE 01/04/2020
Please check your deduction
- NEW FORMS
Will be sent out to all employees electronically
Available on Employee Box

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Your Pay Stub



DOCUMENT MAY BE PRINTED BY BLUE LINE RED LINE BANK OF DOCUMENT TRAIL AN 2019 PPE WATERMARK

ADVICE NO 00082644

DATE	AMOUNT
01/16/20	\$1,234.56

FIRST HAWAIIAN BANK 12XXXXX

VOID

NON NEGOTIABLE DIRECT DEPOSIT

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Your Pay Stub



EMPLOYEE NO	SSN	COMPANY PPE	YEAR TO DATE	REGULAR PAY	OVERTIME	TOTAL	TAXES	DEDUCTIONS	NET PAY
00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000

DESCRIPTION	DATE	CURRENT	Y-T-O	ACCOUNT NUMBER	DEBITED	Y-T-O
45DCS						

TAXES	RET PAY DEDUCTIONS	ACCUMULATED	CURRENT PPE	YEAR TO DATE

VOID

Your Pay Stub



EMPLOYEE NO	SSN	COMPANY PPE	YEAR TO DATE	REGULAR PAY	OVERTIME	TOTAL	TAXES	DEDUCTIONS	NET PAY
00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000

DESCRIPTION	DATE	CURRENT	Y-T-O	ACCOUNT NUMBER	DEBITED	Y-T-O
45DCS						

VOID

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FY20 Payroll Calendar



Master File Changes
due: Wednesday of
Non-Payroll Week
Ex: Change in Deduction,
Direct Deposit, etc.

Timesheet & Leave Form
due: on Friday of
Non-Payroll Week

PPE #	Pay Period	Pay Period	Payroll	Check
	Req. Date	End Date	Processing Date	Date
1	02/23/2019	03/06/2019	03/06/2019	03/06/2019
2	03/06/2019	03/13/2019	03/13/2019	03/13/2019
3	03/13/2019	03/20/2019	03/20/2019	03/20/2019
4	03/20/2019	03/27/2019	03/27/2019	03/27/2019
5	03/27/2019	04/03/2019	04/03/2019	04/03/2019
6	04/03/2019	04/10/2019	04/10/2019	04/10/2019
7	04/10/2019	04/17/2019	04/17/2019	04/17/2019
8	04/17/2019	04/24/2019	04/24/2019	04/24/2019
9	04/24/2019	05/01/2019	05/01/2019	05/01/2019
10	05/01/2019	05/08/2019	05/08/2019	05/08/2019
11	05/08/2019	05/15/2019	05/15/2019	05/15/2019
12	05/15/2019	05/22/2019	05/22/2019	05/22/2019
13	05/22/2019	05/29/2019	05/29/2019	05/29/2019
14	05/29/2019	06/05/2019	06/05/2019	06/05/2019
15	06/05/2019	06/12/2019	06/12/2019	06/12/2019
16	06/12/2019	06/19/2019	06/19/2019	06/19/2019
17	06/19/2019	06/26/2019	06/26/2019	06/26/2019
18	06/26/2019	07/03/2019	07/03/2019	07/03/2019
19	07/03/2019	07/10/2019	07/10/2019	07/10/2019
20	07/10/2019	07/17/2019	07/17/2019	07/17/2019
21	07/17/2019	07/24/2019	07/24/2019	07/24/2019
22	07/24/2019	07/31/2019	07/31/2019	07/31/2019
23	07/31/2019	08/07/2019	08/07/2019	08/07/2019
24	08/07/2019	08/14/2019	08/14/2019	08/14/2019
25	08/14/2019	08/21/2019	08/21/2019	08/21/2019
26	08/21/2019	08/28/2019	08/28/2019	08/28/2019
27	08/28/2019	09/04/2019	09/04/2019	09/04/2019
28	09/04/2019	09/11/2019	09/11/2019	09/11/2019
29	09/11/2019	09/18/2019	09/18/2019	09/18/2019
30	09/18/2019	09/25/2019	09/25/2019	09/25/2019

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Pay Codes

GLAM

***** PAYROLL INFORMATION ***** PREPARED BY SAMPSON TECHNOLOGY GROUP LLC *****
 1 10 - 10/15/2019 08:00:00 DATE 12/31/19
 1 10 - 10/15/2019 08:00:00 DATE 12/31/19

