

**Guam Hotel & Restaurant Association  
Board of Directors Meeting Minutes**

Wednesday, June 17, 2020  
at the Hyatt Regency Guam

**I. CALL TO ORDER**

Meeting was called to order at 10:30 a.m.

BOARD TITLE	BOARD MEMBER	ATTENDANCE	YTD ABSENCES*
Chairman	Toshiro Doi	<b>Present</b>	0 / 7
First Vice Chair	Marie Guerrero	<b>Present</b>	0 / 7
Treasurer/Secretary	Sudipta Basu	<b>Present</b>	0 / 7
Hotelier Vice Chairman	Dean Huntsman	<b>Absent</b>	2 / 7
Restaurateur Vice Chairman	Frank Kenney	<b>Present</b>	2 / 7
Allied Vice Chairman	Tae Oh	<b>Present</b>	0 / 7
Director	Jeffrey Schweizer	<b>Present</b>	0 / 7
Director	Bartley A. Jackson	<b>Present</b>	3 / 7
Director	Edson Lai	<b>Present</b>	3 / 7
10th Board Member	Sophia Chu Wigsten	<b>Present</b>	0 / 7

\*A Board Member may not miss more than five board meetings in a year.

**II. APPROVAL OF MINUTES June 17, 2020 Board Meeting**

Chairman Doi asked the board to review the minutes from the June 17, 2020 meeting. Director Schweizer made a motion seconded by Allied Vice Chairman Oh to approve the minutes for June 17, 2020 subject to typographical errors and corrections.

***Without objection, the board unanimously approved the meeting minutes of June 17, 2020.***

**III. REPORTS/ COMMUNICATIONS**

- **Treasurer's Report**

President Rhodes provided copies of the Treasurer's Report.

- **President's Report**

President Rhodes provided a copy of the President's report. Updates were provided for the USS Roosevelt and Economic Advisory Task Force. As part of the USS Roosevelt update, President Rhodes and the attorneys (Eduardo Calvo and Michael Pangelinan) provided an update on the completion of the definitized contract (version 4), payments to all subcontracts, receipt of all subcontracts and indemnification / release of claims for GHRA and the President for 'coordination of services, payments for attorney fees from most of the hotels, meeting with federal contract officers and the FBI, reporting requirements for FAR clauses, and the financial reports including AP, AR and P&L statements for the USS Roosevelt.

President Rhodes provided an update regarding the PPP and EIDL applications for GHRA. Bank of Guam processed the paperwork for PPP and GHRA was awarded \$34,000 pending documents including the board member's identification cards as well as the board resolution which BOG provided a template. Director Chu Wigsten made a motion seconded Director Schweizer to approve the board resolution to borrow money for the PPP from the Bank of Guam and SBA for the amount of \$34,000.

***Without objection, the board unanimously approved the board resolution to borrow money for the PPP from the Bank of Guam and SBA for the amount of \$34,000.***

President Rhodes announced that \$4000 was approved and distributed for the EIDL from SBA. Considering GHRA will not be able to fundraise for the rest of the year since events were cancelled, President Rhodes asked the board if they will consider approving seeking the EIDL loan. Allied Vice Chairman Oh inquired on the amount of the loan and Director Schweizer suggested a Cash Flow report be completed looking back three years to understand how the organization has been performing while looking at an operating budget for the next two years with the likelihood that membership will decrease by 50 percent. Treasurer / Secretary Basu agreed and will meet with President Rhodes to complete the analysis. After a brief discussion,

Director Schweizer made a motion seconded by Allied Vice Chairman Oh to approve the EIDL loan application pending an analysis of the loan amount compared to the projected operating budget in the next two years after a three year analysis of the cash flow report is completed based on the last three years understanding that membership will likely decrease by 50 percent in 2021.

***Without objection, the board unanimously approved the EIDL loan application pending an analysis of the loan amount compared to the projected operating budget in the next two years after a three year analysis of the cash flow report is completed based on the last three years understanding that membership will likely decrease by 50 percent in 2021.***

- **GVB Report**

President Rhodes provided a copy of the Coronavirus Task Force information. President Rhodes also shared the tourism economic recovery plan from GVB.

#### **IV. NEW BUSINESS**

- **New Membership**

Chairman Doi asked the board to review the applications for Manelu - Affiliate. Director Chu Wigsten made a motion seconded by Restaurateur Vice Chairman Kenney to approve the membership of Manelu - Affiliate.

