

Newport & Bristol County Convention & Visitors Bureau

DBA Discover Newport

Board of Directors Meeting

12pm – Tuesday, June 16, 2015

Held at:

Gateway Information Center

23 America's Cup Ave

Newport, RI

MEETING MINUTES:

The meeting was called to order at 12:05pm by Chairman Len Panaggio.

BOARD MEMBERS IN ATTENDANCE WERE:

Stephan Brigidi, Greg Fater, Matt Gineo, Len Panaggio, Barbara Pelletier, Paul Rodrigues, Pieter Roos, Brewer Rowe, Rusty Sallee, Marlen Scalzi, Kathleen Seguin, Laurie Stroll

BOARD MEMBERS ABSENT & EXCUSED WERE:

Nancy Blount, Rocky Kempenaar, Duncan Maio, Karen Oakley, Rick Peckham

BOARD MEMBERS ABSENT & NOT EXCUSED WERE:

STAFF PRESENT WERE: Evan Smith, Cathy Morrison, Anna Duffy, Kathryn Farrington, Tim Walsh

GUESTS PRESENT WERE: Keith Chouinard – Hyatt Regency Newport

I. PREVIOUS MEETING MINUTES:

- **The February 2015 minutes addenda were reviewed by the board pertaining to expenditures approved from the last fiscal year. Discussion followed. A motion to accept changes made to the February 2015 minutes was made by Pieter Roos and seconded by Brewer Rowe. The motion passed unanimously.**
- **The previous meeting minutes for May 2015 were reviewed by the board. A motion to accept the minutes was made by Matt Gineo and seconded by Paul Rodrigues. The motion passed unanimously.**

II. PUBLIC COMMENT: There were no comments from the public.

III. TREASURER'S REPORT:

The treasurer's report for May 2015 was read by Evan Smith. Alyson Adkins is traveling on business. Brewer Rowe did attend the finance committee meeting and participated in the vetting process. City Bed

Tax for March, 2015 was down -19.23%, YTD; Regional Bed Tax was up +9.58%, YTD; Bristol Bed Tax was down -16.80%, for a combined YTD Bed Tax, through March, 2015 down -12.06%. Evan reviewed the revenues and expenses for the month of May 2015. A motion to accept the Treasurer's report for May, 2015 was made by Stephan Brigidi and seconded by Marlen Scalzi. The motion passed unanimously.

IV. COMMITTEE REPORTS:

A. FACILITIES:

- **Stephan Brigidi will reach out to the Bristol Town Manager, Tony Teixeira regarding additional funding from the town for the Bristol Visitor's Center for expenses and to avoid staff layoffs.**

B. GOVERNANCE:

- **Greg Fater discussed our by-laws and filling the vacant Portsmouth seat on the board. Discussion followed.**

V. PRESIDENTS REPORT: Evan Smith reported on the following:

- **Evan thanked Marlen Scalzi for her service on the board and wished her well in her retirement. Notification has been sent to all lodgings properties with over 100 rooms in Newport and Bristol County to**

apply for a seat on the board.

- The new state budget will be voted on today in Providence. This budget goes into effect on January 1, 2016. Evan explained effects the new budget will have on all of the RI tourism offices. A handout of Rep. Carson's bill pertaining to the creation of an legislative advisory commission to review the RI current tourism industry with the intent to grow tourism in the state through coordinated branding and marketing efforts. Evan will go to the hearing for this bill at 2pm today. Discussion followed.
- Condor Airlines begins service from Germany to PVD on June 18th.
- El Al Airlines has begun service from Israel to BOS. Next week 18 Israeli journalists are coming to visit Newport.

VI. STAFF REPORTS:

A. SALES:

Tim Walsh, Vice President of Sales updated the Board on the current status and upcoming events of the Sales Department. The Marriott and Hyatt are booked solid with corporate events this week. They are waiting to hear about the National Governor's Association conference in 2017 and Volvo returning to Newport hopefully in 2018.

B. MARKETING:

Kathryn Farrington, Vice President of Marketing updated the Board on the current status and upcoming events of the Marketing Department including the website and the Coastal Living Magazine

contest between Annapolis and Newport.

C. OPERATIONS:

Cathy Morrison, Vice President of Operations updated the Board on the current status and upcoming events in Operations including ticket sales for 4 new tours, the new Orange Shuttle desk for the PVD airport shuttle located in the bus station and the 4.5 star rating and “Certificate of Excellence” from Trip Advisor for the Newport Visitor’s Center.

VII. UNFINISHED BUSINESS: Evan asked to board to inform our staff of any new business or know of one that has gone out-of-business in their communities in order to keep our database current.

VIII. NEW BUSINESS: There is no board meeting in July.

IX. ADJOURNMENT: The meeting adjourned at 1:07pm.

**The next Board Meeting will be held
Tuesday, August 18, 2015 @ 12pm**