## DEPARTMENT OF COMMERCE

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U.S. TRAVEL AND TOURISM ADVISORY BOARD

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MEETING

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FRIDAY FEBRUARY 26, 2021

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The Board met via Video Teleconference, at 3:00 p.m. EST, Kurt Ekert, Chair, presiding.

PRESENT

KURT EKERT, Carlson Wagonlit Travel, Chair BRAD DEAN, Myrtle Beach Area Chamber of Commerce, Vice Chair RUSSELL HEDGE, Hostelling International USA STEPHANIE JONES, Cultural Heritage Economic Alliance DUFFIELD MILKIE, Cedar Fair L.P. WILL MOREY, Morey=s Piers MARY MOTSENBOCKER, International Tourism Marketing, Inc. CATHERINE PRATHER, National Tour Association TRICIA PRIMROSE, Marriott International BRIAN QUINN, Domio OLGA RAMUDO, Express Travel STEPHEN REVETRIA, Giants Enterprises DANIEL RICHARDS, Global Rescue LLC MONICA SMITH, Southeast Tourism Society

ROB TORRES, Google, Inc.

## ALSO PRESENT

ISABEL HILL, Acting Deputy Assistant Secretary for Travel and Tourism, I&A JENNIFER AGUINAGA, Designated Federal Officer, NTTO, I&A CHRISTOPHER THOMPSON, President and CEO, Brand USA TORI BARNES, Executive Vice President, Public Affairs and Policy, U.S. Travel Association

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1	P-R-O-C-E-E-D-I-N-G-S
2	3:02 p.m.
3	MS. AGUINAGA: Okay. Welcome everyone
4	to this meeting of the United States Travel and
5	Tourism Advisory Board. As the designated
6	federal officer I declare this meeting officially
7	opened. Just a few notes before we begin as this
8	is our first virtual meeting.
9	You, let's see, you should be
10	receiving a message that this meeting is being
11	recorded so you have the opportunity to
12	disconnect now if that is not okay with you.
13	If you have the ability, please
14	disconnect from your VPNs to ensure the most
15	bandwidth. I know there are always technical
16	issues but we can try to limit them as much as
17	possible.
18	Please keep yourself on mute when
19	you're not speaking. That's probably the most
20	important thing.
21	We will not be utilizing the chat
22	function so please raise your hand if you have a

1 question. Use the raise your hand little, little
2 icon.

Reminder that for those joining who are not members of the board, your only opportunity to speak will be during the public comment portion of the agenda.

7 If you do have any technical
8 difficulties that you're not able to solve while
9 we're on the call, please contact my colleague
10 Christina Gay. You can reach her at
11 Christina.Gay@trade.gov.

12 And just a reminder for those of you 13 who joined through Teams, if for some reason you 14 get kicked off of the virtual meeting there is 15 just a call-in option that you can use. And 16 that's 253-372-2016 and you can use the 17 conference ID 676371042. And this, this 18 information is all in the meeting invite so, so 19 please look at that if you're having any issues. 20 Before turning it to the chair, I will 21 take the roll call of members for the record. You should (audio interference) as I take the 22

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1	roll.
2	Again, if everyone could mute if
3	they're not speaking, please do that now. Okay,
4	roll call.
5	Kurt Ekert?
6	MR. EKERT: Here.
7	MS. AGUINAGA: Brad Dean?
8	MR. DEAN: I'm here.
9	MS. AGUINAGA: Liz Fitzsimmons?
10	(No audible response.)
11	MS. AGUINAGA: David Gilbert?
12	(No audible response.)
13	MS. AGUINAGA: Russ Hedge?
14	MR. HEDGE: Here.
15	MS. AGUINAGA: Thanks, Russ. Debbie
16	Johnson?
17	(No audible response.)
18	MS. AGUINAGA: Stephanie Jones?
19	MS. JONES: Present.
20	MS. AGUINAGA: Thank you, Stephanie.
21	Rolf Lundberg?
22	(No audible response.)

MS. AGUINAGA: Duff Milkie?
MR. MILKIE: Here.
MS. AGUINAGA: Thanks, Duff. Will
Morey?
MR. MOREY: Here.
MS. AGUINAGA: Thank you. Mary
Motsenbocker?
MS. MOTSENBOCKER: I'm here.
MS. AGUINAGA: Thanks, Mary. Vinay
Patel?
(No audible response.)
MS. AGUINAGA: Catherine Prather?
MS. PRATHER: Here.
MS. AGUINAGA: Thanks, Catherine.
Tricia Primrose?
MS. PRIMROSE: Here.
MS. AGUINAGA: Thanks, Tricia. Brian
Quinn?
(No audible response.)
MS. AGUINAGA: I thought I saw Brian
join. Olga Ramudo?
MS. RAMUDO: Here.

1	MS. AGUINAGA: Thanks, Olga. Stephen
2	Revetria?
3	MR. REVETRIA: Present.
4	MS. AGUINAGA: Thanks, Stephen.
5	Daniel Richards?
6	MR. RICHARDS: I'm here, Jennifer.
7	MS. AGUINAGA: Thanks, Dan. Adam
8	Sacks?
9	(No audible response.)
10	MS. AGUINAGA: Monica Smith?
11	MS. SMITH: I'm here.
12	MS. AGUINAGA: Thanks, Monica. Rob
13	Torres?
14	MR. TORRES: Here.
15	MS. AGUINAGA: Thanks. Ron Vlasic?
16	(No audible response.)
17	MS. AGUINAGA: And Greg Webb?
18	(No audible response.)
19	MS. AGUINAGA: Okay, thank you all.
20	Well, it looks like we have a quorum so I now
21	turn it over to you, Mr. Chair.
22	MR. EKERT: All right. Well,

Jennifer, thank you and first of all for the 1 2 first virtual WebEx I think you've already outdone yourself. This seems very well-3 4 organized, so thank you. 5 And good afternoon everybody. I know 6 that since the last time we got together as a team over the phone, which was a very fun way to 7 8 do this, there have been four sprints going on 9 with the four subcommittees. And the work that's been done, the level of thought has been 10 11 outstanding and we're going to be able to vet 12 that and discuss that today here on the call. We wouldn't have gotten here without 13 14 the great work the National Travel and Tourism 15 Office and Isabel Hill, who's now the -- I'm 16 going to get the title right I think, Acting 17 Deputy Assistant Secretary for Travel and Tourism

18 and Director of the NTTO. That title basically 19 which is so broad speaks to how broad and 20 impactful Isabel's role is within the government. 21 So I'm going to turn the phone over to 22 Isabel to provide some context for today's

conversation.

