

San Antonio – Global Business Travel Association (SA_GBTA)

Minutes

Contessa Hotel

306 W Market St, San Antonio, TX 78205

Wednesday, April 30, 2014, 3:00 P.M.

Networking 3:00 PM

Jeff called meeting to order at 3:20 P.M.

Roll Call: See attendee list below. Rita was unable to be present due to death in the family.

Last Meeting Minutes were distributed. Changes or any updates were requested by email later that day.

Old Business:

- Jeff reported the Texas Secretary of State Certification was sent back to chapter to correct erroneous checked box. After resubmitted, the certification should be returned to the chapter within seven days.

New Business:

- Velia reported the following have expressed an interest in Director positions on the board: John Busarello, Sofie Vasquez, Susan Carrillo, Sofie Vasquez, Frances Booker, Johnny Martinez and Dee Ellis. See attached report and related resume / nominations. Please continue to forward any interest in director positions to Velia at velia.cox@frost.com.
- Rhunette distributed the Treasurer's report with inception to date expenditures fronted by Corporate Travel Planners.
- Rhunette with consultation with Rita presented a suggested Budget Plan for the chapter. It is attached for further review.
- Chase Paymentech was offered to provide merchant account / payment services for the website. Until a bank account is established, other options will be explored. A bank account cannot be opened until the chapter is granted Non-Profit Exemption status.
- Rhunette suggested the need for an Audit Committee and passed out the attached outline for the committee, its function and sample letter/report.
- Bobby in the absence of Frances the following information from emails about outlines and recommended language for Mission and Vision for Association –

- Propose the following paraphrased bullets for editing:

Vision: SA-GBTA will grow membership by providing a forum for the construction exchange of information pertaining to the travel industry through education, community service, professional development, advocacy/awareness of governmental regulations that may impact the

travel industry and involvement that serves to influence business travel trends for the enhancement of our members' value to their companies.

Mission: SA-GBTA will advance the global interests of the corporate travel industry for the benefit of the business traveller.


- Limited committee reports were given as the chapter waits to be able to solicit memberships and create programs.
- We are seeking individuals to assist on the following committees:
 - Membership - Work with Helen Bryan to get the word out about out the San Antonio chapter by ensuring we are signing up all new potential members. If interested please contact Helen at Hbryan@satx.rr.com
 - Website - If you have any content suggestions/ideas please reach out to Arron Diaz at arron@ctp-travel.com. To view the progress of the website design go to www.sanantoniobta.org
 - Marketing - Help ensure we are effective marketing our new chapter through effective marketing campaigns. If interested please contact Pat Hernandez at pat.hernandez@sawyn.com. Please see attached supplemental report.
 - Newsletter - If you are the creative type this is for you! Work with Amy to ensure we are effectively communicating within our community. Please contact Amy Hamrick at amyhamrick@yahoo.com
 - Event Venues - Coordinates the locations for all of the San Antonio chapters meetings and events. If interested please contact Carol Forrester at cforrester@ctp-travel.com. Thanks to Contessa for hosting the meeting today.
 - Speakers - Help us bring in the best and most relevant speakers for our meetings by working with Christy. If interested please contact Christy Prescott at christy@ctp-travel.com
 - Programs - Help Sarah and Yolanda with coordinate the official San Antonio GBTA programs. If interested please contact Sarah seury@swri.org
 - Professional Development- Work with Dan to help GBTA facilitate professional development throughout San Antonio. Dan can be reached at Daniel.j.culver@ehi.com
 - Government Affairs- This committee is being headed by John Busarello. If interested in working to provide general updates and advocacy tax matters and other governmental updates that will impart travel association and members please contact John at john.p.busarello@ehi.com
 - Nominating Committee - currently no chair of committee, if interested please contact Velia at velia.cox@frost.com
 - Scholarship Committee - This committee is being headed by Loretta Mendoza

Next Meeting – Hilton Airport, Tuesday, June 3, 2014 at 4:00 P.M.

Adjourned at 4:00 P.M. for networking as potential members were hosted in the Cork Bar by Contessa.

