



**Conejo Valley Tourism Improvement District (CVTID)
Board of Directors Webinar Meeting**

Tuesday, April 21, 2020 at 12:00pm

URL: <https://global.gotomeeting.com/join/253857629>

Access Code: 253-857-629

Meeting Minutes

1. **Welcome/Call to Order – Chair Mary Macchio**
 - a. Chair Mary Macchio called the meeting to order at 12:04pm
2. **Roll Call/Self Introductions – President/CEO Danielle Borja**
 - a. Hotel Members present: Sheraton Agoura Hills, Hyatt Regency Westlake, Best Western/Thousand Oaks Inn, Homewood Suites, Hampton Inn Thousand Oaks, Palm Garden Hotel, Courtyard By Marriott, Towneplace Suites.
 - b. Guests present: Claire Marcus
3. **Action Item: Approval of the Agenda for the April 21, 2020 Meeting**
 - a. Motion to approve the agenda for the April 21, 2020 Meeting by Sean Briody (Courtyard By Marriott) and seconded by Felix Wang (Thousand Oaks Inn). With a vote of 8-0-0, the motion passes.
4. **Action Item: Approval of the Minutes from the March 17, 2020 Meeting**
 - a. Motion to approve the minutes from March 17, 2020 Meeting by Steve Ortmann (Palm Garden Hotel) and seconded by Sean Briody (Courtyard By Marriott). With a vote of 8-0-0 the motion passes.
5. **Public Comments**
 - a. Stefan Cosentino from CLU announced that the hospitality and tourism management program at CLU will be adjusting to the current situation.
6. **Discussion Item: Augustine Agency Monthly Report**
 - a. Augustine gave the March Monthly Report.
7. **Action Item: Approval of Payments for April 2020**
 - a. Director of Operations Adam Haverstock announced updated administrative procedures regarding checks and payments for the month of April 2020.



b. No action was taken

8. Action Item: Amendment of 2020 CVTID Budget

- a. Director of Operations Adam Haverstock presented on an adjusted CVTID budget for the remainder of the year in light of Coronavirus. The proposed annual budget was reduced to \$870,000 from the original \$1,700,000 budget for the year 2020.
- b. Motion to approve the adjusted budget by Felix Wang (Thousand Oaks Inn) and seconded by Jessica Lancaster (Homewood Suites).
- c. With a vote of 8-0-0, the motion passes.

9. Announcements – CVTID Membership

- a. No announcements.

10. Next Meeting will be Tuesday, April 21, 2020

11. Adjourn

- a. Meeting was adjourned by Chair Mary Macchio at 12:48pm.