

**NEWPORT COUNTY CONVENTION & VISITORS BUREAU
BOARD OF DIRECTORS MEETING
TUESDAY, MARCH 14, 2006**

MEETING MINUTES:

The meeting began at 12:10 p.m. at the International Tennis Hall of Fame, Bellevue Ave., Newport, Rhode Island.

BOARD MEMBERS IN ATTENDANCE WERE:

Chairperson Jeanne Marie Napolitano, Vice Chairperson Charles Vaillancourt, Treasurer Mark Stenning, Gregory Fater, Lisa Gross, Rocky Kempenaar, Brian Moore, Karen Oakley, Pieter Roos, Laurie Stroll, and Katie Wilkinson were all present as Evan Smith made the roll call.

BOARD MEMBERS ABSENT AND EXCUSED WERE:

Donna Olney Kohler, Len Panaggio, Susan Samson, and Harlan Tyler

BOARD MEMBERS ABSENT WERE:

STAFF PRESENT WERE:

Evan Smith, Cathleen Morrison, Martha Sheridan, Debbie Gatta, and Mary Ann Kelly

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes were reviewed. A motion to accept the minutes was made by Chairperson Charles Vaillancourt and seconded by Karen Oakley. The motion passed unanimously.

II. TREASURER'S REPORT:

The treasurer's report was read by Mark Stenning. City tax was down 1.12% and Regional Tax was up 6.73% for a combined growth of 0.75%. A motion to accept the treasurer's report was made by Vice Chairman Charles Vaillancourt and seconded by Katie Wilkinson. The motion passed unanimously.

III. STAFF REPORTS:

Each Staff Report will now reflect the figures of the previous month's activity.

A. CONVENTION & TOURISM:

Martha Sheridan, Vice President Sales, reported that her department is closing out their numbers for the fiscal year and working on reaching their goals for the year. She also reported that Damon Gordon has been named the DMO representative for the American Bus Association and is in charge of developing their annual meeting. Chairperson Jeanne Marie Napolitano extended the board's congratulations to Damon.

B. MARKETING:

Evan reported for Kathryn Farrington, who is in Chicago at a Special Events & Sponsorship Conference. This Thursday, March 16, 2006, at 2 pm at the State House Governor's Office the PWCVB, the NCCVB, and the RI Department of Tourism will be launching our 2 Travel Guides and the Meeting Planner Guide. All board members are invited to attend. This press conference is the unveiling of the travel guides and meeting planners guide and a time for the Governor's Office to endorse the importance of tourism and the economic development that tourism brings to the state. Evan went over a colored booklet in each board member's folder from the Travel Industry of America. He encouraged each board member to read the

booklet, which personifies the national perspective on tourism.

C. OPERATIONS:

Cathy Morrison, Vice President Operations, reported that the Visitors Bureau will be holding the first of three evening open houses at the bureau this Wednesday, March 15, 2006 from 5:30-7:30 pm. The idea for the open houses came about because many merchants, directors of hotels, etc. can't get out of their buildings in the middle of the day to attend meetings. Over fifty people will be attending the first open house. Cathy also reported that the downstairs is rearranging the ad walls and the availability boards are up and running. The downstairs is also getting ready to close out the operations budget for the year.

D. CEO REPORT:

Evan reported on a letter he received from the Department of Transportation regarding the demolition of the Jamestown Bridge this spring. Evan has met with the Department to share his perspective on this massive undertaking. Proactive steps will be taken to help minimize delays, etc. and signage will be placed on routes 4 and 95. No major construction will take place on the weekends. Pieter Roos suggested the bureau e-blast the industry with any important information to help keep communication open and Karen Oakley suggested information on travel, detours and delays be given out at the route 95 Visitors Center and the Cape Cod Visitors Center. Evan

also reported that the President of the PWCVB has resigned. Anyone interested in the position should submit their resume.

IV. COMMITTEE REPORTS:

A. BY-LAWS:

Gregory Fater asked all board members to review the By-Laws and to send him any suggestions by the end of the month. The committee would like to have a final copy of the By-Laws ready to be voted on at the April or May board meeting. One area board members discussed was whether the board treasurer should sign off on expense reports. It was decided that this should be done internally. Karen Oakley asked if Evan wanted to increase the amount to sign off on without another signature. Evan was comfortable with the \$5,000.00 amount. Karen also asked if the NCCVB board was required to have a secretary. Gregory Fater said according to the legislation the only authorized board members are a chair and vice chair. Gregory Fater recommended keeping a back up disc of all the board minutes. All

board members were asked to email the committee with any questions or suggestion regarding the By-Laws. Evan thanked the By-Laws Committee for their hard work.

