

NEWPORT COUNTY CONVENTION & VISITORS BUREAU

BOARD OF DIRECTORS MEETING

TUESDAY, SEPTEMBER 9, 2008

12:00 P.M.

HELD AT THE GATEWAY INFORMATION CENTER

3RD FLOOR MEETING ROOM

MEETING MINUTES:

The meeting was called to order at 12:18 p.m. by Vice Chair Karen Oakley.

BOARD MEMBERS IN ATTENDANCE WERE:

Karen Oakley, Shirley Mello, Donna Kohler, Stephen Coyne, Laurie Stroll, Susan Samson, William Clarke, Greg Fater, Rocky Kempenaar, Brian Arnold, Charron Reed

BOARD MEMBERS ABSENT & EXCUSED WERE:

Len Panaggio, Mark Stenning, Pieter Roos, Katie Wilkinson

BOARD MEMBERS ABSENT & NOT EXCUSED WERE:

None

STAFF PRESENT WERE:

Evan Smith, 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 August 12, 2008 were reviewed. A motion to accept the minutes was made by Shirley Mello and seconded by Stephen Coyne. The motion passed unanimously.

II. TREASURER'S REPORT:

The financial report for August, 2008 was read by Evan Smith. City Bed Tax for June, 2008 was down 7.81% and Regional Bed Tax was up 10.53% for a combined YTD bed tax of -3.38%.

Evan reviewed the revenues and receivables for the month of August, 2008. A motion to accept the treasurer's report for June was made by Karen Oakley and seconded by Donna Kohler. The motion passed unanimously.

Evan reported that our annual audit for the fiscal year ending March 31, 2008 is now complete. A date will be set for the auditors to present their report to the NCCVB finance committee. The audit is conducted by the firm of Sansiveri, Kimball & McNamee, LLP.

III. STAFF REPORTS:

A. OPERATIONS:

Cathy Morrison reported on the following:

 The visitor's center count was up 3% in August.

 An upswing in ticket sales of 2.3% for the month of August.

 Improved signage for the parking area is contributing to an increased number of visitors.

 The information center is now assisting visitor's with reservations for hotels and B&B's and has made 500 reservations YTD.

IV. RETAIL COMMITTEE:

Steven Coyne reported on the following:

- The retail committee met this month and has scheduled a regional sub-committee meeting on 9/16/08.**
- Developing a training session to help local retailers develop e-commerce.**

V. FACILITIES COMMITTEE REPORT:

Stephen Coyne reported on the following:

- The facilities committee met this month and discussed the history of investments in the Gateway Visitors Center.**
- Looking forward, we want to work with the city to help define future re-development of the Gateway.**

VI. GOVERNANCE COMMITTEE REPORT:

Greg Fater reported on the following:

- **The governance committee will meet at the end of September to discuss several issues. A report will be presented at the October board meeting. Greg identified the following agenda items :**
 - o **Re-filing legislation this fall.**
 - o **Revisit a possible new name for the company.**
 - o **Update By-Laws regarding board appointments and terms.**

VII. HUMAN RESOURCES:

Evan Smith thanked the board and for renewing his contract at the Executive Session during last months board meeting.

VIII. NEW BUSINESS:

Evan Smith reported on the following:

- **The Rhode Island Turnpike & Bridge Authority proposed E-ZPass toll system.**
- **Municipal meetings will be held in each of the townships to present this new system. Discussion followed.**
- **RIPTA will be removing some bus routes due to budget cuts.**
- **There is a possibility that the Providence/Newport ferry may be cut next year.**
- **Diesel trolleys will be launched on September 15, 2008.**
- **Tim Walsh, Rocky Kempenaar & Evan Smith attended a meeting with representatives of the Newport Navy Base regarding their expansion. Discussion regarding lodging on Navy Base followed.**

IX. ADJOURNMENT:

A motion to adjourn was made by Karen Oakley and seconded by Greg Fater. The motion passed unanimously. The meeting adjourned at 1:25pm.

The next NCCVB board meeting will be held on Tuesday, October 14, 2008 at the Gateway Information Center, 3rd floor meeting room. Please mark your calendars.