

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

MEETING MINUTES:

The meeting was called to order at 12:05 p.m. by Chairperson Jeanne Marie Napolitano.

BOARD MEMBERS IN ATTENDANCE WERE:

Chairperson Jeanne Marie Napolitano, Gregory Fater, Lisa Gross, Rocky Kempenaar, Donna Olney Kohler, Brian Moore, Karen Oakley, Len Panaggio, Susan Samson, Laurie Stroll, Harlan Tyler and Katie Wilkinson

BOARD MEMBERS ABSENT AND EXCUSED WERE:

Pieter Roos, Treasurer Mark Stenning

BOARD MEMBERS ABSENT:

Vice Chairperson Charles Vaillancourt

STAFF PRESENT WERE:

Evan Smith, Debbie Gatta, Cathy Morrison, J. Timothy Walsh, Anne Marie McLaughlin, Ellen Crawley and Mary Ann Kelly

GUESTS PRESENT WERE:

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes were reviewed. A motion to accept the minutes was made by Gregory Fater and seconded by Katie Wilkinson. The motion passed unanimously.

II. TREASURER'S REPORT:

The treasurer's report was read by Evan Smith. City Tax for August 2006 was down 1.14% and Regional Tax for August 2006 was down 1.55% for a combined YTD. growth of -1.25%. A motion to accept the treasurer's report was made by Len Panaggio and seconded by Karen Oakley. The motion passed unanimously. Len Panaggio requested that the prior year receipts and expenditures be included in future treasurer's reports. Chairperson Jeanne Marie Napolitano requested the issue of delinquent property taxes in regard to NCCVB services be on the next agenda.

III. STAFF REPORTS:

A. CONVENTION & TOURISM:

Tim Walsh, Vice President Sales, reported that the sales department is at Salve today doing a phone blitz and setting up calls for the Annual Washington, DC Blitz on November 27-29. Last week the Newport CVB and the Providence/Warwick CVB promoted the Ambassador Program at the Brown University Vendor Fair in Providence. Over forty meeting planners attended the Downtown Boston Meeting Planner Luncheon at the Capital Grille in Boston on November 8th. Coming up the first week in December is the Sales Department's Annual FAM Tour. Two more big tradeshow coming up include the Nursing Alliance, Fall Summit in Memphis, TN on November 16-19 and the Holiday Showcase in Chicago, IL on December 12th. Tim also reported that D3000 is running and the sales department will begin receiving training. Next year's CVS Golf Classic is in the process of moving most of their hospitality to Newport June 17-20. The golf classic will take place just before Tall Ships.

B. MARKETING:

Anne Marie McLaughlin, Communications Manager, reported for Kathryn Farrington, who was on vacation. Anne Marie told board members that the Winter Package Program kicked off on November 1st and will run until April 30th. Advertising has started for the package program. The voucher booklet was designed in house by Annie Colella. Newport Restaurant Week ended this past Sunday. The bureau has received great feedback for this first time event. A survey will be going out to participating restaurants for their feedback. The Restaurant Week sponsors did a great job promoting the event. The marketing department will be hosting SATW (Society of American Travel Writers) the first week in December. Twenty-six writers have already signed up for the event. The marketing department had many fall media visits, two of which have already resulted in quick turn around articles on Newport. The next Marketing Meeting will be on December 13th at 11:00 a.m. at the Newport Harbor Hotel.

C. OPERATIONS:

Cathy Morrison, Vice President Operations, reported that the NCCVB will be hosting the next Newport Chamber of Commerce After Hours on December 14th. The downstairs is going into their shoulder season and Cathy is planning some improvements for next year.

Some ideas she would like to discuss with the Facilities Committee include taking down the ticket windows and removing the large column where the gift shop used to be located. The NCCVB has started a recycling program. Cathy reported that we also need to discuss if we want another retail store on the first floor. Cathy has received some of the results from the energy audit. The 60 watt light bulbs downstairs will be replaced by 30 watt lights bulbs that will generate more light.

D. PRESIDENT'S REPORT:

Evan Smith, President/CEO, reported that he will be attending a conference in Blackstone Valley tomorrow on Sustainable Tourism. On Friday he will be attending the Newport Fund Breakfast at the Best Western Mainstay. Evan thanked the board for their support in defeating Ballot Question 1. Evan reminded board members that RI Hospitality and Tourism will be holding their Annual Meeting on November 29th at the Hyatt. Jennifer Pitt, NCCVB National Sales Manager, is being honored as Tourism Person of the Year. Evan showed board members a plaque he anticipated presenting to Vice Chairperson Charles Vaillancourt, who will be leaving the board in January.

IV. UNFINISHED BUSINESS:

Chairperson Jeanne Marie Napolitano asked the Governance Committee to meet regarding staggered terms of board members and report to the board in January. She also asked the Personnel Committee to meet regarding staff benefits. Katie Wilkinson reminded board members that they still need to address businesses outside of Newport County advertising on GoNewport.com and YourNewportWedding.com. She said it is a critical issue that needs closure. Chairperson Jeanne Marie Napolitano asked Evan to set up a workshop for all board members to debate the issue in January and she asked Lisa Gross to report on the results at the February board meeting for a recommendation from the board. Chairperson Jeanne Marie Napolitano asked each board member to write down their feelings (pro and con) and submit them prior to the January workshop.

V. NEW BUSINESS:

There was no new business.

VI. ADJOURNMENT:

A motion was made by Susan Samson to adjourn. It was seconded by Lisa Gross and passed unanimously. The meeting adjourned at

1:20 p.m.