2	MS. HILL: Thank you Kurt for that
3	very kind introduction and good afternoon
4	everyone. And let me add my welcome to this
5	meeting of U.S. Travel and Tourism Advisory
6	Board.
7	I want to thank you for joining this
8	meeting to deliberate the recommendations that
9	will be delivered to the Secretary of Commerce on
10	actions that can be taken to help the recovery of
11	the travel and tourism sector.
12	We all know the enormity of the task
13	before us and clearly the public and private
14	sectors need to work together to address an
15	economic crisis that was created by the COVID-19
16	health crisis.
17	As you know, the Biden administration
18	and federal agencies are undertaking a number of
19	efforts to address these challenges and I wanted
20	to touch on a few of them that would be of
21	interest to you that have transpired since we met
22	in January.

The administration, in concert with 1 2 states and the private sector, is working on three relevant fronts to respond to the COVID-19 3 pandemic and to get the U.S. economy, including 4 the travel and tourism industry, on the road to 5 6 recovery. First is to address the underlying 7 8 issue of the transmission and severity of the

9 pandemic and to get it under control. As of
10 yesterday, 89 million doses of vaccine have been
11 distributed to more than 20 million people and
12 more than 20 million people have received two
13 doses making 6 percent of the U.S. population
14 fully vaccinated.

And yesterday Johnson & Johnson and the Food and Drug Administration announced that the company's new single-shot vaccine provides strong protection against severe disease and death. The FDA could soon authorize distribution of that vaccine with as many as 100,000,000 doses available by the end of June.

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But already the United States had

purchased sufficient vaccines to vaccinate the 1 2 entire U.S. population, and even at previous rates half of the country could be vaccinated by 3 4 summer and more than 75 percent by October. The intensity of this effort is 5 extraordinary and the progress is moving at a 6 7 rapid rate. And this is great news for those of 8 us who live in the United States and for the 9 travel and tourism industry. Data shows that people want to visit 10 11 destinations where they feel that they and their 12 families will be safe and so this is an important 13 step to set the stage for the recovery of both domestic and international travel. 14 15 Second is the effort to support 16 businesses and their employees and those who find 17 themselves out of work because of the pandemic. 18 Congress is at work on the administration's 19 American Rescue Plan which includes stimulus 20 measures with the goal sustaining families and 21 firms until the vaccines are widely distributed. 22 Additionally, the White House is

working on ensuring equitable relief to hard hit 1 2 small businesses, even as there has been progress on the current round of PPP compared to a year 3 4 ago. 5 For instance, the share of funding going to small businesses with fewer than 10 6 employees is up by nearly 60 percent. The share 7 8 of funding going to small businesses in rural 9 areas is up nearly 30 percent. The share of funding distributed 10 11 through community development financial 12 institutions and minority depository institutions 13 is more than up 40 percent. 14 So this is a wonderful step towards equity and with the number of small businesses 15 16 supporting the traveling and tourism experiences for travelers to the United States is wonderful 17 18 news. 19 Third, efforts are under way to 20 develop protocols to open safe domestic and 21 international travel while reducing the 22 opportunity for transmission of COVID-19 and its

variants.

2	And as you know, on January 21st,
3	President Biden signed an executive order on
4	promoting COVID safety night excuse me
5	promoting COVID-19 safety in domestic and
6	international travel. The order, as you know,
7	requires masks to be worn in compliance with CDC
8	guidelines in airports and on commercial
9	aircraft, trains, public maritime vessels and all
10	forms of public transportation. And it requires
11	that travelers seeking to enter the United States
12	from a foreign country to produce proof of recent
13	COVID-19 test prior to entry.
14	And while the CDC is not currently
15	recommending testing for domestic flights, it
16	continues to monitor the pandemic and watch the
17	spread of new variants.
18	And meanwhile, under the executive
19	order, agencies continue to work on the
20	development of safe travel protocols. Agencies
21	are also working on these issues with
22	international organizations including the World

Health Organization, which the United States has 1 2 rejoined, the International Civil Aviation Organization, the Organization for Economic 3 4 Development and Cooperation and the G-20, among 5 others. In the area of contactless travel, 6 7 Customs and Border Protection and the 8 Transportation Security Administration are 9 continuing to make progress on efforts to streamline travel and reduce physical contact 10 11 throughout the process. 12 For instance facial comparison 13 technology for entry is now deployed at 32 14 airports and includes nine pre-clearance 15 locations and biometric exit is deployed at 28 16 airports. 17 And also CBP has just announced the 18 launch of its new app, CBP-1, which will offer 19 travelers and stakeholders a range of services to 20 streamline their entry and exit from the United 21 States. 22 And pointing specifically to the

increasing availability of the vaccine, the Transportation Safety Authority has announced that they will fill nearly 6,000 security office positions by this summer, a 12 percent uptick in that workforce.

6 And on one further note in response to 7 the Travel and Tourism Advisory Board 8 recommendations we have created the new COVID-19 9 Travel Industry Monitor. The monitor can be 10 found on the NTTO website and after this meeting 11 we will include a link it, along with a copy of 12 the final recommendations.

I know we all look forward to the day when travel returns, when we can all be together and where and when a significant number and level of international travelers can now again be welcomed to the United States.

And we know that when it was -- is safe to travel that there will be demand. Families want to be reunited and the interest in outdoor and off the beaten path and cultural heritage experiences is high.

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1	People want their canceled events to
2	be rescheduled. Many long to visit theme parks,
3	and the interest in urban experiences is also
4	expected to rebound in time.
5	And people are looking for
6	destinations where safety protocols are developed
7	and in place, and thankfully, the United States
8	meets all of these tests.
9	But we know we have a lot to do if
10	we're to capitalize on this potential and in the
11	process build back better. Your recommendations
12	are, will be an important input to the as the
13	administration establishes their policy
14	priorities for economic recovery.
15	And we greatly appreciate the work of
16	this board and look forward to hearing the
17	discussion today. Thank you, Kurt.
18	MR. EKERT: Isabel, thank you, and
19	it's clear that you and your team are up to a
20	heck of a lot. And we hope we can augment that
21	and help support what you said.
22	What we're going to do here is go

