

NEWPORT COUNTY CONVENTION & VISITORS BUREAU

BOARD OF DIRECTORS MEETING

Tuesday, March 9, 2010

12:00 pm

At

The Gateway Center

3rd Floor Meeting Room

MEETING MINUTES:

The meeting was called to order at 12:03 pm by Chairman Len Panaggio.

BOARD MEMBERS IN ATTENDANCE WERE:

**Len Panaggio, Stephen Coyne, Greg Fater, Brian Arnold, Karen Oakley, Bill Enos, William Clarke,
Susan Samson, Laurie Stroll, Pieter Roos, Rocky Kempenaar,
Stephen Brigidi**

BOARD MEMBERS ABSENT & EXCUSED WERE:

Charron Reed, Katie Wilkinson, Jeff McDonough, Ed Silveira

No appointments have been made yet by Barrington and Warren.

STAFF PRESENT WERE:

**Evan Smith, Kathryn Farrington, Cathy Morrison, Deb Gatta, Ellen
Crawley**

GUESTS PRESENT:

Jonathan Stevens, City of Newport, Mark Piccerelli, Gen Corp.

**Chairman Len Panaggio welcomed new member, Stephen Brigidi,
representing Bristol. Board members introduced themselves.**

I. PREVIOUS MEETING MINUTES:

**The previous meeting minutes for February 9, 2010 were reviewed. A
motion to accept the minutes was made by Susan Samson and
seconded Karen Oakley. The motion passed unanimously.**

II. TREASURER'S REPORT:

**The financial report for February, 2010 was read by Treasurer Bill
Clarke. City Bed Tax for December, 2009 was down 14.82 % and
Regional Bed Tax was down 8.49% for a combined YTD bed tax of
-13.04%. Bill reviewed the revenues and expenses for the month of
February, 2010. A motion to accept the treasurer's report for January
was made by Len Panaggio and seconded by Karen Oakley. The
motion passed unanimously.**

III. COMMITTEE REPORTS:

A. FINANCE COMMITTEE:

Bill Clarke reported on the following:

- Retirement plan contribution – Bill circulated a request from Evan Smith seeking approval for \$57,824 as a board approved contribution toward the staff retirement fund. \$22,176 had been previously approved, bringing the total contribution to \$80,000 or 3% of budget. Discussion followed. A motion to approve the additional, \$57,824 contribution was made by Bill Clarke and seconded by Karen Oakley. The motion passed unanimously. Evan thanked the board for their support.**
- The 2010/2011 CVB budget - Bill reported that the Finance Committee has worked with the staff to prepare a balanced budget. The budget was based on a zero growth based revenue position. Evan Smith explained that the research from local hotels and national research firms indicate that this is a logical position for the bureau to assume. Discussion followed. A motion to approve the 2010/2011 budget was made by Greg Fater and seconded by Laurie Stroll. The motion passed unanimously.**

B. GOVERNANCE COMMITTEE:

Greg Fater reported on the following:

- **Greg explained to the board the changes necessary in our by-laws to reflect the inclusion of Bristol County. A draft copy of the by-laws was circulated to the board members. Discussion followed. A motion to approve the changes in the CVB by-laws was made by Len Panaggio and seconded by Karen Oakley. The motion passed unanimously.**

C. FACILITIES COMMITTEE:

Stephen Coyne reported on the following:

- **Stephen stated that the committee met to discuss the development of a new transportation vendor plan for the Gateway Visitors Center Campus. He indicated that it was a first draft and was seeking board comment. Hand-outs were distributed illustrating several potential options regarding vendor assigned parking. Discussion followed. Greg Fater made a motion to accept the concept of either option 1 or 2, by the Facilities Committee, regarding vendor assigned parking. The motion was seconded by Bill Enos. The motion passed unanimously.**

D. HR COMMITTEE:

Pieter Roos reported on the following:

- **The HR Committee was asked to review the CVB employee benefit package. Pieter stated that different committee members expressed different viewpoints regarding the current employee co-pay policy.**
- **Evan Smith remarked that the bureau has included \$23K additional**

allowance in the new budget to cover the highest potential rate increase. He also added that the bureau's health policy does not change until 8/1/2010.

- Pieter indicated the importance of having a strong benefit package to retain quality staff. The board has requested specific research information about the potential rate increases to further study and review that issue. The board deferred any decisions at this time.

E. SALES & MARKETING COMMITTEE:

Laurie Stroll reported on the following:

- The Sales and Marketing Committee has been waiting for Bristol County appointees to be seated before proceeding with the process of a potential corporate name change. Laurie and Evan discussed the need to find a low cost facilitator to help with this process. Discussion followed. Evan will seek bids from potential facilitators as a next step.

IV. PRESIDENTS REPORT:

Evan Smith reported on the following:

- Evan circulated a written President's Report including discussion on the LNG issue, and the America's Cup Committee.

- Evan reported that he is reviewing the current lease with the City of Newport and looking forward to renegotiation of the lease in the near

future.

V. NEW BUSINESS:

• Evan explained the CVB received a request for a letter of support from the Addison Closson regarding a new harbor ferry. He has been unable to find any conclusive evidence that confirms or denies the need for expanded passenger service. In the discussion which followed, by consensus, the Board declined to take a vote, thus remaining officially neutral in the matter.

VI. ADJOURNMENT:

A motion to adjourn was made by Len Panaggio and seconded by Greg Fater. The motion passed unanimously. The meeting adjourned at 1:39pm.

The next board meeting will be held, Tuesday, April 13th at The Gateway Information Center, 3rd Floor Meeting Room.