Minutes Submitted by:

Minutes Approved by Board:


Bobby White, Secretary


Velia Cox, Vice President

Attendee List:

Name	E-mail
Alicia Clark	Alicia.D.Clark@ehi.com
Amanda Avendano	Amanda.K.Avendano@ehi.com
Annette Conrad Nixon	aconradz@satx.rr.com
Bella Zavala	bzavala@sanantonioairporthotel.com
Bobby White	bwhite@swbc.com
Carol Forrester	cforrester@ctp-travel.com
Chriselda Barrientes	chriselda.barrientes@united.com
Christa Flatt	Christa.Flatt@marriott.com
Cody Matkin	cmatkin@hisatx.com
Dan Culver	daniel.j.culver@ehi.com
David Richardson	david.p.richardson@ehi.com
Emily Miller	ekmiller@omnihotels.com
Frances Booker	frances.booker@laquinta.com
Helen Bryan	Hbryan@satx.rr.com
Jaime Watson-Krebs	jwatson@valenciagroup.com
Jean Spencer	jean@wyndhamsahotel.com
Jeff Eigel	Jeigel@ctp-travel.com
Jennifer Ogron	j.ogron@concordhotels.com
John Busarello	john.p.busarello@ehi.com
Johnny Martinez	Johnny.Martinez@aloftsanantonioairport.com
Julie Speer	jspeer@carlsonwagonlit.com
Liz Rivera	liz.rivera@hilton.com
Loretta Mendoza	Loretta.mendoza@hilton.com
Marianela (Nelly) Eichler	Nelly.Eichler@HISAairport.com
Melissa Guenther	mguenther@ctptravelservices.com
Melissa Schmidt	melissa.schmidt@avisbudget.com
Mercedes Lopez	mercedes.lopez@ihg.com
Natalie Maksimova	nmaksimova@destinationhotels.com
Nancy Reams	Nancy.Reams@Baywoodhotels.com
Pat Hernandez	pat.hernandez@sawyn.com
Rhunette Mangan	Rmangan@ctp-travel.com
Ricardo Ramirez	ricardo.ramirez@marriottsanw.com

Samuel Garcia	Samuel.Garcia@hilton.com
Sarah Eury	seury@swri.org
Sandy Clinton	Sandy.clinton@abhhotels.com
Sonya Erb	Sonya.erb@dptlabs.com
Spencer Stanton	Spencer.stanton@concordhotel.com
Stacey Crabb	scrabb@omnihotels.com
Stephanie Ewers	stephanie.ewers@hyatt.com
Stephanie Trahan	stephanie.d.trahand@aexp.com
Susan Mossberger	susan@creer-believe.com
Suzan Carrillo	scarrillo@alamotravel.com
Terri Stout	terri.stout@hilton.com
Velia Cox	Velia.cox@frost.com
Wendy Augustus	wendy.augustus@druryhotels.com
Yolanda Enellar	Yolanda.Enellar@marriott.com

Dee Ellis

Senior Sales Manager - Transient at Grand Hyatt

Summary

I am a San Antonio native with over 22 years experience in the San Antonio market.

Specialties: pre-opening, relationship building, share shifting, increasing revenues, networking, contract negotiation, forecasting, mentoring, hotel transitions and team management

About Hyatt Hotels Corporation:

We are a global hospitality company with widely recognized, industry leading brands and a tradition of innovation developed over our more than fifty-year history. Our mission is to provide authentic hospitality by making a difference in the lives of the people we touch every day. We focus on this mission in pursuit of our goal of becoming the most preferred brand in each segment that we serve for our associates, guests, and owners. We support our mission and goal by adhering to a set of core values that characterizes our culture.

We manage, franchise, own and develop Hyatt branded hotels, resorts and residential and vacation ownership properties around the world. As of June 30, 2012, the company's worldwide portfolio consisted of 492 properties.

OUR BRANDS

Park Hyatt

Andaz

Grand Hyatt

Hyatt Hotels

Hyatt Regency

Hyatt Place

Hyatt House

Hyatt Vacation Club

Hyatt Resorts

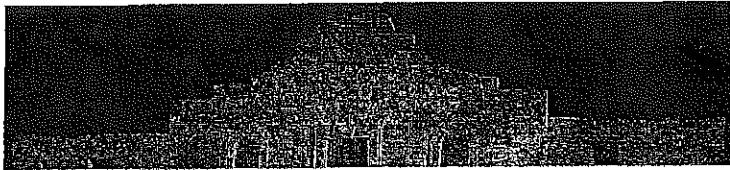
Experience

Senior Sales Manager at Grand Hyatt

September 2011 - Present (2 years 8 months)

Senior Sales Manager at Hyatt Regency

September 2011 - March 2014 (2 years 7 months)