through each of the four subcommittee 1 2 recommendations. I'm going to ask that each of the four subcommittee chairs speak for three to 3 4 five minutes, no more than five minutes or else 5 there will be severe punishment administered by Jennifer. 6 7 And we'll kick off, and we will have an opportunity to ask questions and vet these 8 9 thereafter, but I'm going to ask Brad to take the lead on this. 10 11 Super, thank you. MR. DEAN: Good 12 afternoon and thank you Mr. Chairman. I want to 13 begin first off just expressing my appreciation 14 on behalf of all of the TTAB members, to you Mr. Chairman for your leadership. 15 16 I've had the privilege of serving on 17 the Travel and Tourism Advisory Board for several 18 Personally, I cannot recall any TTAB years. 19 getting out of the gate so quickly with such a 20 broad array of very meaningful, potentially very 21 consequential recommendations. 22 So thank you to leading us to this

point not even halfway through the president's 1 2 first 100 days and, and awaiting a new secretary already jumping into work on behalf of the 3 industry. So we appreciate your leadership in 4 that regard. 5 I want to also acknowledge the great 6 7 work, the time and the passion invested by the 8 Facilitating Travel Subcommittee, David Gilbert 9 Dan Richards, Duff Milkie, Olga Ramudo and Stephen Revetria, all of whom played a critical 10 11 role in formulating the recommendations that 12 we're bringing to our colleagues today.

13And of course, thank you to Jennifer14and Isabel for the exceptional support.

15 Our task as a subcommittee was to 16 develop succinct, actionable recommendations for 17 the secretary designed to facilitate safe and 18 secure travel to and within the country.

In the course of our discussions we
heard from our friends at the Center for Disease
Control and Prevention, the Customs and Border
Protection. We also engaged with Airlines for

America, the U.S. Travel Association and Brand USA.

We had some far-ranging discussions
that centered on the immediate challenges at
hand, the here and now so to speak, but we were
also very, very mindful of the need to address
the long-term consequences and challenges of this
pandemic and ultimately were guided by the need
to ensure that America is better prepared for the
next pandemic-type situation.
And I'm confident that I speak on
behalf of everybody when I saw that we all agree
it would be an absolute shame if we don't learn
from the experiences of the past 12 months and
come out of this wiser, stronger and better
prepared for the future.
So with this in mind we bring to our
TTAB colleagues three specific recommendations
today, each of which, I believe, align very well
with the other three subcommittees' work. And I
think these also align with some of the previous

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Advisory Board.

2	So I'll briefly review each of the
3	recommendations. The first, which I think has
4	already been shared with all the members of TTAB,
5	is to accelerate the resumption of travel and
6	tourism through establishing policies and
7	protocols that prioritize safety while mitigating
8	the risk to economic vitality.
9	In the last TTAB it was noted that the
10	CDC faces a massive challenge in responding to
11	and manage the COVID-19 pandemic while lacking
12	the scope of data capture and analysis necessary
13	to identify the spread of the disease and
14	implement effective contact tracing.
15	And of course, this is further
16	complicated by contending with the impact of
17	international inbound arrivals coming into our
18	country that do not adhere to the same standard
19	reporting measures and public health protocols.
20	During our most recent meeting with
21	the CDC it's apparent that this situation
22	persists and it's clear to the members of our

subcommittee that the approach being followed 1 2 lacks adequate performance-based standards where even today, as we speak, we see infection rates 3 following, yet travel guidance and restrictions 4 are not closely following this trend. 5 Even more concerning for us is the 6 7 approach currently used which appears to lack 8 adequate predictive metrics as we're tending to 9 respond and react to what's happened in the past. You know, we've all heard a lot about flattening 10 11 the curve, but we believe it's important for the 12 United States to get ahead of the curve, and 13 frankly, this is one milestone where our nation should lead the world. 14 15 Without this, policymakers may feel 16 compelled to continue deploying measures such 17 travel bans and quarantines and lockdowns that 18 are arguably inefficient and effective. 19 But we believe this situation begs for 20 attention and one of the many concerns identified 21 by our subcommittee is that while we recognize 22 the CDC has been very challenged to manage an

extremely difficult situation, to borrow from the old analogy, the CDC has had to build a plane and fly it at the same time.

But after we looked into this we were sort of left wondering if they're going to be able to land this plane as efficiently as we all hope when consider the de-escalation of protocols and standards used during this crisis and future similar crises that could very well take place.

So this, of course, is a major 10 11 consideration for all of us. Our recommendation 12 centers around the premise that if we are to accelerate the resumption of travel safely and 13 14 effectively, the federal government should consider using a model for reopening travel 15 that's consistent with the decline in infection 16 17 and death rates.

18A model reliant upon reliant upon and19responsive to data research and analysis, which20ultimately will fuel the kind of recovery our21industry needs and our nation deserves.

This model could likely include

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improved data collection, expanded use of new or
 emerging technology and also performance-based
 standards to guide policymaking.

And one key component of this process 4 5 will likely need to be careful evaluation and contemplative consideration of measures such as 6 7 travel bans, quarantines, lockdowns, as well as 8 the merits of testing at various stages of the 9 travel process, recognizing that technologies in place today are quickly emerging that could 10 11 eliminate the need for some testing.

12 Our second recommendation is to 13 harmonize a system of established policies and 14 protocols with respect to land, sea and air 15 travel in collaboration with the private sector 16 that will mitigate the health risks of infection, 17 infectious diseases, while ensuring economic 18 stability.

As we considered how best to
facilitate travel to and within our nation, one
key element is the flow through our nation's
borders. And the deeper we went into this, the

more we noticed what I can only describe as a 1 2 structural disconnect amongst the federal agencies in managing inbound international 3 arrivals into the United States. 4 The CDC bears responsibility for 5 establishing standards related to health and 6 7 safety, but, you know, they acknowledge that they 8 don't have the data needed to effectively 9 implement contact tracing which, of course, is essential to slowing and stopping the spread of 10 11 infectious diseases. 12 Customs and Border Protection bears 13 responsibility for admissibility related to 14 national security but does not collect data 15 related to health and safety. Much of that 16 recent data collection is actually happening by 17 the private sector, or the airlines, as it 18 relates to health safety standards set forth by 19 the federal government. 20 And yet arrivals for land ports are 21 subject to different standards than arrivals to

22 airports.