B. SALES AND MARKETING:

Chairperson Jeanne Marie Napolitano made a motion to appoint Lisa Gross as Chairperson of the Sales Committee. The motion was seconded by Rocky Kempenaar and passed unanimously. Vice Chairperson Charles Vaillancourt made a motion to appoint Rocky Kempenaar to the Sales & Marketing Committee. The motion was seconded by Karen Oakley and passed unanimously.

C. HUMAN RESOURCE:

Pieter Roos asked to be on the Human Resource Committee. Chairperson Jeanne Marie Napolitano made a motion to appoint Pieter Roos as chairperson of the Human Resource Committee. The motion was seconded by Vice Chairperson Charles Vaillancourt and passed unanimously.

D. FACILITIES:

Chairperson Jeanne Marie Napolitano made a motion to appoint Vice Chairperson Charles Vaillancourt as Chairperson of the Facilities Committee. The motion was seconded by Katie Wilkinson and

passed unanimously. Evan reported that our five year lease with the city of Newport should be signed next week.

E. FINANCE COMMITTEE:

Mark Stenning reported that he, Evan, Martha, Debbie, and Chairperson Jeanne Marie Napolitano met yesterday with Steve Massed who reviews and conducts the bureau's audit. He had three immediate recommendations: (1) a proposal to bring down our cash assets, (2) he felt strongly that Debbie Gatta should have an assistant to lessen her work load and to help with internal controls and (3) the need to create a special capital account. The Finance Committee met on February 8th and 16th to discuss the proposed 2006-2007 Budget. After the board reviewed the proposed budget, Gregory Fater made a motion to approve the 2006-2007 Budget. The motion was seconded by Vice Chairperson Charles Vaillancourt and passed unanimously. Mark Stenning made a motion requesting the Finance Committee to direct the staff to create an outline to look at capital improvement to facilities and programs within the corporation to be reviewed no later than the June board meeting. The motion was seconded by Gregory Fater and passed unanimously. Chairperson Jeanne Marie Napolitano made a motion to refer marketing support grant requests to the Finance Committee for review and to be brought back to the full board for their approval. The motion was seconded by Vice Chairperson Charles Vaillancourt and passed unanimously.

V. NEW BUSINESS:

Gregory Fater requested that the minutes reflect any board members who are absent or absent and excused. Gregory Fater asked Debbie Gatta to provide a short memo of what each line item on the transaction list is for. Debbie will look into this. Vice Chairman Charles Vaillancourt made a motion that the Preservation Society of Newport County's request for changes to their Commission Agreement be deferred to the Finance Committee for review with recommendations to be brought back to the full board. The motion was seconded by Rocky Kempenaar and passed unanimously.

VI. OLD BUSINESS:

The board asked Evan Smith to keep them updated on Bill H 7128.

VII. ADJOURNMENT:

A motion was made to adjourn the meeting by Gregory Fater and seconded by Brian Moore. The motion passed unanimously and the meeting was adjourned at 2:05 p.m.

The next meeting of the Board of Directors of the NCCVB will be held on April 11, 2006 at the Hampton Inn & Suites-Middletown at 12 Noon.

**NEWPORT COUNTY CONVENTION & VISITORS BUREAU
EXECUTIVE SESSION
TUESDAY, MARCH 16, 2006**

EXECUTIVE SESSION

(Closed meeting pursuant to appropriate State Statutes to discuss financial and personnel matters.)

MEETING MINUTES:

The meeting began at 1:10 pm.

BOARD MEMBERS IN ATTENDANCE WERE:

Chairperson Jeanne Marie Napolitano, Vice Chairperson Charles Vaillancourt, Treasurer Mark Stenning, Gregory Fater, Lisa Gross, Rocky Kempenaar, Brian Moore, Karen Oakley, Pieter Roos, Laurie Stroll and Katie Wilkinson

BOARD MEMBERS ABSENT AND EXCUSED WERE:

Donna Olney Kohler, Len Panaggio, Susan Samson and Harlan Tyler

BOARD MEMBERS ABSENT WERE:

STAFF PRESENT WERE:

Evan Smith and Mary Ann Kelly

There was a call to open the Executive Session by Chairperson Jeanne Marie Napolitano and seconded by Vice Chairperson Charles Vaillancourt. The motion passed unanimously. Vice Chairperson Charles Vaillancourt made a motion to reconvene. The motion was seconded by Katie Wilkinson and passed unanimously. Vice Chairperson Charles Vaillancourt made a motion to seal the minutes. The motion was seconded by Katie Wilkinson and passed unanimously.

The Executive Session adjourned at 1:55 pm.