



REGULAR BOARD OF DIRECTORS MEETING

Thursday, September 23, 2021, at 1:30 p.m.

GVB Conference Room and Teleconference - GoToMeeting

<https://www.gotomeet.me/GUAMVISITORSBUREAU/gvb-board-meeting>

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES OF THE PREVIOUS MEETING

EXHIBIT A

[Approval of Minutes of the previous Board of Directors meeting dated September 9, 2021](#)

IV. CHAIRMAN'S REPORT

V. MANAGEMENT'S REPORT

VI. TREASURER'S REPORT

EXHIBIT B

- FY 2022 Budget Update

VII. REPORT OF THE BOARD COMMITTEES

A. EXECUTIVE COMMITTEE

B. ADMINISTRATION & GOVERNANCE

[Motion 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 2021-010 COMPENSATION AND CLASSIFICATION STUDY, and if successful, to enter into a contract.](#)

Background: This is a re-issuance of GVB RFP 2021-009 CLASSIFICATION AND COMPENSATION STUDY, which was cancelled on September 1st due to inadequate specifications and pursuant to 2GAR Div. 4 §3115(d)(1)(A)(B)(ii)(iii)(C)(D)(i)(ii)(iii)(3). It has been revised to ensure consideration of all factors of significance to GVB in seeking the services requested by the RFP.

GVB intends to secure the services of a qualified firm to provide a COMPENSATION AND CLASSIFICATION STUDY and provide recommendations to ensure the bureau's classifications and compensation system support the bureau's mission and strategic objectives, subject to the availability and certification of funds from fiscal year to fiscal year.

The Scope of Work includes a review of the current classification and compensation systems, conduct a comprehensive compensation data collection/survey of the external labor market(s) for all positions, analyze and evaluate all data in an objective manner and make recommendations designed to ensure both internal equity and external competitiveness for either changes to current classification systems or adoption of a newly designed compensation system.

Issue: Board approval required.

- C. REOPENING TASK FORCE
- D. AIR SERVICE DEVELOPMENT

E. TAIWAN

EXHIBIT C

Committee Meeting Minutes – September 10, 2021

F. DESTINATION MANAGEMENT/VISITOR & SAFETY SATISFACTION

Motion to approve authorization of the President and CEO as Chief Procurement Officer of GVB to enter into a contract with the lowest responsible and responsive bidder for GVB IFB 2021-001 TUMON TRASH AND RECYCLING MAINTENANCE.

Background: The project consists of furnishing all necessary labor, materials, equipment, tools and services to provide trash and recycling maintenance along the designated sites in Tumon as provided for in the Technical Specification and Bid Schedule.

Issue: Board approval required.

G. CULTURAL HERITAGE, COMMUNITY OUTREACH & BRANDING

H. RESEARCH / MEMBERSHIP

I. SPORTS & EVENTS

J. JAPAN

EXHIBIT D

Committee Meeting Minutes – September 14, 2021

K. KOREA

EXHIBIT E

Committee Meeting Minutes – September 14, 2021

Motion to roll over the Marketing Department’s FY2021 remaining balances to FY2022 budget funds. Budget rollovers to remain in their specific market accounts.

Background: The ongoing pandemic has continuously affected the tourism industry. Some monies were not spent in its entirety for anticipated projects, promotions, or incentives due to the current market situations. The monies have been reprogrammed and are committed to ongoing projects set for the next couple of months.

Tourism is anticipated to improve in FY2022. A rollover of the Marketing Department’s remaining FY2021 balances in each respective market into their FY2022 budget funds will help add additional support since GVB could not receive its full budget request.

GVB is in the process of closing out FY2021 accounts and is expecting to process September invoices by October 15th. The remaining balances below are anticipated after September invoices are paid.

Budget Balances:

Korea: \$3,716.73

Taiwan: \$1,357.21

Pacific: \$6,365.00

Digital and Social Media: \$74,408.00

Issue: Board approval required.

L. NEW MARKETS

M. NORTH AMERICA, PACIFIC & PHILIPPINES

Republic of Palau 27th Independence Day Ceremony

Motion to approve travel for the President & CEO and one (1) GVB Staff to attend the 27th Independence Day Ceremony of the Republic of Palau and formally meet the new Minister of State, the Honorable Gustav Ngiracheluolu Aitaro. These events will take place from September 30 – October 3, 2021. The cost for travel is \$9,520.00. Funding will come from 100-5201/5201-PA-FY2020.

Airfare:	\$1,200 x 2 pax					\$2,400.00
Per Diem:	Palau	Lodging	Nights	M&IE	Days	
	President & CEO	\$255.00	8	\$170.00	8	\$3,400.00
	GVB Staff	\$204.00	8	\$136.00	8	\$2,720.00
Miscellaneous: Excess baggage, communications and meeting expenses, transportation, and other unanticipated expenses.						\$1,000.00
TOTAL						\$9,520.00

Background: GVB President & CEO, Carl T.C. Gutierrez, received a formal invitation from the Honorable Ngiraibelas Tmetuchl, the Minister of Human Resource, Culture, Tourism and Development, to attend the 27th Independence Day of the Republic of Palau. President & CEO Gutierrez will also have a formal meeting with the new Minister of State, the Honorable Gustav Ngiracheluolu Aitaro, to express a renewed formal relationship between our islands, discuss joint marketing and promotional opportunities in tourism and pursue a joint venture on airlines partnership to connect Taiwan and Korea.

The Official Independence Day Ceremony will take place on October 1st. During the rest of his visit, the President & CEO will meet with the Minister of Human Resources, Culture, Tourism and Development, the new Minister of State, and other government officials.

As a member of PATA Micronesia and the Micronesia Island Forum, GVB's attendance in this important regional event aligns with the Governor of Guam's commitment to regional economic development.

Issue: Board approval required for travel.

VIII. OLD BUSINESS

IX. NEW BUSINESS

X. EXECUTIVE SESSION

XI. ANNOUNCEMENTS

Upcoming Board Meetings:

- October 14, 2021
- October 28, 2021

XII. ADJOURNMENT