



# CITY OF NEWPORT BEACH

## TOURISM BUSINESS IMPROVEMENT DISTRICT

### AGENDA

Meeting will be held via video call. Please see Special Notice regarding COVID-19 for public comment information.

Wednesday, June 24, 2020 - 2:00 PM

#### *Tourism Business Improvement District Members:*

Debbie Snavelly, Chairman of the Board, Newport Beach Marriott Hotel & Spa  
Kory Kramer, Balboa Bay Resort  
Steve Pufpaf, Renaissance Hotel Newport Beach  
Sid Ramani, Hyatt Regency Newport Beach  
Gerard Widder, Fashion Island Hotel Newport Beach  
Charles Cho, Newport Beach Marriott Bayview  
Alejandro Santander, Newport Dunes Resort & Marina  
Wasim Kazi, Hyatt Regency John Wayne Airport Newport Beach  
Adam Beer, Lido House Hotel

#### **Staff Members:**

Gary Sherwin, President/CEO Newport Beach & Company/Visit Newport Beach, Inc.  
Doug McClain, Senior Vice President & Chief Marketing Officer, Newport Beach & Company  
Michelle Donahue, Senior Vice President of Sales Visit Newport Beach, Inc.  
Lily Pearson, Vice President of Finance of Newport Beach & Company  
Dina Alleluia-Carr, Financial Coordinator, Newport Beach & Company

#### **SPECIAL NOTICE REGARDING COVID-19:**

Given the health risks associated with COVID-19, Newport Beach & Company has decided to proceed with this meeting while strictly adhering to social distancing guidelines. To this end, the meeting will be conducted via video call. As a member of the public, if you would like to participate in this meeting, you can participate via the following options:

1. Members of the public can participate in this meeting in person in the Community Room. Specifically, this video call will be viewable via video feed in the Community Room. As a member of the public, during this meeting, you will be able to comment on specific agenda items in person from the Community Room.

2. In addition, you can submit your questions and comments in writing for the Tourism Business Improvement District Board of Directors to consider. Please send them by email to Melanie Franceschini, [mfranceschini@newportbeachca.gov](mailto:mfranceschini@newportbeachca.gov), by Tuesday, June 23, 2020, at 4:00 p.m. All emails will be made part of the record.

Special Accommodations: If you are unable to participate in the meeting via the process set forth above, please contact the City Manager's Office at (949) 644-3028 or [mfranceschini@newportbeachca.gov](mailto:mfranceschini@newportbeachca.gov) and our staff will attempt to accommodate you. The City remains committed to holding public meetings in a transparent manner, with public participation, ensuring City business continues in this challenging environment. The City of Newport Beach thanks you in advance for continuing to take precautions to prevent the spread of the COVID-19 virus.

#### **I. CALL MEETING TO ORDER**

#### **II. ROLL CALL**

#### **III. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

*Public comments are invited on non-agenda items generally considered to be within the subject matter jurisdiction of the Tourism Business Improvement District Board of Directors (TBID Board). Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The TBID Board has the discretion to extend or shorten the speakers' time limit on non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them on silent.*

**IV. CURRENT BUSINESS**

**1. Approval of Minutes**

**Summary:** Board to review draft January 23, 2020 meeting minutes.

**Recommended Action:** Board to approve the January 23, 2020 meeting minutes.

[Attachment - Draft January 23, 2020 Meeting Minutes](#)

**2. Current Business**

**Summary:**

- A. FY20 May 2020 Financial Reports - Lily Pearson
- B. Current Business Situation - Michelle Donahue
- C. FY21 Sales Direction and Strategies - Michelle Donahue
- D. FY21 Proposed Budget Review - Lily Pearson
- E. 401k Action Plan in Response to COVID-19
- F. Annual Report - Michelle Donahue
- G. Summer Leisure Travel Recovery Plan Campaign - Doug McClain

**Recommended Action:**

- A. Board to receive and file May 2020 Financial Reports.
- B. None.
- C. None.
- D. Board to approve FY21 Budget.
- E. Board to approve 401k Action Plan.
- F. Board to approve Annual Report.
- G. None.

[Attachments - FY20 Financial Packet](#)

[FY21 Proposed Budget](#)

[Annual Report](#)

**V. BOARD ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)**

**VI. ADJOURNMENT**

*Next Meeting: To Be Announced*