Day	Pay	Factor	F B	Comments	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	D12	D13	D14	D15
1	10	1																	

Deduction Codes

GLAM

***** PAYROLL INFORMATION ***** PREPARED BY SAMPSON TECHNOLOGY GROUP LLC *****
 1 10 - 10/15/2019 08:00:00 DATE 12/31/19
 1 10 - 10/15/2019 08:00:00 DATE 12/31/19

Code	Desc	Deduction	Rate	Start	End	Days	Wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	10	1												

Deduction Codes

GLAM

***** PAYROLL INFORMATION ***** PREPARED BY SAMPSON TECHNOLOGY GROUP LLC *****
 1 10 - 10/15/2019 08:00:00 DATE 12/31/19
 1 10 - 10/15/2019 08:00:00 DATE 12/31/19

Code	Desc	Deduction	Rate	Start	End	Days	Wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	10	1												

Leave Form

GLAM LEAVE REQUEST FORM

***** PAYROLL INFORMATION ***** PREPARED BY SAMPSON TECHNOLOGY GROUP LLC *****
 1 10 - 10/15/2019 08:00:00 DATE 12/31/19
 1 10 - 10/15/2019 08:00:00 DATE 12/31/19

Requesting Employee	Requesting Manager	Requesting HR	Requesting Finance

Requesting Employee: Requesting Manager: Requesting HR: Requesting Finance:

Requesting Employee: Requesting Manager: Requesting HR: Requesting Finance:

Leave Form

GLAM LEAVE REQUEST FORM

***** PAYROLL INFORMATION ***** PREPARED BY SAMPSON TECHNOLOGY GROUP LLC *****
 1 10 - 10/15/2019 08:00:00 DATE 12/31/19
 1 10 - 10/15/2019 08:00:00 DATE 12/31/19

Requesting Employee	Requesting Manager	Requesting HR	Requesting Finance

Requesting Employee: Requesting Manager: Requesting HR: Requesting Finance:

Requesting Employee: Requesting Manager: Requesting HR: Requesting Finance:

Forms

GLAM

Interim Form subject to revision (Employee Input is welcome)

GLS FORMS LOG SHEET (New, Revised & Completed)

CO	TYPE	NO	NAME	LAST REVISED DATE
GVS	HR	001	Training Request Form	10/22/2019
GVS	HR	002	Employee Training Log	10/22/2019
GVS	HR	003	Individual Development Plan	10/22/2019
GVS	HR	004	Exit Interview Questionnaire	1/3/2019
GVS	HR	005	Sick Disclosure Form	10/28/2019
GVS	HR	006	Non-Disclosure Form	10/28/2019
GVS	HR	007	Request for Approval of Outside Employment & Business Activities	1/3/2019
GVS	HR	008	Recruitment Interview & Checklist	1/3/2019
GVS	HR	009	Recruitment Authorization & Certification of Vacancy Form	1/3/2019
GVS	HR	010	Notice of Personnel Action	1/3/2019
GVS	ADAM	011	Company Car Usage	12/7/2019
GVS	ADAM	012	Company Gas Card Log Sheet	12/7/2019
GVS	ADACTL	013	Declaration of Signatory Authority	10/22/2019
GVS	HR	014	Acknowledgment of Receipt of Personnel Policies & Guidelines	12/7/2019
GVS	HR	015	Leave Request Form	12/7/2019
GVS	HR	016	New Employee On Boarding Processing Checklist	12/7/2019
GVS	HR	017	Employee Exit Processing Checklist	12/7/2019
GVS	HR	018	Employee Authorization for Payroll Direct Deposit	12/7/2019
GVS	HR	019	Company Property Lending Form	12/7/2019
GVS	HR	020	Employee Emergency Contact Information	12/7/2019
GVS	HR	021	Voluntary Payroll Deduction Authorization	12/7/2019
GVS	HR	022	Performance Evaluation	12/7/2019

