

NEWPORT COUNTY CONVENTION & VISITORS BUREAU

BOARD OF DIRECTORS MEETING

Tuesday November 13, 2007

12:00M

Held at the Gateway Information Center

3rd Floor Meeting Room

MEETING MINUTES:

The meeting was called to order at 12:07pm by Acting Chair Len Panaggio.

BOARD MEMBERS IN ATTENDANCE WERE:

Acting Chair Len Panaggio, Mark Stenning, Susan Samson, Karen Oakley, Shirley Mello, Donna Kohler, Rocky Kempanaar, Katie Wilkinson, Stephen Coyne, Brian Arnold, William Clarke, Charron Reed

Len Panaggio asked the members of the board of directors and staff present to introduce themselves to new board member Bill Clarke.

BOARD MEMBERS ABSENT & EXCUSED WERE: none

STAFF PRESENT WAS:

Evan Smith, Kathryn Farrington, Debbie Gatta, Cathy Morrison, Tim Walsh, Ellen Crawley, Susan Pratt

MEMBERS OF THE PUBLIC IN ATTENDANCE:

Attorney Russell Jackson, Jonathan Stevens – City of Newport

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes for October 22nd, were reviewed. A motion to accept the minutes was made by Mark Stenning and seconded by Karen Oakley. The motion passed unanimously.

II. TREASURER'S REPORT:

The financial report for October was read by Mark Stenning. City Bed Tax for August, 2007 was up 9.93% and Regional Bed Tax was up 7.39 % for a combined YTD. growth of 9.25%. Mark reviewed the revenues and receivables for the month of October, 2007. A motion to accept the treasurer's report and Finance Committee report was made by Mark Stenning and seconded by Susan Samson. The motion passed unanimously.

III. COMMITTEE REPORTS:

A. GOVERNANCE REPORT:

Len Panaggio gave the board members ballots to vote for the three open seats on the board of directors representing the following:

- Restaurants**
- Attractions**
- Member of the public**

Len explained the choices of the voting process and Russell Jackson, attorney for the NCCVB recommended the plurality voting system, a single-winner voting system. This voting system will be added to the NCCVB By-Laws.

The 10 municipal board members voted and the sheets were given to Attorney Russell Jackson for tabulation. See unfinished business for results.

IV. STAFF REPORTS:

A. CONVENTION & TOURISM:

Tim Walsh, Vice President of Sales reported that this was the first

year, in several years, with no major event held in Newport, resulting in lower booked rooms. Recent tradeshow events that took place and were successful:

• National Tour Association Annual Convention, Kansas City, MO, 11/2-11/6

• RI client event with PWCVB and 18 industry partners on 11/7 in NYC

• Biz Bash Trade show in NYC, 11/8

Upcoming events:

• Brown University Vendor Fair, Providence, RI, 11/14

• MPI 2nd Annual Tradeshow, Washington, DC, 11/15

• Washington DC Blitz, Washington, DC, Arlington, VA & Alexandria, VA, 11/26-28

Bookings were down and the number of room nights was down for October. As for the number of leads, they were up compared to last year at this time.

Business booked for October was from numerous organizations resulting in 7632 total room nights with an economic impact of \$171,390.00.

The number of Tour Operator leads was down compared to last year's numbers in October. The number of room nights was the same compared to last year at this time. Travel leads were down compared to last year in October.

B. PRESIDENTS REPORT:

Evan Smith, reported on the Directors and Officers Liability Coverage, currently held with Rhode Island Risk Management Trust.

- The present limit of coverage is one million dollars liability.**
- Deb Gatta has discussed increased coverage with RI Risk Management trust**
- Deb and Evan deferred the information to Russell Jackson, attorney for the NCCVB**
- Attorney Jackson feels coverage on the low side, recommended increase to two million possibly three million dollars.**

A motion was made by Mark Stenning to increase the coverage to a minimum of three million dollars. The motion was seconded by Karen Oakley. The motion passed unanimously.

C. MARKETING:

Kathryn Farrington, Vice President of Marketing reported on the following:

• Newport featured on front and back cover of Discover NE, a Vermont publication

• Kathryn along with 7 Newport chefs traveled to Ireland the

31st Annual Kinsale Ireland Festival of Fine Food, well attended and successful

 The 2nd Annual Newport Restaurant Week , 11/4-10 was a huge success and in 2008 the event will be held in April as well as November

 NCCVB is going GREEN with a Green Team Committee and taking as many steps possible to do so

 Winter Package program in place with a new addition of spas packages

 The Newport Winter Pass is now available and sold exclusively at the NCCVB ticket office. It will utilize the same components as the Winter Package vouchers, with one exception, it will not include the overnight stay and breakfast

D. OPERATIONS:

Cathy Morrison, Vice President of Operations reported on the following:

- Electric door counters have been installed to track visitors to the visitors center**
- A new control room is located on the second floor administrative offices**
- Recycling is now very strongly in place in all areas of the NCCVB**
- Ticket window business is busier than in years prior. Area will be enlarged this**
- winter**

MEDIA PLACEMENTS:

Boston Metro, Coastal Living, Providence Journal, Newport Daily News, Traveler

INFORMATION CENTER:

The total number of visitors to the Information Center for September, 2007 was 93,117, down 23.42 % from last September, 2006. The total number of visitors to the Information Center for the year is 724,494, down 4.05% compared to last year at this same time. The main source of visitors still comes from New York, Massachusetts, Connecticut, New Jersey and Rhode Island.

VI. UNFINISHED BUSINESS:

A. Len Panaggio reported on the results of the vote to fill the vacant seats on the board of directors:

- Restaurants – Greg Fater**
- Attractions – Pieter Roos**
- Member of the Public – Laurie Stroll**

Len stated he would like to call for a meeting for December for the election of officers for the board of directors.

B. Evan Smith stated he is initiating a meeting with the City of Newport to discuss the licensing of B&B's to better understand the licensing sequence of the B&B's.

VII. NEW BUSINESS:

 William Clarke invited the board members to a Wallbreaking Cocktail reception on November 15th

 The NCCVB holiday party was discussed to be held on December 14th at Astor's Beechwood

 A retreat for the board members will take place in January or February

VIII. ADJOURNMENT:

A motion was made to adjourn by Mark Stenning and seconded by Susan Samson. It passed unanimously and the meeting adjourned at 1:15pm. The next NCCVB board meeting will be Tuesday, December 11th, at the Gateway Visitors Center, 3rd floor

meeting room.