

**NEWPORT COUNTY CONVENTION & VISITORS BUREAU**

**BOARD OF DIRECTORS MEETING**

**Tuesday February 8, 2011**

**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, Bill Enos, Susan Coogan, Stephen Coyne, Pieter Roos, Stephan Brigidi, Lisa Speidel, Katie Wilkinson, Laurie Stroll, Ed Silveira, Jon Cohen, Susan Samson, Rocky Kempenaar**

**BOARD MEMBERS ABSENT & EXCUSED WERE:**

**Jon Cohen, Jeff McDonough, Karen Oakley**

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

**None**

**STAFF PRESENT WERE: Evan Smith, Cathy Morrison, Kathryn Farrington, Tim Walsh**

**GUESTS PRESENT WERE: None**

**I. PREVIOUS MEETING MINUTES:**

**The previous meeting minutes for January 11, 2011 were reviewed. A motion to accept the minutes was made by Greg Fater and seconded by Ed Silveira. The motion passed unanimously.**

## **II. TREASURER'S REPORT:**

**The financial report for January, 2011 was read by Stephen Coyne. He briefed the board regarding the new summary sheet that he developed and distributed the summary sheet for December, 2010 and January, 2011 to board members. City Bed Tax for November, 2010 was up 8.05%, YTD. Regional Bed Tax was up 9.32%, YTD for a combined YTD bed tax of 10.01%. Stephen reviewed the revenues and expenses for the month of January, 2011. A motion to accept the treasurer's report January was made by Greg Fater and seconded by Katie Wilkinson. The motion passed unanimously.**

**Stephen also introduced a reformation of the check ledger to reflect expenses by department. He asked for comment about the new layout and the board gave favorable responses.**

**Stephen reported that the Finance Committee met on 2/4/11 and reported on the following:**

- They discussed the update on development of the new budget for 2010/2011.**
- The staff briefed the committee on the status of the TAP System.**
- The purchase of a new ticket system for the Visitors Center.**

- **After briefing the committee about the proposed new ticket system called Siriusware,**

**Stephen requested the board approve \$21,000 for the purchase of the new Siriusware System. A motion to approve the request was made by Bill Enos. The motion was seconded by Ed Silveira. The motion passed unanimously.**

### **III. STAFF REPORTS:**

#### **A. PRESIDENT REPORT:**

**Evan Smith briefed the board on a number of activities, but indicated that the main project at this time is the development of a new budget.**

#### **B. MARKETING REPORT:**

**Kathryn Farrington, Vice President of Marketing, briefed the board on the progress of the new design layout for GoNewport.com website. She also gave an update of the successful launch of the mobile website.**

#### **C. SALES REPORT:**

**Tim Walsh, Vice President of Sales, reviewed all the shows and missions the sales team have participated in over the last 60 days.**

### **IV. COMMITTEE REPORTS:**

#### **A. GOVERNANCE COMMITTEE:**

- **Greg Fater reported that the Governance Committee has been**

interviewing candidates for the Board of Directors vacant seats for lodging of under 100 rooms. A motion to approve Daniel Braun with Castle Hill Inn & Resort, representing lodging of under 100 rooms, was made by Susan Samson. The motion was seconded by Stephen Coyne. The motion was approved unanimously. Len Panaggio excused himself from voting.

#### **B. FACILITIES:**

Stephen Coyne stated the Facilities Committee met in January, 2011 and reported on the following:

- The Lease Agreement the CVB has with the City of Newport has 2 small details to be finished and expects completion shortly.
- 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:

- The committee met recently to hear proposals from two contractors, Advantage Marketing & Fleming & Company for the name change for the NBCCVB. The third contractor, New Common, could not attend due to health reasons.
- Laurie reported that the Sales & Marketing Committee is trying to identify a new date for two additional contractors to present proposals.

#### **V. UNFINISHED BUSINESS:**

- **Kathryn Farrington briefed the board on Winterfest events, 2/18-27, 2011.**
- **Greg Fater briefed the board on the Gulls Hot Stove event, 1/12/11.**

**VI. ADJOURNMENT:**

**A motion to adjourn was made by Greg Fater and seconded by Stephan Brigidi. The motion passed unanimously. The meeting adjourned at 1:31 pm.**

**The next board meeting will be held, Tuesday, March 8, 2011 at  
The Hotel Viking  
1 Bellevue Avenue  
Newport, RI**