

**NEWPORT COUNTY CONVENTION & VISITORS BUREAU**

**BOARD OF DIRECTORS MEETING**

**Tuesday September 14, 2010**

**12:00 pm**

**At**

**The Gateway Visitors 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, Greg Fater, Karen Oakley, Bill Enos, William Clarke, Susan Samson, Laurie Stroll, Rocky Kempenaar, Susan Coogan, Stephen Coyne, Brian Arnold, Pieter Roos, Charron Reed Jeff McDonough**

**BOARD MEMBERS ABSENT & EXCUSED WERE:**

**Ed Silveira, Stephen Brigidi, Lisa Speidel, Katie Wilkinson**

**BOARD MEMBERS ABSENT & NOT EXCUSED WERE:**

**None**

**STAFF PRESENT WERE:**

**Evan Smith, TimWalsh, Cathy Morrison, Kathryn Farrington, Deb**

**Gatta, Ellen Crawley**

**I. PREVIOUS MEETING MINUTES:**

The previous meeting minutes for August 10, 2010 were reviewed. A motion to accept the minutes was made by Greg Fater and seconded Bill Enos. The motion passed unanimously.

**II. TREASURER'S REPORT:**

The financial report for August, 2010 was read by Treasurer, Bill Clarke. City Bed Tax for June, 2010 was up 5.53%, Regional Bed Tax was up 18.76% for a combined YTD bed tax of 10.49%. Bill reviewed the revenues and expenses for the months of August, 2010. A motion to accept the treasurer's report August was made by Len Panaggio and seconded by Stephen Coyne. The motion passed unanimously.

Bill reported the Finance Committee met before today's board meeting. It was suggested that Evan Smith meet with the executive staff to reforecast the budget and to be discussed at the next board meeting.

**III. PRESIDENTS REPORT:**

Evan Smith reported on the following:

- The Newport & Bristol CVB will be participating, along with the Providence Warwick CVB and the RI Hospitality & Tourism Association, in a gubernatorial forum on tourism and hospitality.

The forum is scheduled for September 21st at the Crowne Plaza in

**Warwick.**

- **The LNG debate continues on with much opposition to the Weaver's Cove location. Evan was an invited presenter at the Congress of Councils event held on September 8th. Evan indicated that we need to continue to monitor this key issue.**
- **He met with the Town Manager and a delegation from Plymouth, MA regarding our Visitors Center facility and operations for a reference for a possible center in their town.**
- **Evan briefed the board concerning a letter he received announcing the development of the new Rhode Island Sport Commission. This newly formed agency is a division of the Providence Warwick CVB. He has been invited to attend an introductory meeting on September 29th to learn more about the role of the Commission. Questions & discussion followed. One question raised was whether this new agency would adequately market the Newport and Bristol County area. Another question raised was how this new agency was going to be funded. To best address the board's questions, Evan suggested inviting Martha Sheridan, President of the Providence Warwick CVB, to come to a NBCCVB future board meeting to give a more detailed outline of their scope of work.**

#### **IV. STAFF REPORTS:**

##### **A. SALES:**

**Tim Walsh, Vice President of Sales, reported on the status of the sales department and the**

**upcoming events. Tim circulated information about the**

**changes in the 2011 Government per diem rates.**

**B. OPERATIONS:**

**Cathy Morrison, Vice President of Operations, reported on the status of the sales department and the upcoming events.**

**C. MARKETING:**

**Kathryn Farrington, Vice President of Marketing, presented the publication of Meetings East, featuring a major article of Newport & Bristol County.**

**V. UNFINISHED BUSINESS:**

- Evan Smith suggested, as an off season project, that the Sales & Marketing Committee discuss exploring a possible name change for the Newport & Bristol County Convention and Visitors Bureau.**
- Evan presented the proposed lease for the Visitors Center, prepared by NBCCVB attorney, Russell Jackson for review. Stephen Coyne recused himself from any discussion on the matter of the lease with the city. Discussion followed. It was recommended the lease be reviewed by all committee chairs and be discussed at the next board meeting.**

**VI. NEW BUSINESS:**

- Evan Smith asked if there was a preference regarding the meeting**

**time for the board of directors, 8am or 12pm. He will email a survey to board members to vote on this issue and it will be decided at the next board meeting.**

- Today was board member Brian Arnold's last meeting. He was thanked for his service on the board and presented with a parting gift.**

## **VII. ADJOURNMENT:**

**A motion to adjourn was made by Len Panaggio and seconded by Greg Fater. The motion passed unanimously. The meeting adjourned at 1:03 pm.**

**The next board meeting will be held, Tuesday, October 12th at the Gateway Information Center 3rd floor Meeting Room.**