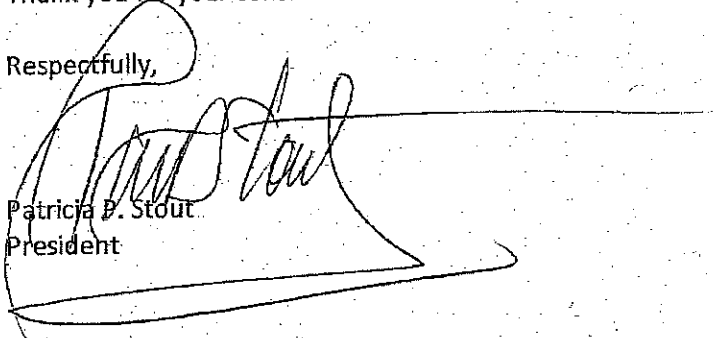
April 16, 2014

To whom it may concern,

I would like to nominate Suzan Carrillo, General Manager of The Alamo Travel Group, LP as a board member of the GBTA San Antonio Chapter. Ms. Carrillo has 25 years of experience with business, corporate and leisure travel services. I believe she would be a great addition to the board.

Thank you for your consideration.

Respectfully,



Patricia P. Stout
President

8930 Wurzbach Road, San Antonio, Texas 78240
210-593-0084

Treasurer's Report
SA-GBTA
YTD April 30, 2014

Balance on Hand: 02/28/2014 \$0.00

EXPENSES

Website 550.00 (paid by CTP on 03.28.14)

Certificate of Formation 25.00 (paid by CTP on 04.15.14)

Assumed Name Certificate 25.00 (paid by CTP on 04.15.14)

TOTAL EXPENSES 600.00

Balance on Hand: 04/30/2014 (\$600.00)

Submitted by: Rhunette Mangan, Treasurer
Rhunette Mangan

Jeff Eigel

From: billing@starchapter.com
Sent: Friday, March 28, 2014 4:43 PM
To: Jeigel@ctp-travel.com
Subject: Payment Received - Star Chapter LLC



starchapter.com

Billing Questions:
1-866-775-3205
billing@starchapter.com

StarChapter

GBTA - San Antonio

Your Payment of \$ 550.00 has been processed.

Please use the login information below to manage your organization's account with StarChapter. You will be able to change your billing contact information, update your payment method, purchase additional services, and more.

First Time Users: [Click here to have a temporary password emailed to you](#), then to log in with your new password go to:

URL: [REDACTED]

Username: [REDACTED]

Thank you for your business,

StarChapter
SC00012169



CTP

(Payment Method:[All], Payment Type:Received, Made)

CORPORATE TRAVEL PLANNERS

Travel. Events. Groups.

A Branch of the Tzell Travel Group

Payment Analysis

613 NW Loop 410, Suite 400

San Antonio TX 78216

Main Phone: 210-366-9565

Accounting Phone: 210-293-8620

Pay Date	Pymt No	Entity	Amount	Pay Method	Check/CC No	Remarks
	Invoice	Ticket/Conf	Passenger	Itinerary		Amount
4/15/2014	3597053	Secretary of Stat	-50.00	Check	70596	Certificate of Formation-Nonprofit Corp. Assumed Name Certificate
			-50.00			

Audit Committee Needs

The Audit and Investment Committee shall be composed of the Immediate Past President, the Vice President, the Executive Director (who shall have no vote), and two other members (one of whom shall be appointed by the President and shall serve as chairperson, and the other who shall be appointed by the chairperson).

The Finance and Budget Committee shall have responsibility for arranging an annual audit, recommending an annual operating budget, reviewing the financial position of the Association, and making such decisions as are necessary to maintain the financial integrity of the organization, in concert with the Executive Director.

The Finance and Budget Committee shall make the annual audit available to all Direct Members no later than thirty (30) days after its completion. The annual proposed operating budget shall be sent to all Direct Members not less than thirty (30) days prior to the Annual Meeting.

Sample Letter from Audit Committee

From: SAGBTA Audit Committee
To: SAGBTA Board of Directors
Subject: Audit Report – Calendar Q1 2014

April 29, 2014

The Audit Committee has completed the calendar Q1 2014 audit which included January – March 2014. The audit took place during the quarter and included auditing of the following area:

1. Reconciliation of the checking and money market accounts
2. Testing of a sample of disbursements for proper approvals

Summary of Findings:

Bank Account Reconciliations: the Audit Committee reviewed and verified that all bank reconciliations for the checking and money market accounts for the period of January 1 through March 31, 2014 have been completed. The Audit Committee verified the reconciliation “Adjusted Bank Balance” agrees to the general ledger for each cash account.