Forms

Located in the 1st 4 drawers of the Employee Mail Box

CD	TYPE	NO	NAME	LAST REVISED DATE
GVB	HR	023	I-8 Form	12/9/2019
GVB	HR	024	W-4 Form	12/9/2019
GVB	HR	025	Reliance Training	12/2/2019
GVB	HR	026	Employee Res. Control Log	12/2/2019
GVB	HR	027	Notice of Personnel Action Log	12/2/2019
GVB	HR	028	Health Insurance Waiver Form - AETNA	12/4/2019
GVB	HR	029	Health Insurance Waiver Form - Aflac	12/4/2019
GVB	ACCTG	030	Petty Cash Voucher	12/9/2019
GVB	ACCTG	031	Petty Cash Requisition	12/9/2019
GVB	ACCTG	032	Cash Disburse Reconciliation Form	12/9/2019
GVB	HR	033	Other Related Duties (as Assigned)	12/9/2019
GVB	HR	034	Message/Errands Tracker Log	12/9/2019
GVB	HR	035	Reliance Reimbursement Form	12/9/2019
GVB	HR	036	Reliance Reimbursement Summary Form	12/9/2019
GVB	HR	037	Retirement Fund Enrollment Instructions	12/9/2019
GVB	HR	038	Safety Incident Report Form	12/18/2019
GVB	HR	039	Personal Involvement Statement	12/18/2019
GVB	HR	040	Parental Involvement Leave	12/18/2019
GVB	HR	041	Notification of HIPAA	12/18/2019
GVB	HR	042	Drug Testing Consent Form	12/18/2019
GVB	HR	043	Disciplinary Action Notice	12/18/2019
GVB	HR	044	Leave Donation Sharing	12/18/2019
GVB	HR	045	Employee Coaching Log	12/18/2019
GVB	HR	046	Performance Improvement Plan	12/18/2019
GVB	ACCTG	047	Expense Corporate Credit Card Summary	12/18/2019
GVB	ACCTG	048	Authorization of GVB Corporate Credit Card Assignment	12/24/2019
GVB	ACCTG	049	CVI Summary	12/27/2019
GVB	ACCTG	050	GVB Credit Card Signup Sheet	12/29/2019



Korea Marketing News

Jeju Air Muan Inaugural Flight
December 24, 2019

- GVB in partnership with the Guam International Airport Authority (GIAA) welcomed the arrival of Jeju Air's inaugural flight from Muan on Christmas Eve.
- Service schedule is from December 24, 2019 to March 7, 2020 via B737-800 aircraft.
- This flight will provide an additional 14,375 seats to Guam's current 227,770 seat capacity from Korea (as of Dec)

Flight Schedule

Flight No.	Route	Departure	Arrival	Day
ICJ14	Muan	08:00	13:05	Monday/Thu
	GUAM	07:30	12:45	Tue
ICJ13	GUAM - Muan	19:00	19:30	Other

ANEX: B737-800 w/ seats 143,770 Capacity seats



- BBMR released our October and November in the amount of \$4.38 million dollars. Allotments still pending are the travel and Capital outlay.

V. TREASURER'S REPORT

- Treasure's report provided on the second board meeting of every month.

VI. REPORT OF THE BOARD COMMITTEES

A. EXECUTIVE COMMITTEE

B. ADMINISTRATION & GOVERNMENT RELATIONS

Exhibit B

1. Motion made by Director Camacho seconded by Director Kloppenburg to approve Travel Request for the period from January 2020 to September 2020. **Motion Approved.**

Background: Based on detailed and summary schedule of travels from various departments as presented, management is requesting advance approval of Travel Authorizations in the total amount of \$444,003. The following amounts will be taken from the departments specified: \$3,358 from General & Admin TA Budget, \$248,310 from Marketing TA Budget, \$17,926 from Sports & Events Budget, \$7,394 from Research Budget and \$167,015 from Cultural & Heritage Budget. The approval request is subject to the President and CEO's final review of the benefits of travel and maximum return on Guam's tourism. The President & CEO has the authority to make modification on the number of GVB delegates/representatives, number of days & nights of travel and make modification on the details provided changes on cost will not exceed approved amounts and have considered the best value for GVB. The President & CEO also has authority to cancel any travels pre-approved and recommend another travel route and make a modification on the motions as the economic trends dictates and as prudent business calls. The request board approval is also contingent on the availability of funds and in line with BBMR review of the travel authorization.

Issue: Board approval required

Attachments (Exh B-1): Request for Travel Authorization Summary.