1	So all of this, as you might imagine,
2	prompted a lot of discussion. And ultimately we
3	found ourselves trying to answer one key question
4	and that is is there a better way to manage
5	health admissibility at the border, especially in
6	light of the technological advances, whether that
7	the equipment that samples your breath to detect
8	infectious diseases or digital travel passes it
9	can be used to store and share test results and
10	vaccination records?
11	Ultimately, our subcommittee
12	recommends we seek a seamless border entry
13	process through all ports of entry which ensures
14	optimal efficiency and adequate data collection
15	while addressing the inconsistencies of
16	international inbound arrivals to both air and
17	land ports of entry.
18	This is a major, major initiative, one
19	that can only be accomplished at the highest
20	levels of government. It could be helped by
21	incorporating private sector partners who are
22	part of the travel process, but in the end, this

would require the kind of attention from the public sector that a major national security issue receives.

Perhaps some high level taskforce
designed to address roles, responsibility and
needs within the federal government and
ultimately seek to strengthen the institutional
capacity to integrate public health
considerations into the development of national
travel and tourism policy.

Obviously, this extends way beyond the 11 12 normal scope of responsibility of the Department 13 of Commerce, but recognizing that economic 14 vitality is essential to national security, we 15 submit to our colleagues today that if we don't make this recommendation who will? 16 17 And if the Secretary of Commerce 18 doesn't lead this effort, who would? 19 And then finally, our third 20 recommendation, which is smaller in scope but 21 certainly no less important in the potential

impact that it could have, is to reduce the

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number of physical touch points throughout the
 travel continuum by accelerating the use of
 available technology.

Much of the technology necessary to achieve a contactless travel process is currently available and could be put to greater use today.

7 We certainly don't want to overlook 8 that there has been a lot of progress made in 9 this area typically by agencies like Homeland Security, CBP and the U.S. Department of 10 11 Transportation. So by accelerating and expanding 12 the use of available technology the federal 13 government could increase the efficiency of flow 14 through ports of entry and also limit the spread of infectious diseases. 15

Just imagine leaving for a future trip and from the moment you enter the airport until the moment you board the airplane the only things you touch are things that you brought with you from your home.

21 That level of contactless travel would 22 yield great efficiencies and would also

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contribute to the health and safety of all 1 2 travelers. So on behalf of my colleagues on the 3 4 Facilitating Travel Subcommittee, I'm pleased to 5 submit these recommendations to the full Travel 6 and Tourism Advisory Board. Mr. Chairman, that 7 concludes my review and I'll turn the discussion 8 back over you. 9 MR. EKERT: Brad, you and the Facilitation Committee did a unbelievable job, 10 11 and you also pulled double duty as the vice chair 12 and I know did a lot of work there as well. 13 Thank you. 14 Jennifer will administer, administer your punishment later, but a really good set of 15 16 thoughts there. 17 Russ Hedge is going to lead us through 18 a conversation of governance next. 19 Thanks, Kurt. MR. HEDGE: We're 20 bringing forward two recommendations as a 21 Governance Subcommittee, one related to elevating the travel and tourism function within the 22

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Commerce Department and the second related to 1 2 strategy planning for our industry's growth and, and recovery. 3 4 I want to give a shot up to the five 5 subcommittee members Will Morey, Maurice Pears, Vinay Patel, Fairbrook Hotels, Dan Richards, 6 7 Global Rescue, Adam Sacks, Tourism Economics, 8 Monica Smith, Southeast Tourism Society. 9 Our subcommittee met three times, numerous emails and these recommendations are 10 11 the, are the result. 12 So let me read recommendation number 13 one, elevate travel and tourism within the U.S. 14 Commerce Department by creating a U.S. travel and 15 tourism agency headed by an assistant secretary 16 vested with authority, including granting 17 authority, to advance both domestic and 18 international segments of the U.S. travel 19 industry. 20 We appreciate the work that's been 21 done on behalf of the travel and tourism industry 22 by the National Travel and Tourism Office as part

of the International Trade Administration. 1 2 I think we're all painfully aware that it, COVID, has exposed needs and challenges 3 across the industry that's going to require some 4 new approaches to problem-solving. 5 And our belief is that can better be 6 delivered by an elevated U.S. travel and tourism 7 8 agency with a charge to advance both domestic and 9 international segments of the U.S. travel 10 industry. 11 Currently, NTTO's charge is focused on 12 building inbound international travel, and as part of the International Trade Administration 13 14 that focus is understood and it's appreciated, 15 but international travel makes up a relatively 16 small share of U.S. travel spending. 17 By comparison, 85 percent of U.S. 18 travel spending is domestic, and we feel like we 19 need an agency focused on both. COVID didn't 20 stop at national borders, and we don't feel that 21 policymaking for travel and tourism can stop there either. 22

Our second recommendation is, and let 1 2 me read this one as well, "lead a comprehensive strategy development process that firstly 3 supports recover of the travel and tourism 4 5 industry and then focuses on the industry's resiliency and growth." 6 The 2012 national travel and tourism 7 8 strategy we feel is a, is a federal strategy that 9 delivered. That strategy has become the framework that many of us useful we talk about 10 11 travel and tourism, including TTAB. And the 2012 12 goals have largely been accomplished. 13 That 2012 strategy had a ten-year 14 horizon, meaning that it expires in 2022. We do 15 feel it should be updated, but our recommendation is that there be some refinements in the strategy 16 17 development process. 18 We recommend that before the ten-year 19 strategy planning begins that a recovery strategy 20 first be developed and implemented. 21 This would be a short-term strategy 22 focused on rebuilding our industry and then after

the recovery strategy is sufficiently implemented then the new ten-year strategy would be developed
then the new ten-year strategy would be developed
enen ene new een yeur beracegy wourd be acveroped
and that would include a international visitation
and spending goal.
So with that, Kurt, I'll turn it back
to you.
MR. EKERT: Russ, thank you and
terrific work by you and, and your committee as
well.
We're next to hear from Mary
Motsenbocker who is going to talk through World
Class Customer Experience, obviously very
impactful and important.
MS. MOTSENBOCKER: There we go. Thank
you, Mr. Chairman. Our subcommittee was Creating
a World Class Customer Experience and we also had
some excellent meetings with our first
recommendation, the SBA U.S. travel, which where
a great expert gave us some good expertise in our
recommendation.
Our second recommendation we met with
federal agencies such as Forest Service, National

Parks, AIANTA, which gave us some excellent
 direction also.

Our subcommittee members were 3 4 Stephanie Jones of the Cultural and Heritage 5 Economic Alliance, Rolf Lundberg, Choice Hotels, Catherine Prather of the National Tour 6 7 Association, Ron Vlasic of Hostmark Hospitality 8 Group, Debbie Johnson of Arizona Office of 9 Tourism and a special shout out to Natalie Volin 10 Lehr, who was our backup and was very helpful in 11 creating these recommendations and helping us 12 tweak them.

