

NEWPORT COUNTY CONVENTION & VISITORS BUREAU

BOARD OF DIRECTORS MEETING

Tuesday October 12, 2010

12:00 pm

at

Carnegie Abby Resort

125 Corys Lane

Portsmouth, RI 02871

MEETING MINUTES:

The meeting was called to order at 12:22 pm by Chairman Len Panaggio.

BOARD MEMBERS IN ATTENDANCE WERE:

Len Panaggio, Greg Fater, Karen Oakley, Bill Enos, William Clarke, Rocky Kempenaar, Susan Coogan, Stephen Coyne, Pieter Roos, Ed Silveira, Stephan Brigidi, Lisa Speidel, Katie Wilkinson

BOARD MEMBERS ABSENT & EXCUSED WERE:

Charron Reed, Jeff McDonough, Laurie Stroll, Susan Samson

BOARD MEMBERS ABSENT & NOT EXCUSED WERE:

None

SPECIAL NOTE: The City of Newport has one vacant board seat as of

this date.

STAFF PRESENT WERE:

Evan Smith, TimWalsh, Cathy Morrison, Kathryn Farrington, Deb Gatta, Ellen Crawley, Mary Ann Kelly

GUESTS PRESENT WERE:

Martha Sheridan, President, John Gibbons, Director of Sports Marketing, of the Providence/ Warwick CVB

Evan Smith thanked Denise Eddy, GM & Sheryl Spanos, Sales Executive, both with Carnegie Abby, for hosting today's Board of Director's Meeting. Denise gave an overview of the property.

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes for September 14, 2010 were reviewed.

A motion to accept the minutes was made by Greg Fater and seconded Stephen Coyne. The motion passed unanimously.

II. TREASURER'S REPORT:

The financial report for September, 2010 was read by Treasurer, Bill Clarke. City Bed Tax for July, 2010 was up 9.51%, Regional Bed Tax was up 15.23% for a combined YTD bed tax of 12.50%. Bill reviewed the revenues and expenses for the months of September, 2010. A motion to accept the treasurer's report September was made by Len Panaggio and seconded by Stephen Coyne. The motion passed

unanimously.

Bill Clarke reported the Finance Committee met on October 8th and discussed the following:

- September financials reviewed.**
- Budget revaluation as prepared by staff.**
- Bill Clarke reported to the board that the proposed revaluation included:**
 - o Revised projected new revenue figures.**
 - o Four new expense lines:**
 - 1. Two staffing positions.**
 - 2. 80K for retirement plan.**
 - 3. Incentive plan contribution.**
 - 4. 36k in new marketing programs.**

Extensive discussion followed. The strong consensus was that the additions to the budget would allow the CVB to provide better stimulus to the tourism economy. A motion was made by Ed Silveira to accept a new balanced budget figure of 2.7 million (5% increase over actual) for the year ending March 31, 2011. The motion was seconded by Stephen Coyne. The motion passed unanimously.

III. PRESIDENTS REPORT:

Evan Smith reported on his most recent meetings and activities during the last 30 days.

IV. STAFF REPORTS:

A. SALES:

Tim Walsh, Vice President of Sales, reported on the status of the sales department and upcoming events.

B. OPERATIONS:

Cathy Morrison, Vice President of Operations, reported on the status of the Information Center.

C. MARKETING:

Kathryn Farrington, Vice President of Marketing, reported on the status of the marketing department and upcoming events.

V. COMMITTEE REPORTS:

A. GOVERNANCE COMMITTEE:

Greg Fater reported that the Governance Committee met on October 7th and discussed the following:

- Proposed changes in by-laws regarding board member terms &**

elections.

- **Revisions to be made to by-laws to include new language defining officer elections each January. Discussion followed.**

A motion to approve discussed changes in by-laws was made by Ed Silveira and seconded by Bill Enos. The motion passed unanimously.

B. FACILITIES COMMITTEE:

Stephen Coyne reported that the Facilities Committee met on September 30th and discussed the following:

- **Management plan for local tour companies.**
- **Concerns for motor coach parking during fall months.**
- **Visitor's Center construction update. A plan will be developed and presented to the Board of Directors.**

VI. UNFINISHED BUSINESS:

- **Martha Sheridan, President and John Gibbons, Director of Sports Marketing, of the Providence/ Warwick CVB did a power point presentation regarding the newly formed Rhode Island Sports Commission. Discussion followed.**

- **Evan Smith requested feedback on the proposed lease for the Gateway Center. Several board members did not receive the**

transcripts. Action step: Evan to send document to full board for review.

VII. ADJOURNMENT:

A motion to adjourn was made by Len Panaggio and seconded by Greg Fater. The motion passed unanimously. The meeting adjourned at 2:15 pm.

The next board meeting will be held, Tuesday, November 9th, at the Gateway Information Center 3rd floor Meeting Room.