***Without objection, the board unanimously approved the membership of Manelu - Affiliate.***

- **Legislative Watch & Regulatory Agencies**

President Rhodes provided an update on the On-Premise alcohol for take out / delivery services with closed, sealed containers. GHRA has been working closely with the Guam Women's Chamber of Commerce and Guam Chamber of Commerce with regards to amending the statutes in the ABC laws. All three organizations held meetings with the senators, ABC board, distributors, and some restaurateurs to discuss the suggested changes. In addition to the sale of on-premise alcohol for take out / delivery service, amendments were suggested to update the laws. GHRA has been suggesting these changes since 2010 since the laws have not been updated since 1950s and the ABC board has never made changes in the last 25 years that they were formed. All three organizations have been meeting with the media and conducting interviews to seek the public's input and garner support. To date, there has been a huge amount of support to update the laws and add this new revision to on-premise licensing. The only concerns have been with bars for equity and concerned citizens with drunk driving. The organizations have been promoting that all laws remain in place and the need to update the laws comes at a good time to enhance the law recognizing this new form of delivering alcohol to customers.

President Rhodes raised concerns regarding recent Guam EPA and DPHSS inspections with regards to the health and safety guidelines. Guam EPA is concerned about the types of products being brought into Guam that use non-US EPA approved chemicals and equipment that present other challenges with environmental and health issues. DPHSS has been inspecting establishments based on guidelines and enforcing key sections on their inspection checklists such as 50% occupancy, 25 seating for outside gatherings, work plans, etc. President Rhodes has met with both agencies and will conduct a Food & Beverage committee meeting with DPHSS to seek clarification and to get copies of the inspection checklists. Minutes will be sent to the membership to provide much needed information to help members with understanding the implementation of the guidelines and to prepare for the inspections.

#### **OLD BUSINESS**

- **Office**  
President Rhodes provided information presented by Sorenson Media Group on the Lease Renewal for the GHRA Office. The last two years, GHRA has been paying \$1700 for the shared space and two enclosed offices. The renewal rate is being proposed at \$2500 per month. President Rhodes shared with the board she would like to renegotiate with SMG to consider a 50% break during COVID, an extension until December 2020 on the current lease and a renewal based on \$2000 for 2021 and consideration for \$2500 in 2022. President Rhodes updated the board that she has looked at several other locations including DFS, Hyatt and other commercial buildings.
- **2020 Events & Programs - Cancelled / Rescheduled**  
All events have been cancelled for the rest of the year with Sports, GHRA Socials, PHARE, HERO, Housekeeping Gala, and the Tourism Cup. In addition to dues, GHRA receives income from the 35% administrative fee from events and trainings. Restaurateur Vice Chairman Kenney asked about austerity measures (e.g. budget cuts, personnel). President Rhodes provided the update she gave the previous month in that FTE is down due to Roxann mutually separating and going on PUA, Angel leaving GHRA due to a new job at SBDC, cancelled the hiring on a new FTE to replace Roxann, and Lina staying as a 32-hour employee with the intention of having her train 8 hours a week. Although we don't have the 35% administrative fee from events, GHRA does not have other expenses throughout the rest of the year except for operations.

## **OTHER BUSINESS**

### **GHRA Board of Directors Actions**

***m/s/c Without objection, the board unanimously approved the meeting minutes of June 17, 2020***

***m/s/c Without objection, the board unanimously approved the board resolution to borrow money for the PPP from the Bank of Guam and SBA for the amount of \$34,000.***

***m/s/c Without objection, the board unanimously approved the EIDL loan application pending an analysis of the loan amount compared to the projected operating budget in the next two years after a three year analysis of the cash flow report is completed based on the last three years understanding that membership will likely decrease by 50 percent in 2021.***

***m/s/c Without objection, the board unanimously approved the membership of Manelu - Affiliate.***

## **VII. ADJOURNMENT**

A motion was made by Treasurer/Secretary Basu and seconded by Restaurateur Vice Chairman Kenney to adjourn the meeting. The meeting was adjourned at 12:25 p.m. and will be August 19, 2020 at 10:30 a.m. at GHRA. Respectfully submitted by Mary Rhodes on behalf of the Secretary

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Approved: Secretary to the Board

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Date