- A new travel show focused on technology is slated for this year in Taiwan. It is in line with GVB's initiative to stay updated with tourism, technology and communication.
- The board approved January 2020 to September 2020 travel request is subject to change due to adjustments that may be required based on market opportunities.

2. Motion made by Director Camacho seconded by Director Gatewood to approve revised HR Form for Notice of Personnel Action (NOPA). **Motion approved.**

Background: During an audit of the Notice of Personnel Action (NOPA) form that is currently in use and filed in the employee's jacket, it was noted that a majority of the forms filed use the industry working title and not the employee's position title which is the title that the employee was hired under and serves as the basis for the employee's Pay Grade and Step. To present consistency of records and reduce confusion, it is noted that both the position title and industry working title be reflected on the form. The revised form also eliminates the employee's marital status and social security number and substitutes an assigned employee number for further personal information security.

Issue: Board approval required

Once the board approves the Revised NOPA, new forms will be issued to all GVB current employees which will supersede current NOPA that is on file by January 31, 2020.

Attachment (Exh. B-2): Notice of Personnel Action Form

- Forms are dated, coded and have been vetted through legal counsel.
- Personnel and new forms shall be taken to the board for review and approval.

3. Motion made by Director Camacho seconded by Director Arriola to solicit proposal for Guam Visitors Bureau Specific Wage Study. Motion approved.

Background: During the budget preparation for FY21 budget, staffing pattern was reviewed and it revealed that there were inconsistencies of the position title of what GVB was basing its pay grade and step. Some position title were taken from DOA year 2011 GVB adopted pay plan and few positions were taken from year 2014 pay plan. This causes confusion on position title; job descriptions and position title which must be adjusted and matched with the current pay grade based on year 2011 pay plan adopted by GVB. In addition to the challenge pay plan for year 2011. Having GVB's own wage study which includes job description, this may address adjusted job title which follows standard position title known to the industry.

Issue: Board approval required

Once board approved the motion, GVB management will solicit proposal and present budgetary estimates and timeline on next board meeting.

Attachment (Exh. B-3): GVB Employee Master list PPE01/04/2020 / Staffing Pattern FY20

- It was suggested that a discussion be made with BBMR regarding GVB's position titles being parallel with Government of Guam position titles.
- The study should be conducted in consultation with DOA and Retirement.

4. Motion made by Director Camacho seconded by Director Hoffman to implement Interim Policy for GVB's Corporate Credit Card. Motion approved.

Motion made by Director Hoffman, seconded by Director Kloppenburg to adopt a resolution to authorize the Guam Visitors Bureau to obtain a corporate credit card based on the policy. Motion approved.

Background: On December 12, 2019, the Board approved a motion to issue credit cards to various employees with assigned credit limits. The motion was conditioned on updating GVB's Corporate Credit Card Policy and Travel Policy. Management updated the October 2007 Corporate Credit Card Policy on December 26, 2019 and began using it as the interim policy. Several references were used to update the policy and additional clauses were included to recognize best practices as a result of OPA findings following audits of other agencies. Director Joanne Camacho & Ms. Pilar Laguana also provided valuable insight and recommendations for the new policy such as safekeeping of the credit cards, entertainment expense policies and statement reconciliation responsibility. Management recommends board approval of the interim policy, which will continue to be reviewed and revised as applicable.

Issue: Board approval required

Attachment (Exh. B-4): Standard operating procedures - Corporate Credit card Policy

- Sec 7 subsection C - Small changes to be made prior to form being finalized.

- Management to verify clause on credit card.

C. DESTINATION MANAGEMENT

5. Motion made by Director Dela Cruz seconded by Director Camacho for GVB Board support for lower Westin Median Improvement & Anti-Graffiti campaign. Motion approved.

Background:

(1) MEDIAN IMPROVEMENT

- Ixora shrubs planted in San Vitores and Westin Hill medians have not survived well due to the high alkaline, high pH median soil.
- The current Tumon Landscape Maintenance fertilizing budget requires 4x/year applications and would need to be increased to 6x/year to maintain good health. The labor and costs associated with Ixora maintenance would be better used for other more sustainable landscape items.
- Fertilizing in Tumon should be limited as it has an adverse effect on the environment and the Tumon marine life. Excess fertilizer can result in unusually high accumulation of salts in the soils and run-off that can enter our waterways and our ocean.
- Replacement of ixora shrubs will be limited to grass mounds due to the absence of irrigation infrastructure.

