

NEWPORT COUNTY CONVENTION & VISITORS BUREAU

BOARD OF DIRECTORS MEETING

TUESDAY, AUGUST 12, 2008

12:00 P.M.

HELD AT THE GATEWAY INFORMATION CENTER

3RD FLOOR MEETING ROOM

MEETING MINUTES:

The meeting was called to order at 12:06 p.m. by Chairman Len Panaggio.

BOARD MEMBERS IN ATTENDANCE WERE:

Chairman Len Panaggio, Karen Oakley, Mark Stenning, Shirley Mello, Donna Kohler, Katie Wilkinson, Stephen Coyne, Laurie Stroll, Susan Samson, William Clarke, Greg Fater, Pieter Roos, Rocky Kempenaar

BOARD MEMBERS ABSENT & EXCUSED WERE:

Charron Reed

BOARD MEMBERS ABSENT & NOT EXCUSED WERE:

None

STAFF PRESENT WERE:

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

MEMBERS OF THE PUBLIC IN ATTENDANCE WERE:

None

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes for June 10, 2008 were reviewed. A motion to accept the minutes was made by Karen Oakley and seconded by Katie Wilkinson. The motion passed unanimously.

II. TREASURER'S REPORT:

The financial report for June, 2008 was read by Mark Stenning. City Bed Tax for April, 2008 was down 9.64% and Regional Bed Tax was up 25.62% for a combined YTD growth of 2.11%. Mark reviewed the revenues and receivables for the month of June, 2008. A motion to accept the treasurer's report for June was made by Katie Wilkinson and seconded by Stephen Coyne. The motion passed unanimously.

The financial report for July, 2008 was read by Mark Stenning. City Bed Tax for May, 2008 was down 8.66% and Regional Bed Tax was up 0.94% for a combined YTD growth of -6.35%. Mark reviewed the revenues and receivables for the month of July, 2008. A motion to accept the treasurer's report for July was made by Katie Wilkinson and seconded by Susan Samson. The motion passed unanimously.

III. FINANCE COMMITTEE REPORT:

Mark Stenning, reported on the following:

- The Finance Committee met on Wednesday, July 30, 2008 at the Tennis Hall of Fame.**
- Cash assets as of July 29, 2008, were reviewed and Deb Gatta gave a projection for the next 30 days so the committee could get an idea of what the company should expect for the cash flow standpoint.**
- Combined municipal bed taxes were discussed and the fact that they were down 6.35% YTD.**
- Evan Smith reported the Executive Staff has worked with the Finance Committee to make contingency budget that has even revenue from last year since the 4% growth plan has eroded.**
- Smith Travel Research reports after June shows revenue down 1%.**
- A survey for Newport County lodging properties reports that for July, 2008, 6 stated they were even and 3 stated they were down in the 9 properties reporting.**
- If budget plan continues to erode and it does not get back to even, a**

contingency plan is in place to reduce expenditures to the projected revenue level.

- Funding request from Tall Ships RI for acquiring the Oliver Hazard Perry home will be deferred for a period of time.
- Middletown meals & beverage tax is up 7% and City of Newport meals & beverage tax is down 11.3%. Discussion followed.

IV. PRESIDENT'S REPORT:

Evan Smith reported on the following:

- Complemented NCCVB Executive Staff for their efforts to keep up with the peaks and valleys that have been experienced this year.
- The annual audit by Sansaverie, Kimball & McNamee for the fiscal year ending 3/31/2008 took place and results will be available in a few weeks. A review session with the Finance Committee will be scheduled.
- At each board meeting a 10 minute discussion for the 2008-2010 strategic plan outlined by Bill Geist at the April, 2008 Board Retreat meeting, reporting updates of the four goals identified and discussed:
 - o #1 – Enhance the awareness, appreciation and support of the NCCVB & the local hospitality industry: Evan made a presentation to the Middletown town council on 8/4/08, regarding Mid-Season Travel Report.
 - o #2 – Work to enhance the infrastructure of the destination: Potential new hotels in Middletown were discussed.
 - o #3 – Advocate for the destination enhancing developments: Bridge ramp realignment and Navy surplus plans reviewed

o #4 – Increase the public and private investment in tourism promotions: Discussed: RIBTA coop, Coastal Living coop and FAM trip support the NCCVB receives.

• Evan and board members congratulated Greg Fater, Vice President of the Newport Gulls for a great season.

• A copy of the 2008 cruise ship schedule was presented and a 10% increase in passenger traffic for Newport is anticipated.

V. SALES COMMITTEE REPORT:

Laurie Stroll reported on the following:

• The Sales Committee met with 3 companies America House, RI Monthly and Edward Sherman Publishing Co. to publish the 2008 Newport County Travel Guide.

• Bid went to Edward Sherman Publishing Co.

• The guide will be a smaller size (digest size).

• A motion to approve the Edward Sherman Publishing Co. to publish the 2008 Newport County Travel Guide was made by Greg Fater. The motion was seconded by Mark Stenning. The motion passed unanimously.

VI. GOVERNANCE COMMITTEE REPORT:

Greg Fater reported on the following:

• The contents of an email from the RI Division of Taxation Regulations regarding the 1% meals tax were discussed. A further report on the regulations is expected after 9/30/08. Discussion

followed.

A motion was made to move to the Executive Session by Chairman Len Panaggio and seconded by Stephen Coyne. The motion passed unanimously. The NCCVB staff was excused.

VII. EXECUTIVE SESSION:

The proceedings of the executive session concerned the performance review and compensation of the NCCVB President and they are in the possession of the NCCVB'S general counsel. The proceedings are available to the general public upon request.

VIII. ADJOURNMENT:

A motion to adjourn was made by Len Panaggio and seconded by Greg Fater. The motion passed unanimously. The meeting adjourned at 2:40pm.

The next NCCVB board meeting will be held on Tuesday, September 9, 2008 at the Gateway Information Center, 3rd floor meeting room