13Our first recommendation is to ensure14liquidity for the travel and tourism sector15through expanding qualification for existing16programs and providing new grant, loan and tax17benefits for small and medium-sized businesses in18the industry.

What we found, of course, and as we
all know, travel and tourism businesses of all
sizes have needed support throughout this
pandemic. Many of them did not qualify for the

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CARES program.

2	Some of the problems were narrow
3	business size constraints; the PPP wasn't
4	accessible to those who didn't qualify as per
5	small business SBA guidelines.
6	The Economic Loan Injury Disaster
7	program just was limited to businesses with 500
8	or fewer employees. There were very narrowly-
9	defined parameters for targeted loan programs and
10	this in turn made many businesses ineligible for
11	these programs.
12	The funds in some cases were hard to
13	access because a significant portion of this
14	funding was unspent and there's no resource to
15	turn to for clarification or qualification
16	assistance, which left some businesses out in the
17	cold.
18	There are currently existing programs
19	that could be changed and expanded to provide
20	much-needed support such as expanding the
21	Shuttered Venue Operators Program, we are asking
22	this to include tour operator (audio

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interference) --

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2	MR. EKERT: Mary, just whoever is			
3	not speaking please mute. It's hard to hear her.			
4	MS. MOTSENBOCKER: Okay, Sure. And			
5	second is existing program would be to expand			
6	employee retention credit program. New programs			
7	that would be much needed and would be very			
8	beneficial would be an industry-specific PPP			
9	program.			
10	Now, a program that would provide low			
11	interest loans in grants for the needs other than			
12	payroll, such as mortgage, rent, tax and			
13	utilities. Tax credits for businesses that			
14	purchase meeting and event organizing services.			
15	There are unused funds from the CARES Act and			
16	those funds could be used to fund these programs.			
17	Many businesses need additional and			
18	effective guidance and technical assistance in			
19	applying for these programs, and there seems to			
20	be a lack of resources to train (audio			
21	interference) these programs and getting			
22	questions answered.			
1	The impact of providing these grants			
----	---	--	--	--
2	and loans and tax benefits to small and small			
3	and medium businesses, of course, as we all know,			
4	would be great.			
5	This would also help one of the most			
6	distressed industries throughout this period,			
7	which is our travel and tourism industry and help			
8	us recover.			
9	This could be accomplished by			
10	expanding the definitional requirements of			
11	existing programs, as well as expanding new			
12	industry-specific programs.			
13	Legislation would be required to			
14	establish and expand these programs and tax			
15	credits.			
16	Our second recommendation is to create			
17	recovery opportunities for small, underserved			
18	minority and rural businesses in the travel and			
19	tourism industry by funding a grant program for			
20	capacity building and technical assistance that			
21	would be managed by the U.S. Department of			
22	Commerce.			

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assist small minority, travel and tourism business , capacity building and rainings. nesses have been hit the pandemic, and they			
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commendation is requesting			

funding through a grant program that would be 1 2 administered and overseen by the Department of This would help destinations broaden Commerce. 3 their cultural heritage program product and as 4 well as their capacity for visitors. 5 Programs such as this are currently 6 7 under way in minority markets, but the challenge 8 is in getting the funding and keeping the funding 9 and getting resources necessary to keep the 10 programs running. 11 This would give the funding for 12 technical assistance, education and training that would assist these underserved businesses. 13 14 It would provide means for capacity building that has not been previously available, 15 16 and it would also provide new itineraries for 17 tour operators and opportunities for travelers to 18 experience the diversity of products in the 19 United States. 20 Allocating the spending would help 21 these businesses create new employment 22 opportunities, as well as broaden their cultural

1 heritage tourism product offering. Legislation 2 is necessary to establish these funding programs. And with that, Mr. Chairman, we would 3 like to put forth these two recommendations to be 4 5 considered and passed on to the Secretary of Commerce. 6 Mary, thank you and thank 7 MR. EKERT: 8 you to your full committee, really excellent 9 And I think this will have a profound work. 10 impact on the industry. The last presenter is going to be 11 12 Tricia Primrose who led the group looking at Marketing and Communications. 13 14 MS. PRIMROSE: Thank you so much, 15 Kurt, and thank you Dean, members of the TTAB and the Travel and Tourism Office. 16 17 I will move quickly. I'm a New Yorker 18 so I'm going to speak quickly to make up some 19 time for us. 20 I want to start by thanking the 21 members of the subcommittee, Liz Fitzsimmons, 22 who's the Managing Director of the Maryland

Office of Tourism and film, Stephanie Jones, CEO 1 2 of Cultural And Heritage Economic Alliance and the founder of the National Blacks in Florida 3 Tourism Collaborative, Brian Quinn, Chief 4 Development Officer at Domio, Rob Torres, 5 Managing Director of Travel at Google and Jordan 6 7 -- excuse me -- and Greg Webb, CEO Travelport. Also just a quick thank you to Julie 8 9 Heizer, Deputy Director of NTTO, who worked very closely with this subcommittee and was a great 10 support and obviously to Isabel Hill who's -- for 11 12 her guidance and support throughout. 13 And lastly, Melissa Froehlich Flood on 14 my team, just an unbelievable resource to us as 15 we put together these three recommendations. 16 So here you go, a high level summary, let's start with our first recommendation. 17 It 18 addresses the need to secure adequate funding for 19 Brand USA and state and local destination 20 marketing organizations or DMOs to ensure 21 viability and enable international marketing and 22 promotional efforts that will play a key role in

1 the recovery of U.S. competitiveness and grow the 2 travel economy.

As we all know, funding streams for Brand USA and DMOs have been significantly impacted by the pandemic, so this recommendation has three components.

7 We believe that an emergency short-8 term legislative proposal to infuse Brand USA 9 with a \$250 million appropriation outside of the existing matching funds process would ensure that 10 11 Brand USA has the resources necessary to partner 12 with government and the industry to hasten the recovery of the lucrative international travel 13 14 market.

15 They'll be a key partner in pulling 16 through important travel-related updates and 17 policy changes as travel resumes and normalizes. 18 In addition, temporary suspension of 19 the new 50-50 cash to in-kind ratio could be 20 considered by Congress to allow Brand USA greater 21 matching requirement flexibility.