Disbursements: The committee has audited 9 disbursements which took place between January and March 2014 and has found that all required approvals prior to disbursement were obtained.

Overall Results:

It is the opinion of this Audit Committee that all transactions have been properly reflected in the accounting records. The audit results indicate that the SAGBTA financial processes are well managed with generally good controls in place. The committee has received full cooperation during this audit engagement and we were provided with access to all requested documents. Questions and inquiries were responded to in a timely manner.

All of which is respectfully submitted,

Audit Committee Member

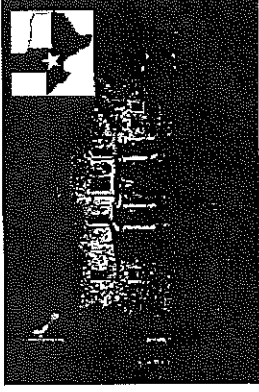
Audit Committee Member

Audit Committee Member

	SA-GBTA																									
	February	March	April	May	June	July	August	September	October	November	December	Renewal	January	February	March	April	May	June	July	August	September	October	November	December		
Members Required by GBTA	0	100	125	100	125	100	125	100	125	100	125	75	100	125	100	125	100	125	100	125	100	125	100	125	75	
Potential New Members ID'd	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Existing Members	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
New Members	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Renewals																										
INCOME:																										
Membership Dues \$175/Year	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Members - \$25																										
Non Members - \$40																										
TOTAL INCOME	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
EXPENSES:																										
Cost of Meetings																										
Meals and/or Venue																										
Speakers																										
Start-Up Expenses:																										
TX Secretary of State																										
IRS (SS4-EIN) Form 8720, Form 1024																										
GBTA Web-Site Development																										
GBTA Operations:																										
GBTA National SAs Per Member	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
GBTA Star Chapter Web-Site																										
TOTAL EXPENSES	1575	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL NET INCOME (LOSS)	-1575	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Cash Flows:																										
Balance of Checkbook	-1575.00	1336.00	875.00	1270.00	1555.00	1900.00	2245.00	2590.00	2935.00	3280.00	3625.00	3970.00	4315.00	4660.00	5005.00	5350.00	5695.00	6040.00	6385.00	6730.00	7075.00	7420.00	7765.00	8110.00	8455.00	



San Antonio, Texas Chapter

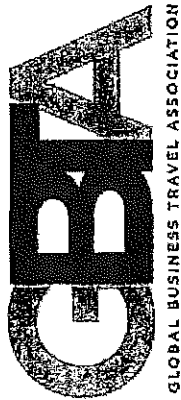


Public Relations and Marketing Committee

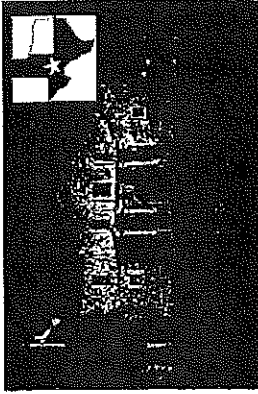
Activities since last meeting:

- Presented my self to Board of Directors
- Meeting with Liz Rivera who brought to the table 2 new contacts/future members: Susan Massberger and Annete Nixon; Liz will extend invitation to join our committee.
- Conference Call with Amy; went over some details for the newsletter that she has been working on.
- Contacted Jeremy Good from AVIS, he is the PR Committee Chair for GBTA Austin and he was really nice to share with me his functions; he will join GBTA San Antonio and actually accepted to be the Social Media Coordinator for our chapter.
- We are planning on get our "full staff" within 2 weeks after this meeting and then have a "formal" committee meeting within a month to start preparing SOP (Standard Operating Procedures) for each of our tasks. We will be sending an email blast next week inviting future members to join our committee (Jeff and Velia).

Report prepared for Meeting on April 30th, 2014. By Pat Hernandez



San Antonio, Texas Chapter



Public Relations and Marketing Committee

Chair: Pat Hernandez – Wyndham Riverwalk

Amy Hamrick – Newsletter

_____ -Newsletter

Liz Rivera – Hilton Airport-Internal Communication

_____ -Communications

Jeremy Good- AVIS – Social Media Coordinator (Twitter) ✓

_____ -Twitter

_____ -Facebook

_____ -Facebook

_____ -LinkedIn

_____ -LinkedIn

_____ -Newspapers -Business Journal- Scouting

_____ -Newspapers -Business Journal- Scouting

_____ -Camera Ready (Pictures every meeting and event)

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_____ -External Affairs (Attend Events to promote Chapter)

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