(2) ANTI-GRAFFITI

- GVB has actively been involved in Anti-Graffiti campaign by immediate responding to tagging of public infrastructure. There has been a substantial reduction in graffiti, however, continuation of the program is necessary to keep the activity at bay.

Funding will come from the GEDA Qualifying Certificate program of which GVB is a beneficiary for Anti-Graffiti and Tourist Facilities Projects.

Issue: Board approval and support required.

6. Motion made by Director Dela Cruz seconded by Director Kloppenburg to approve authorization of the President and CEO as Chief Procurement Officer of the Bureau to enter into a contract with the most responsive and lowest responsible bidder for the Tree Mitigation Project. Motion approved.

Background: Due to the lack of a “true standards-based” tree management plant, the trees in the Tumon landscape have degraded in structure, health and vigor to a state where many now pose a threat to public safety and infrastructure. Large trees are now coming into full form and are beginning to damage the surrounding infrastructure and will need to be removed to prevent further damage.

Issue: Board approval required.

- Lightbulb is temporary for the holidays.

D. VISITOR & SAFETY SATISFACTION

- Nothing to report

E. CULTURAL & HERITAGE

- Nothing to report

F. RESEARCH / MEMBERSHIP & COMMUNITY OUTREACH

- STAR survey is near completion; results are forthcoming.

- Cannabis Impact study and the rules & regulations for recreational use is currently underway. Study to be completed by April 2020.
- TAS Study is ongoing.
- The research department received new equipment at the airport to enhance how data is captured and interpreted.
- Tourism 2020 evaluation study is completed and currently in the finalization stage. Preliminary results have been helpful in planning for Tourism 2025.
- Director Gatewood would like to add more value to GVB members by working with management to bring in a Membership Coordinator who will assist in this beneficial goal.

G. SPORTS & EVENTS

7. **Motion made by Director Shimizu seconded by Director Camacho to authorize the President and Chief Executive Officer as Chief Procurement Officer of GVB to enter into negotiations with the highest-ranking qualified Offeror in response to GVB RFP 2020-002 EVENT MANAGEMENT SERVICES and if successful, to enter into a contract. Motion approved.**

Background: This is for the coordination, planning and execution of GVB signature events and other activities throughout the year as determined by GVB. Services will be secured through Task Orders as the need arises, which will require the contractor to meet with GVB to be briefed about the activity and then they will submit their proposal, action plan and budget to execute. The contract will begin upon the issuance of the Notice to Proceed through September 30, 2020 for FY2020. Along with two one-year options to renew; and is subject to fiscal year-end performance reviews, availability and certification of funds from fiscal year to fiscal year.

Issue: Board approval required.

- RIMS served as the most recent Event Manager in 2019.

H. AIR SERVICE DEVELOPMENT

- Air Service Committee meeting to be held at the end of January.
- A schedule change will be made by China Airlines from June 23 - October 27, 2020. Flights will depart mid-morning and arrive mid-morning during this time frame; every Tuesday, Wednesday, Friday and Saturday.
- Effective January 13, 2020, groups who guaranteed to purchase a certain amount of tickets with China Air, yet failed to fulfill that amount will be charged \$16 per person for committed seat(s) with no show.
- Vice Chairman Morinaga mentioned that they will venture out to speak with Skymark Airlines and inquire if they will be willing to fly into Guam.
- Many changes will be made during the summer of 2020 due to airline traffic.
- Air Asia is realigning in Japan.
- GIAA's TSA lines to expand for efficiency.
- CBP is currently backed up due to construction in the vicinity.

I. JAPAN

Exhibit C

8. **Motion made by Director Murata seconded by Director Hoffman to approve JTB Marketing Co-op Program. Estimated cost is \$1,818,181.00 from account #JA-SMD004, JA-ADV001, & JA-ADV008. Motion approved.**

Director Hoffman amended the motion, seconded by Director Kloppenburg to include a MOA for the JTB Marketing Co-op Program. Motion approved.

