

NEWPORT COUNTY CONVENTION & VISITORS BUREAU

BOARD OF DIRECTORS MEETING

Tuesday January 11, 2011

12:00 pm

MEETING MINUTES:

The meeting was called to order at 12:05 pm by Chairman Len Panaggio.

BOARD MEMBERS IN ATTENDANCE WERE:

Len Panaggio, Greg Fater, Karen Oakley, Bill Enos, Susan Coogan, Stephen Coyne, Pieter Roos, Stephan Brigidi, Lisa Speidel, Katie Wilkinson, Jeff McDonough, Charron Reed, Laurie Stroll, Ed Silveira, Jon Cohen

BOARD MEMBERS ABSENT & EXCUSED WERE:

Susan Samson, Rocky Kempenaar, one seat vacant (hotel 100 rooms plus)

BOARD MEMBERS ABSENT & NOT EXCUSED WERE:

None

SPECIAL NOTE: Each board member introduced themselves to new board member, Jon Cohen.

Charron Reed recently gave her resignation notice and this is her last board meeting.

STAFF PRESENT WERE: Evan Smith, Cathy Morrison, Kathryn Farrington, Ellen Crawley

GUESTS PRESENT WERE: None

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes for November 9, 2010 were reviewed. A motion to accept the minutes was made by Karen Oakley and seconded by Ed Silveira. The motion passed unanimously.

II. TREASURER'S REPORT:

The financial report for November, 2010 was read by Evan Smith. City Bed Tax for September, 2010 was up 8.26%, Regional Bed Tax was up 12.15% for a combined YTD bed tax of 10.67%. Evan reviewed the revenues and expenses for the months of November, 2010. A motion to accept the treasurer's report October was made by Ed Silveira and seconded by Katie Wilkinson. The motion passed unanimously.

III. PRESIDENTS REPORT:

Evan Smith reported on the following:

- The CVB participated in a press conference at the Newport Marriott on 12/23/10, to promote the America's Cup race to be held in Newport. Unfortunately, the race will be held in San Francisco. Newport may host a trial regatta in September, 2011, subject to approval of funding for improvements to Fort Adams. Discussion followed.**

- On 1/14/11, Evan will deliver a presentation on the importance of tourism to the Town of Middletown.
- Evan will be joining the PWCVB and Rhode Island Hospitality at the Crowne Plaza on 1/18/11 in hosting a breakfast for the Freshman Legislators.
- He reported on behalf of Tim Walsh, VP of Sales & Tourism, the status of the Sales Department and upcoming events.

IV. STAFF REPORTS:

A. 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 has been interviewing candidates for the Board of Directors vacant seats. One seat open is for lodging of over 100 rooms and the second is for lodging for under 100 rooms. A motion to approve Marlen Scalzi with the Hotel Viking, representing lodging of over 100 rooms, was made by Len Panaggio. The motion was seconded by Pieter Roos. The motion was approved unanimously.
- One more interview will follow directly after today's board meeting for a candidate to fill the vacancy of the seat representing lodging of under 100 rooms. The recommended candidate will be presented to

the board at the February meeting.

- The committee also elected officers for the NBCCVB Board of Directors. A motion to accept Officers, for a one year term, as follows: Len Panaggio, Chairman, Karen Oakley, Vice Chair, Stephen Coyne, Treasurer and Pieter Roos, Secretary, was made by Greg Fater. The motion was seconded by Ed Silveira. The motion passed unanimously.

B. FACILITIES:

Stephen Coyne stated the Facilities Committee met in December, 2010 and reported on the following:

- The Lease Agreement the CVB has with the City of Newport should be available for review at February's board meeting.
- The committee is reviewing options for redeveloping the first floor of the Visitors Center.

C. SALES & MARKETING COMMITTEE:

Laurie Stroll stated the Sales & Marketing Committee is working on the following:

- Changing the name of the NBCCVB. The request was given an ok to move forward on making the name change by Russ Jackson, Attorney for the CVB.
- On 1/18/11 the committee will meet with 3, in-state contractors who will make presentations on market research for the name change. Discussion followed.

VI. UNFINISHED BUSINESS:

Stephen Coyne stated the Finance Committee met just prior to today's board meeting and discussed the following:

- **The TAP SYSTEM, Touch Screen City Guide. A preliminary proposal/agreement was presented to the board members for review. Discussion followed.**

- **A motion was made by Greg Fater to approve the funding, not to exceed \$43,560 for the TAP SYSTEM. The motion was seconded by Pieter Roos. The motion passed unanimously.**

VII. ADJOURNMENT:

A motion to adjourn was made by Len Panaggio and seconded by Greg Fater. The motion passed unanimously. The meeting adjourned at 1:15 pm.

The next board meeting will be held, Tuesday, February 8, 2011 at The Gateway Information Center, 3rd Floor Meeting Room