

NEWPORT COUNTY CONVENTION & VISITORS BUREAU

BOARD OF DIRECTORS MEETING

Tuesday November 9, 2010

12:00 pm

MEETING MINUTES:

The meeting was called to order at 12:06 pm by Chairman Len Panaggio.

BOARD MEMBERS IN ATTENDANCE WERE:

Len Panaggio, Greg Fater, Karen Oakley, Bill Enos, Rocky Kempenaar, Susan Coogan, Stephen Coyne, Pieter Roos, Stephan Brigidi, Lisa Speidel, Katie Wilkinson, Jeff McDonough, Susan Samson

BOARD MEMBERS ABSENT & EXCUSED WERE:

Charron Reed, Laurie Stroll, William Clarke, Ed Silveira

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, Cathy Morrison, Kathryn Farrington, Deb Gatta, Ellen Crawley

GUESTS PRESENT WERE:

Sarah Artzer, with BlueFocus Media, Savannah, GA,

Evan Smith noted the following:

- Chairman Len Panaggio will be honored, by the RI Hospitality Association, their Life Time Achievement Award.**
- Anne Roberts, NBCCVB National Sales Manager, has been recognized with the Tourism Employee of the Year award from the R I Hospitality Association.**

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes for October 12, 2010 were reviewed. A motion to accept the minutes was made by Len Panaggio and seconded Susan Samson. The motion passed unanimously.

II. TREASURER'S REPORT:

The financial report for October, 2010 was read by Evan Smith. City Bed Tax for August, 2010 was up 7.57%, Regional Bed Tax was up 14.49% for a combined YTD bed tax of 10.79%. Evan reviewed the revenues and expenses for the months of October, 2010. A motion to accept the treasurer's report October was made by Greg Fater and seconded by Bill Enos. The motion passed unanimously.

Evan Smith reported the Finance Committee met on November 3rd and discussed the following:

- October financials reviewed.**
- Expenses approved for revised budget**
- Potential new investments for consideration.**

Evan provided a printout of the Food and Beverage taxes for Newport and Middletown. City of Newport 1% Meals & Beverage Tax - Fiscal Year: 09/10 down 1.7%, 10/11 August up 13.9. Calendar Year - 2009 down 10.0% 2010 up 12.7%.

Middletown 1% Meals & Beverage Tax - Fiscal Year: 09/10 down 1.0%, 10/11 down 1.4%.

Calendar Year - 2009 down 0.5%, 2010 down 1.0%

The accounting firm of Sansiveri, Kimball & Co. will be retained to perform the annual audit for the NBCCVB. RFP's were sent to 10 other accounting firms and no bids were received. Discussion followed. A motion to continue with Sansiveri, Kimball & Co as the NBCCVB accounting firm for the next 3 years was made by Stephen Brigidi and seconded by Katie Wilkinson. The motion passed unanimously.

III. STAFF REPORTS:

A. MARKETING:

Kathryn Farrington, Vice President of Marketing, 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

Centers in Newport & Bristol.

Sarah Artzer, with BlueFocus Media, Savannah, GA, gave a presentation on the TAP (Tourist Assistance Portal) system that is being considered for the NBCCVB information center.

IV. COMMITTEE REPORTS:

A. FACILITIES COMMITTEE:

Stephen Coyne reported that the Facilities Committee met on November 8th and discussed the following:

- The lease document, prepared by Russell Jackson, attorney for the NBCCVB, has been sent to City Hall for review.**
- Staff seeking estimates for redesigning the first floor information center.**
- TAP system (touch screen visitor services consoles). Discussion followed. A special meeting will be held in the near future to further discuss the TAP system.**

V. ADJOURNMENT:

A motion to adjourn was made by Len Panaggio and seconded by

Pieter Roos. The motion passed unanimously. The meeting adjourned at 1:30 pm.

NO MEETING WILL BE HELD IN DECEMBER, 2010

**The next board meeting will be held, Tuesday, January 11, 2011 at
The Gateway Information Center, 3rd Floor Meeting Room**