



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

Tuesday, May 19, 2020 at 12:00pm

URL: <https://global.gotomeeting.com/join/477257453>

Access Code: 477-257-453

Meeting Minutes

1. **Welcome/Call to Order – Chair Mary Macchio**
 - a. Chair Mary Macchio called the meeting to order at 12:22pm
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, Motel 6, Courtyard By Marriott, Towneplace Suites.
 - b. Guests present: Claire Marcus, Lindsay Moore.
3. **Action Item: Approval of the Agenda for the May 19, 2020 Meeting**
 - a. Motion to approve the agenda for the May 19, 2020 Meeting by Sean Briody (Courtyard By Marriott) and seconded by Felix Wang (Thousand Oaks Inn). With a vote of 9-0-0 the motion passes.
4. **Action Item: Approval of the Minutes from the April 21, 2020 Meeting**
 - a. Motion to approve the minutes from the April 21, 2020 Meeting by Sean Briody (Courtyard By Marriott) and seconded by Peter Awad (Sheraton AH). With a vote of 9-0-0 the motion passes
5. **Public Comments**
 - a. No comments
6. **Discussion Item: Augustine Agency Monthly Report**
 - a. Felix Wang (Thousand Oaks Inn) inquired about adding more visuals onto the trails section of Conejo.com.
7. **Discussion Item: Q1 2020 Financial Report – Ofelia Flores**
 - a. Director of Operations Adam Haverstock gave an update to the board on the Santa Monica Mountains/Malibu TID. Next phase includes collecting petition signatures from hotels.
8. **Discussion Item: Payments for May 2020**
9. **Action Item: Approval of the CVTID Reserves Policy & Procedure**



- a. Motion to approve the CVTID Reserve Policy & Procedure by Felix Wang (Thousand Oaks Inn) and seconded by Sean Briody (Courtyard By Marriott).
With a vote 9-0-0 the motion passes.

10. Announcements – CVTID Membership

11. Next Meeting will be Tuesday, June 16, 2020

12. Adjourn

- a. Chair Mary Macchio adjourned the meeting at 12:43pm