

**NEWPORT COUNTY CONVENTION & VISITORS BUREAU
BOARD OF DIRECTORS MEETING
TUESDAY, APRIL 11, 2006**

MEETING MINUTES:

The meeting began at 12:05 p.m. at the Hampton Inn & Suites, 317 West Main Road, Middletown, Rhode Island.

BOARD MEMBERS IN ATTENDANCE WERE:

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

BOARD MEMBERS ABSENT AND EXCUSED WERE:

Susan Samson

BOARD MEMBERS ABSENT WERE:

STAFF PRESENT WERE:

Evan Smith, Martha Sheridan, Kathryn Farrington, 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 Gregory Fater and seconded by Vice Chairperson Charles Vaillancourt. The motion passed unanimously.

II. TREASURER'S REPORT:

The treasurer's report was read by Mark Stenning. City Tax was down 1.02% and Regional Tax was up 6.62% for a combined growth of 0.35%. A motion to accept the treasurer's report was made by Vice Chairperson Charles Vaillancourt and seconded by Karen Oakley. The motion passed unanimously. Gregory Fater asked Evan to get a breakout from the state of the revenue taxes for all of the communities represented by the bureau for the next board meeting.

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, updated the board on the status of the expenditures that were approved at the February meeting for the previous fiscal year. Sales has purchased Blackberries for the sales team, 3 new trade show banners for their trade show displays, uniforms for use at their trade shows and a big ticket item, which is the development of the Ambassador Campaign. After going out to bid, America House was chosen as the agency to assist the sales team with the campaign development. The purpose of the campaign is to encourage local residents to recommend Newport as a site for a meeting or convention. Individuals will be recognized for their recommendations. The sales department is hosting their Annual Luncheon at the State House on May 9th. Gov. Carcieri will be a speaker at the luncheon and will also be a recipient of an Ambassador Award, along with Nancy Lalli from the city of Newport, Darrell Waldron from the Rhode Island Indian Council, and Edwin Quist from the Brown University Music Library. The date of the luncheon conflicts with the next board meeting. It was agreed that the next board meeting will be on May 9th at 8:00 a.m. at the Newport County Convention & Visitors Bureau 3rd floor conference room.

B. MARKETING:

Kathryn Farrington, Vice President Marketing, updated the board on the surplus monies the marketing department has utilized to enhance their image at trade shows. Marketing has purchased uniforms and 3 new trade show banners. They have upgraded the web site with a brand new search and sort section and have added new content and images to YourNewportWedding.com. They have purchased several hardware and software programs, procured photos, and purchased the Clean Pix Program. The board congratulated Kathryn on her promotion to Vice President Marketing.

C. OPERATIONS:

No report.

D. PRESIDENT'S REPORT:

The fiscal year ended March 31, 2006. Debbie Gatta, our Director of Finance, will be working with our accountants to prepare our annual audit. On April 6, 2006 Evan attended a meeting at the State House House Finance Committee for Bill H-7128. Evan emailed the board the latest version of the Bill. The Jamestown Bridge demolition will begin next Tuesday, April 18, 2006.

IV. COMMITTEE REPORTS:

A. SALES AND MARKETING:

Lisa Gross reported that the Sales and Marketing Committee met on April 4th. Martha Sheridan and Kathryn Farrington gave presentations of their respective departments. The committee began a preliminary discussion on grant revision and market research.

B. FINANCE:

Mark Stenning reported that the Finance Committee met on April 10th. Three specific items were discussed. The first item was a review of the Annual Marketing Support Grant requests. \$14,500.00 was budgeted for grant requests. A total of \$11,050.00 was awarded. There is a surplus of \$3,450.00. Several organizations did not request grants in a timely manner. Harlan Tyler brought up the point that many of the organizations are run by volunteers and we may want to consider their delinquent requests. Vice Chairperson Charles Vaillancourt made a motion to award the \$11,050.00 as presented and leave the \$3,450.00 surplus for late applicants chosen by the board. The motion was seconded by Gregory Fater and passed. Donna Olney Kohler opposed the motion.

The second item discussed was the Preservation Society of Newport

County's Ticket Proposal. The Preservation Society of Newport County pays the NCCVB a \$75,000.00 capped commission for selling their tickets. This capped commission is usually reached within the first five months of the year. The Preservation Society has asked Evan if they can cap the commission at \$50,000.00 this year and use the remaining \$25,000.00 for co-op advertising. Mark Stenning reminded the board that the \$75,000.00 is already included in the budget that was passed last month. Gregory Fater made a motion to accept the recommendation of the Finance Committee and hold the line at \$75,000.00 and disregard the request the \$25,000.00 in co-op advertising. It passed unanimously. Chairperson Jeanne Marie Napolitano made an amendment to the motion to review the memo of understanding before the next annual budget. The board asked Evan to write a letter of the board's decision to be sent to the Preservation Society of Newport County.

The third item discussed was to review Evan's incentive program. The Finance Committee would like to do this in conjunction with the Human Resource Committee. Chairperson Jeanne Marie Napolitano made a motion to have the discussion of Evan's compensation go to a joint meeting with the Finance Committee and the Human Resource Committee. It was seconded by Harlan Tyler and passed unanimously.

B. By-Laws:

Len Panaggio thanked Gregory Fater and Harlan Tyler for their hard

work on the By-laws Committee. He told the board that the intent of the by-laws is to protect the Board Members and to protect the NCCVB's President/CEO. Chairperson Jeanne Marie Napolitano congratulated the By-Laws Committee on the excellent mission statement. There was discussion on several of the sections of the by-laws. Of particular concern, were sections 6.3 and 6.4, which appeared to some board members as fairly restrictive. Other sections of concern were 5.9 duties of the board secretary, section 2.3 board member terms of office and the rotation schedule of board members and section 4.5 duties of the Building and Technology Committee. A motion was made by Karen Oakley to have a special meeting to go over the by-laws within the next two weeks. It was seconded by Katie Wilkinson and passed unanimously. Chairperson Jeanne Marie Napolitano thanked Len, Gregory and Harlan for all the work they did on the by-laws in a relatively short amount of time.

V. NEW BUSINESS:

Chairperson Jeanne Marie Napolitano told the board that there are 2 openings on the Human Resource Committee. If any board member would like to serve on this committee, please see Jeanne Marie at the end of the meeting. There was a call to open the Executive Session by Chairperson Jeanne Marie Napolitano. It was seconded by Karen Oakley and passed unanimously.

VI. ADJOURNMENT:

The meeting was adjourned at 1:35 p.m. The next meeting of the Board of Directors of the NCCVB will be held on May 9, 2006 at 8:00 a.m. in the NCCVB 3rd floor conference room.

NEWPORT COUNTY CONVENTION & VISITORS BUREAU

EXECUTIVE SESSION

TUESDAY, APRIL 11, 2006

EXECUTIVE SESSION

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

MEETING MINUTES:

The meeting was called to order at 1:35 p.m.

BOARD MEMBERS IN ATTENDANCE WERE:

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

BOARD MEMBERS ABSENT AND EXCUSED WERE:

Susan Samson

BOARD MEMBERS ABSENT WERE:

STAFF PRESENT WERE:

Evan Smith

There was a call to open the Executive Session by Chairperson Jeanne Marie Napolitano and seconded by Karen Oakley. The motion passed unanimously. Len Panaggio made a motion adjourn the Executive Session and to seal the minutes. The motion was seconded by Karen Oakley and passed unanimously.

The Executive Session adjourned at 2:20 p.m.