22

Lastly, we believe there is an

opportunity for the DMOs to be included in a 1 2 future recovery bill with the allowance of travel promotion through EAA and step grants. 3 These measures, particularly if taken together, will 4 5 help the United States remain globally competitive and ensure the viability of important 6 7 communications and marketing partners. Our second recommendation is to 8 9 develop and implement a coordinated interagency education campaign, creating a single verified 10 11 government source for all pandemic-related travel 12 requirements and provide travelers with the 13 resources they need to meet them. 14 A single source or a portal acts as a one-stop shop across the full travel continuum. 15 16 It's necessary to bring together the different 17 resources and information being put out there by 18 different agencies. 19 This portal should contain verified 20 information to educate travelers of requirements 21 and provide trusted resources. It should also 22 highlight the steps being taken to protect public

health and safety throughout the entire traveler journey.

This would mitigate confusion in the marketplace and create a much needed confidence in business and leisure travel. We believe that this work should be done collaboratively with the private sector and destinations to educate travelers worldwide.

Our final recommendation is for the 9 administration to develop amendment -- ah, I'm 10 11 going too fast guys -- to develop and implement a 12 travel promotion communications plan leveraging high profile private and public sector leaders 13 14 for its implementation with a lead by example 15 component which which focuses on getting the 16 federal workforce traveling when it's safe to do 17 so.

We know the pandemic will continue to impact travel behaviors which will have lasting implications for the travel sector jobs and economic recovery. When the time is right, the federal government could utilize their resources

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and communications methods to promote travel 1 2 three ways: highlighting any new domestic travel initiatives developed by Congress or by federal 3 agencies; leveraging high profile leaders as 4 5 messengers with additional amplifiers like private sector in DMOs by leveraging assets from 6 across the government, including the Department 7 8 of Interior and National Park Service; and by 9 implementing proactive communications that showcase our country's rich natural resources and 10 11 diverse cultural heritage to demonstrate 12 America's travel economy is open for business and to increase engagement of minority and rural 13 14 businesses and attractions. 15 As a first step in the plan of 16 execution, the government could lead by example 17 in encouraging federal employees to travel again 18 when it's determined by health experts that it's 19 safe to do so. And wouldn't you know a call would come in? And demonstrate a commitment to 20 21 travel industry recovery and reinforce confidence 22 in travel.

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1	It has been a privilege to work with
2	this subcommittee on these recommendations, as
3	well as to work with the broader TTAB on the
4	recommendations contained in the letter.
5	As an industry we're grateful for the
6	opportunity to provide input on the ways in which
7	the Department of Commerce and Congress can have
8	an immediate impact on recovery of the travel and
9	tourism sector. Thank you.
10	I don't know if I'm going to get in
11	trouble, Kurt. I tried to keep it fast.
12	MR. EKERT: You were, you were
13	appropriately concise, Tricia, thank you.
14	MS. PRIMROSE: Thanks.
15	MR. EKERT: I can think nothing better
16	to honor Arne Sorenson than to have a Marriott
17	executive lead this subcommittee and provide the
18	great work that you and your team have done. So
19	thank you, Tricia.
20	MS. PRIMROSE: Thank you very much,
21	appreciate it.
22	MR. EKERT: I thought that Chris

1	Thompson will, we hope, be appreciative of, of			
2	the first recommendation from your subcommittee.			
3	We have, so in total we have, we've			
4	narrowed this down to 10 recommendations. There			
5	was a lot of other stuff on the board, you all			
6	know that. So this represents what we believe is			
7	a very impactful package to take to the new			
8	secretary upon her appointment.			
9	And it doesn't mean that this is what			
10	we're going to do wholly for the next two years.			
11	Again, this represents at a point in time what we			
12	can do to dramatically impact the recovery of the			
13	industry, especially for the United States.			
14	With that, we're now going to open it			
15	up for members of the TTAB, those are board			
16	members, to ask any questions, provide any			
17	comment or any guidance to the board and to the			
18	NTTO staff. So the floor is yours.			
19	If you have a question or a comment,			
20	please hit the raise your hand key, I think. I			
21	don't know what it's called, and Jennifer will			
22	probably need to help me in administering this,			

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but the floor is open. 1 2 MS. AGUINAGA: And if there's any members on the phone we can't utilize a raise 3 your hand function, please feel free to just jump 4 5 in if you're a board member. It looks like Olga has raised her 6 hand, Mr. Chair. 7 8 Olga Ramudo. MR. EKERT: 9 I was trying to figure MS. RAMUDO: 10 out how to raise my hand. I guess, I guess I did This will be better. 11 it, yeah. 12 I mean, first, I think I should say and be modest about it, congratulations to all of 13 14 These are incredible recommendations. us. 15 These are, you know, a heck of a 16 letter, so I mean, congratulations to us. I can 17 tell you that from a personal stance, standpoint, 18 the restrictions on travel have put a dent on all 19 of our businesses. 20 I can tell you that small businesses 21 in particularly are suffering tremendously. ASTA 22 is forecasting that 85 percent of small traveling

agencies will close by year-end unless help is on 1 2 the way. So I think many of these 3 4 recommendations definitely will help, you know, 5 our industry and get us going. The number one, which is I'm happy about to see is let's get 6 travel started and that's what we need and then 7 8 all the others will follow through. 9 So thank you. MR. EKERT: Well-said, Olga, thank you 10 so much for your contributions as well. 11 12 MS. AGUINAGA: I'm not seeing any other raised hands. 13 14 MR. EKERT: We'll take that, we'll take that as tentative affirmation of the 15 16 critical points by the subcommittee so far. Any -- before we move off of this section any other 17 18 commentary or questions from any members of the 19 TTAB Board? 20 All right, great. Well, I like an 21 efficient meeting. We now have an opportunity to 22 open the floor for public comment and that is for

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anybody else who is attending the meeting as a 1 2 member of the public who would like to ask a question or make any comments. You are now 3 invited to do so. 4 5 I would ask that you keep your commentary to no more than two minutes and that's a hard and 6 fast rule. And again, use the raise your hand 7 8 function or if you can't do that then do that a 9 visibly or narratively. And Mr. Chair, before 10 MS. AGUINAGA: 11 we move on to whoever may raise their hand from 12 the public, it looks like Will Morey has raised his hand. 13 14 Oh, okay. Will? MR. EKERT: 15 Yeah, thanks very much. MR. MOREY: 16 Sorry I was slow trying to find the raise your 17 hand button. I was congratulating and doing all 18 kinds of things. 19 But I'm just wondering from this point 20 forward, Kurt, you had mentioned sort of 21 engagement over the next couple of years. So 22 just it's sort of maybe a snippet of an overview.