Attachment (Exh. C-9): JTB Marketing Co-Op Program

- Acting Chairman Morinaga suggested having a MOA signed; inquired what will happen if they don't meet the target?
 - Russell replied, if they don't meet their target, there will be a reduction based on percentage.
-

J. NORTH AMERICA & PACIFIC MARKETS

- North America
 - Nothing to report at this time; committee meeting January 15th at 2:00 p.m.
- Philippines
 - Upcoming shows:
 - Philippine Travel Agency Association in February 2020.
 - Travel Madness in July 2020.
 - Travel Market in September 2020.

K. NEW MARKETS

- Overseas promotions in the works, pending travel motions that have now been approved as of this board meeting.
- Committee meeting scheduled for Tuesday, January 14th. Updates will be provided once the committee contributes comments.

L. KOREA

- Muan inaugural flight took place on January 24, 2020.
- Volvik Golf Wear conducted a photo shoot at the Mangilao Golf Club. A team of 14 individuals to include 5 models, showcased their latest line of apparel. They will advertise on the sports channel, their official website, YouTube, social media platforms and printed catalogs.
- KGTA meeting held on January 10, 2020 at 5:00 p.m., followed by an inaugural gala dinner at the Lotte Hotel

M. GREATER CHINA

- Committee meeting January 10, 2020 at 11:00 a.m.
- Director Camacho requested a list of openings in other committees.

VII. OLD BUSINESS

- None

VIII. NEW BUSINESS

- Japan Olympics
 - Docomo is a major sponsor of the 2020 Japan Olympics yet they don't have the rights to broadcast. NBC is the only one who has broadcasting rights in the US. Vice Chairman Morinaga is working to find out if our Guam Olympic Committee could make an exemption to place some shows on air. GVB is meeting with the Guam Olympic Committee on January 10th.
 - Opportunities will be explored with the Guam GNOC to promote Guam through ads, etc.
 - Micronesia is invited to promote the Pacific Islands in a Micronesia Village set up in Tokyo for a two-week span. Foot traffic is estimated to be about 366,000 people per day passing through the village.
- Festival of Pacific Arts
 - Delegation will head to Honolulu - GVB to prepare for VIP gift requests, etc.
- Topic of discussion in next board meeting
 - Movement of funds from other committees to Air Service Development.

IX. EXECUTIVE SESSION

X. ANNOUNCEMENTS

- Tourism 2025 Focus Group for GVB Board of Directors
Wednesday, January 22, 2020
3:00 p.m. to 5:30 p.m.
Westin Resort (Ballroom to be announced at a later date)
 - Helena Egan, a tourism expert approved by the board will assist to facilitate some of the focus group meetings for Tourism 2025 together with RIMS. A total of 15 focus groups.
 - Director Camacho requested the 2020 evaluation survey by January 13, 2020.
- Director Arriola will be off-island the from January 20 - 25, 2020 and then off-island for the whole month of February.
- January 25, 2020 is Chinese New Year.

Upcoming Board Meetings:

- Thursday, January 23, 2020 at 3:30pm, GVB Main Conference Room
- Thursday, February 13, 2020 at 3:30pm, GVB Main Conference Room

XI. ADJOURNMENT

Motion made by Director Arriola, seconded by Director Gatewood to adjourn the regular board meeting at 5:12 p.m.



Mrs. Theresa C. Arriola, Secretary of the Board of Directors



Board Minutes respectively submitted by Valerie Sablan, Executive Secretary

ACTION ITEMS

- MANAGEMENT TO HAVE LEGAL COUNSEL LOOK INTO WHETHER WE HAVE TO FOLLOW THE GOVERNMENT OF GUAM ALLOTMENT PROCESS AND PROVIDE GUIDANCE IF WE DO.
- DIRECTOR OF FINANCE TO VERIFY CLAUSE ON CREDIT CARD.
- MANAGEMENT TO SEND JOANNE LIST OF MEMBERSHIP OPENINGS IN DIFFERENT COMMITTEES
- SEND BOD CALENDAR OF COMMITTEE MEETING SCHEDULE
- SCHEDULE EXECUTIVE SESSION FOR NEXT BOD MEETING
- PROVIDE BOD PRELIMINARY RESULTS OF THE 2020 EVALUATION SURVEY BY MONDAY, JANUARY 13.