

NEWPORT COUNTY CONVENTION & VISITORS BUREAU

BOARD OF DIRECTORS MEETING

Tuesday, January 13, 2009

12:00 PM

HELD AT THE GATEWAY INFORMATION CENTER

3RD FLOOR MEETING ROOM

MEETING MINUTES:

The meeting was called to order at 12:04 pm by Chairman Len Panaggio.

BOARD MEMBERS IN ATTENDANCE WERE:

Len Panaggio, Stephen Coyne, Laurie Stroll, William Clarke, Greg Fater, Brian Arnold, Mark Stenning, Katie Wilkinson, Pieter Roos, Donna Kohler, Rocky Kempenaar, Charron Reed, Ed Silveira

BOARD MEMBERS ABSENT & EXCUSED WERE:

Susan Samson, Karen Oakley

BOARD MEMBERS ABSENT & NOT EXCUSED WERE:

None

STAFF PRESENT WERE:

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

MEMBERS OF THE PUBLIC IN ATTENDANCE WERE:

None

The Board of Directors welcomed new member, Ed Silveira, representing the Middletown Town Council. Introductions were made.

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes for November 10, 2008 were reviewed. A motion to accept the minutes was made by Greg Fater and seconded by Mark Stenning. The motion passed unanimously.

II. TREASURER'S REPORT:

The financial report for November, 2008 was read by Mark Stenning. City Bed Tax for September, 2008 was down 2.82%% and Regional Bed Tax was up 2.19% for a combined YTD bed tax of -1.55 %. Mark reviewed the revenues and receivables for the month of November, 2008.

The financial report for December, 2008 was read by Mark Stenning. City Bed Tax for October, 2008 was down 3.28%% and Regional Bed Tax was up 0.93 % for a combined YTD bed tax of -2.21 %. Mark reviewed the revenues and receivables for the month of December, 2008. A motion to accept the treasurer's report for the month's of November and December was made by Katie Wilkinson and seconded

by Greg Fater. The motion passed unanimously.

III. PRESIDENTS REPORT:

Evan Smith reported on the following;

- The NCCVB executive staff is working on the budget for new fiscal year starting April 1, 2009, to be presented to the Finance Committee in early February.**
- Upon approval, by the Finance Committee, the 1st draft will be presented to the board at the February 10th meeting.**
- A RITBA satellite office is located at the visitor's center first floor for the purchase of the EZ Pass transponder.**
- Evan and city councilman Stephen Coyne attended a meeting, called by newly elected, Mayor Jeanne Marie Napolitano. The purpose of the meeting was to discuss the city's contribution to help the economy of Newport. The meetings will be held on a quarterly basis.**
- Evan thanked the NCCVB executive staff for their positive attitude during a difficult economy.**
- He thanked Kathryn and the marketing team for a successful holiday shopping program.**

IV. COMMITTEE REPORTS:

A. GOVERNANCE COMMITTEE:

Greg Fater reported the Governance Committee met on 1/12/09 and discussed the following:

- Staggered terms for the NCCVB board of directors, 3 year term with a limit of serving, 2 terms. He explained the process, subject to the legislative approval.**
- NCCVB name change, he requested Sales and Marketing committee consider possible name's for the corporation.**

B. SALES & MARKETING COMMITTEE:

Laurie Stroll stated the Sales & Marketing committee met on 1/5/09 and discussed the following:

- The new and revised 2009 Newport Travel Guide, published by the Sherman Publishing Company, will be available in March.**
- The official Newport Map will be available in April.**
- The NCCVB will issue a survey to solicit preferences for potential changes to the monthly marketing meeting.**
- The trade show agenda in Newport County has changed due to budget cuts.**

Kathryn Farrington announced the NCCVB monthly marketing meeting will be held tomorrow, 1/14/09, at Salve Regina University, Antone Center. @ 11:00am.

C. FACILITIES COMMITTEE:

Stephen Coyne reported on the following:

- **The Facilities Committee met in December, 2008.**
- **Stephen currently has a kiosk at the NCCVB first floor information center and feels it is a success.**
- **The committee discussed expanding the kiosk program to encourage retailers to participate.**
- **Research is being done as to cost effectiveness of custom or stock cabinetry.**

V. NEW BUSINESS:

- **Len Panaggio suggested the monthly board meetings be held at various venues in Newport County. Len and Evan will brainstorm as to where the meetings will be held and a list will be presented within the next two months.**
- **Greg Fater stated the by-laws state a decision must be made at the beginning of the year to agree to a schedule for the board meetings. Greg made a motion that the board of directors meetings be held once a month, with no meetings in July and December. The motion was seconded by Len Panaggio. The motion passed unanimously.**

VI. ADJOURNMENT:

A motion to adjourn was made by Len Panaggio and seconded by Stephen Coyne. The motion passed unanimously. The meeting adjourned at 12:57 pm.

**The next NCCVB board meeting will be held on Tuesday, February 10, 2009
at a location TBA.**