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1	Assuming these recommendations move			
2	forward, how will we stay in touch with them?			
3	How will will we be called upon to explore			
4	them further, to expand on them, to participate			
5	in implementation in some way? Just curious.			
6	MR. EKERT: It's a great question. I			
7	know that Isabel is going to speak about this			
8	toward the end of the meeting today, so I don't			
9	want to steal her thunder on that.			
10	What I will say is that's part of the			
11	job of the Board. I think once we get these			
12	things posted, once we get them active and			
13	moving, then it's our job in concert with			
14	Commerce and the NTTO office to determine what			
15	our agenda is going to be from this point			
16	forward.			
17	So I look at this as we're sitting in			
18	the emergency room right now, we're triaging in			
19	the patient. Once we get the patient out of			
20	surgery I think in partnership with the			
21	government we then need to determine how we want			
22	to spend our time over the next two years.			

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1	So I don't, I don't think that as a			
2	preordained set of actions. That's for the Board			
3	to determine.			
4	MR. MOREY: All right, thank you.			
5	MR. EKERT: Any			
6	MS. AGUINAGA: And now			
7	MR. EKERT: any other comments from			
8	board members?			
9	MS. AGUINAGA: Yeah, it looks like we			
10	have Brian Quinn.			
11	MR. EKERT: Yes, go ahead. Brian, did			
12	you have something you wanted to share?			
13	All right, let's, let's can you			
14	mute, Brian? No, somebody's mowing the lawn or			
15	edging their garden or something.			
16	MR. QUINN: I'm not mowing the lawn.			
17	Am I coming through now?			
18	MR. EKERT: Yes, you are.			
19	MR. QUINN: All right. I just wanted			
20	to reiterate great work by everybody, appreciate			
21	the scale and scope of it and Tricia's leadership			
22	on our group as well.			

Just three quick points as you lock in the letter, one of the other groups was talking about, you know, who got the assistance and who didn't in the previous stimulus, stimulus packages and recovery acts.

One gap in the development side that 6 7 sometimes gets missed is if you had a project in 8 development or under construction or about to 9 start construction, a lot of the tests in the Recovery Act and in the CARES Act want you to 10 11 already have employees and want you to already have revenue, right, some of the tests that are 12 13 in there.

And if you have a project that's about to start construction or that's under construction, that was a reason why a lot of those projects fell out of the ability to be compliant with the loans.

19 It's a nuance but if you think about 20 bringing travel back and hiring people and the 21 bigger impacts on the, on the economy, those 22 projects that are in the pipeline for my hotel

1 company partners here they fell through some of 2 those cracks that were talked through. So I don't know the ability to tweak 3 I know at different times the banks have 4 that. 5 tried to help and industry has tried to help, but 6 just a nuance there for you to be aware of. 7 So --8 I think that's -- so --MR. EKERT: 9 and there's a ton of those things. For example, my company doesn't qualify for anything because 10 11 we're too large. 12 MR. QUINN: Right. 13 MR. EKERT: But the impact to 14 employees very similar. My sense is that that 15 gets into the legislation piece of this and we 16 would work through, through with the NTTO staff 17 to try to impact the narrative that's in the 18 legislation. 19 MR. QUINN: Yeah. 20 MR. EKERT: But I would defer to 21 Isabel and team on the best way to get that done, 22 but very good feedback.

1	MR. QUINN: Yeah, I just wanted to			
2	call that out. I get a lot of that feedback.			
3	Second real quick on the international			
4	inbound, about 50 percent of it, if I have the			
5	numbers right, come from Mexico and Canada and we			
6	talked through that in our group, but just as the			
7	rules do form up, assuming we all go, you know,			
8	in the positive direction that we're all hopeful			
9	that we get to, maybe the opportunity to use			
10	those two countries as test cases as we form up			
11	the, the the rules around international travel s.			
12	So much of it comes from those two			
13	countries. They are geographically close,			
14	democracies, you know, all positive reasons why			
15	we could test some things out on them.			
16	And 50 percent or just under 50			
17	percent comes from those two countries so if we			
18	could get those to right it would go a long way			
	to, to bring it back.			
19	to, to bring it back.			
19 20	to, to bring it back. And then last point, and this is sort			
20	And then last point, and this is sort			

1 up your car the last two weeks. Oil prices mean, 2 you know, usually green shoots for the, for the economy but when you think about how people are 3 going to start to stick their necks out and 4 5 travel it will probably be by care more than by air. 6 7 And the cost of traveling by car has gone up pretty dramatically in the last three 8 9 So I know that changes all the time but I weeks. 10 just wanted to raise that as a, as a new issue, 11 like we needed that. 12 MR. EKERT: Hear, hear, and we will 13 not subject that to Texas heating pricing 14 practices. But thank you for the feedback. 15 Any other, again any other feedback 16 from the Board before moving to public comment? I'm not showing any, 17 MS. AGUINAGA: 18 Mr. Chair. 19 MR. EKERT: All right, great. Thank 20 you, Jennifer. So we'll now open it up for 21 public comment for anybody that would like to ask 22 a question or offer --

1	Jennifer, I don't see any
2	MS. AGUINAGA: I don't. I thought
3	Chris Thompson had asked to do a remark. I don't
4	know if Chris was still interested in that?
5	Perhaps they're having some technical issues.
6	MR. THOMPSON; No, Mr. Chair?
7	MS. AGUINAGA: And this is, this is
8	oh, Chris, are you
9	MR. THOMPSON: Yeah, I found it. So
10	Mr. Chair
11	MS. AGUINAGA: Okay.
12	MR. THOMPSON: and the committee,
13	thank you very much. I have no comment. I
14	appreciate the support. Thank you, sir.
15	MR. EKERT: That's the best acceptance
16	speech I've seen so far.
17	MS. AGUINAGA: If you're not speaking,
18	folks, please mute your phones. It's hard to
19	hear otherwise. Whoever it is that's vacuuming
20	maybe hold off just a few minutes on completing
21	that.
22	Sounds like are there any other

public comments from anybody in the meeting? 1 2 MS. BARNES: Hi, this is Tori Barnes from U.S. Travel. I'm sorry. I kind of got 3 4 unmuted when Chris was trying to speak. Can you 5 hear me now? MR. EKERT: 6 Yes. 7 MS. BARNES: Okay, great. I just 8 wanted to say thank you, a huge thank you to all 9 of the folks on the TTAB for all this important work and we at U.S. Travel are committed to 10 11 working with you to move forward all of these 12 proposals in coordination with NTTO. 13 And just, again, grateful for all the 14 time and hard work that's been spent on these 15 issues and looking forward to working with you as you move forward. 16 17 MR. EKERT: Thank you, thank you. 18 MS. AGUINAGA: And I'm showing no 19 additional comments. 20 MR. EKERT: Great. Well, we now, we 21 now move to the most fun part of the meeting 22 where we're going to vote yay or nay on adopting

1	the recommendations. I think everybody has a	
2	full copy of the recommendation letter that we	
3	would propose to send to the new Commerce	
4	Secretary.	
5	I will ask everybody to unmute and	
6	you're either just going to say aye or nay. So	
7	all in favor?	
8	GROUP: Aye.	
9	MR. EKERT: Any opposed? All right,	
10	the resolution and the letter passes. Thank you	
11	very much everybody for the terrific, terrific	
12	work, really just amazing.	
13	You know, we sat here a month ago or	
14	so saying, hey, we want to fast track and take	
15	advantage of the opportunity for a new	
16	administration, a new incoming secretary and try	
17	to catalyze the badly needed help for this	
18	industry.	
19	And I think that we've taken a very	
20	important first step to get that done. So again,	
21	thank you. And the subcommittee chairs,	
22	especially Brad as the vice chair as well doing	

double duty.

1

2 Brad, I'm a little bit jealous that you're still a ginger while my ginger has 3 abandoned me in recent years but thank you. 4 Just 5 terrific work by everybody. I'm going to ask Isabel now to just 6 talk about what comes next from a process 7 8 standpoint with the letter and with our 9 recommendations. Absolutely Kurt, happy to 10 MS. HILL: do that, and, and congratulations. This has been 11 an extraordinary effort and now that you have 12 13 approved the recommendations we will be 14 forwarding them to the secretary. 15 We expect the secretary to be 16 confirmed and onboard imminently, so I'm 17 delighted that these recommendations will be here 18 to greet her when she arrives. 19 The way the process moves forward is 20 that the secretary will then take these 21 recommendations onboard to inform her priorities 22 as she seeks to look at the economic recovery,

the initiatives that may need to be taken for the 1 2 economic recovery of the United States. And so these will be very, very 3 important inputs into, into her considerations 4 5 and her action agenda. The Board will continue to meet over 6 7 the, over with with her, we trust, and then over 8 the course of the next two years we will continue 9 the conversation. And obviously it is an iterative 10 11 As, as the situation improves then the process. 12 new, you know, new subjects arise perhaps deeper dives into some of the subjects you've touched 13 14 on, perhaps new issues will arrive. So it is a 15 dynamic and ongoing conversation. 16 So I really, you know, want to thank you for your, your work. I remember listening to 17 18 the governor when she was in her confirmation 19 hearings and she was asked about travel and 20 tourism. And she said, well, the department is 21 going to have to be as bold and creative as we 22 can be, and I think the recommendations that you

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1	have given will really help that.	
2	They really meet that test, so I think	
3	that is, that is a wonderful thing.	
4	I think that one of the things that,	
5	that you all can take great pride in is the	
6	not only the speed with which you've done this	
7	but the quality of the recommendations. And I	
8	think that they would be considered very, very	
9	seriously by the incoming secretary.	
10	Obviously, I can't get in front of her	
11	decisions but I'm quite sure that she will be	
12	very focused on the recovery of the sector, which	
13	as we know is one of the hardest hit in, in the	
14	entire economy.	
15	So these will be really, really	
16	important for her. So thank you for that.	
17	I'd like to thank you, Mr. Chair and	
18	Brad, vice chair, for your leadership, Natalie	
19	for helping work with us to bring this home.	
20	And I would also like to thank the	
21	U.T. Travel Association, Brand USA, Airlines for	
22	America, AIANTA, the Small Business	

Administration, the Economic Development 1 2 Administration, the Centers for Disease Control and Prevention and our colleagues at the 3 Department of Homeland Security, the Department 4 5 of the Treasury and Transportation, Interior and Agriculture, all of whom worked with you to 6 7 provide information necessary for you to put 8 these recommendations forward. 9 I really appreciate your engagement with them and conversely their engagement with 10 That is what makes the Travel and Tourism 11 you. 12 Advisory Board a really special and impactful 13 organization. 14 So on behalf of Jennifer Aguinaga, 15 Julie Heizer and Cur Cottle, who were also 16 helping to staff these committees and the rest of the team at the National Travel and Tourism 17 18 Office, it's been a pleasure supporting you. 19 And we really look forward to our 20 continued engagement as we work towards our 21 common goal to get this business of recovery up 22 and running as quickly as we can.

Thank you Mr. Chair, over to you.
MR. EKERT: Good. Well, Ms. Deputy
Assistant Secretary, thank you so much and I
think this is a great illustration of the
partnership between the government and the
private sector.
And I think again, as I said, it's a
very important first step that we've taken as a
group, and really appreciate (audio
interference).
With that, we're going to close the
meeting and I'm going to give it back to Jennifer
to do that. Thank you.
MS. AGUINAGA: Thank you, Mr. Chair,
and thank you all for your participation in
today's meeting. This meeting is officially
closed and I look forward to seeing you all again
soon.
(Whereupon, the above-entitled matter
went off the record at 3:58 p.m.)

Α abandoned 60:4 ability 4:13 53:17 54:3 able 5:8 9:11 23:6 above-entitled 64:19 absolute 20:13 Absolutely 60:10 accelerate 21:5 23:13 accelerating 28:2,11 acceptance 57:15 access 35:13 38:14 accessible 35:4 accomplished 26:19 32:12 37:9 achieve 28:5 acknowledge 19:6 25:7 Act 36:15 53:10,10 Acting 2:1 9:16 action 61:5 actionable 19:16 actions 10:10 52:2 active 51:12 acts 43:14 53:5 Adam 8:7 30:7 add 10:4 addition 42:18 additional 36:17 45:5 58:19 Additionally 12:22 address 10:14,19 11:7 20:6 27:5 addresses 41:18 addressing 26:15 adequate 22:2,8 26:14 41:18 adhere 21:18 administer 29:14,14 administered 18:5 39:2 administering 47:22 administration 10:17 11:1,16 15:8 17:13 31:1,13 44:10 59:16 63:1.2 administration's 12:18 admissibility 25:13 26:5 adopting 58:22 advance 30:17 31:8 advances 26:6 advantage 59:15 adventure 55:22 Advisory 1:4 4:5 10:5 16:7 18:17 21:1 29:6 63:12 Affairs 2:5 affirmation 49:15 afternoon 9:5 10:3 18:12

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