

**NEWPORT COUNTY CONVENTION & VISITORS BUREAU**

**BOARD OF DIRECTORS MEETING**

**Tuesday March 8, 2011**

**12:00 pm**

**Hotel Viking**

**One Bellevue Avenue**

**Newport, RI 02840**

**MEETING MINUTES:**

**The meeting was called to order at 12:11 pm by Chairman Len Panaggio.**

**BOARD MEMBERS IN ATTENDANCE WERE:**

**Len Panaggio, Greg Fater, Bill Enos, Susan Coogan, Stephen Coyne, Stephan Brigidi, Lisa Speidel, Laurie Stroll, Ed Silveira, Jon Cohen, Susan Samson, Rocky Kempenaar, Karen Oakley, Daniel Braun, Marlen Scalzi**

**BOARD MEMBERS ABSENT & EXCUSED WERE:**

**Jeff McDonough, Katie Wilkinson**

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

**Pieter Roos**

**STAFF PRESENT WERE: Evan Smith, Cathy Morrison, Kathryn**

**Farrington, Deb Gatta, Ellen Crawley, Andrea McHugh**

**GUESTS PRESENT WERE: None**

**The board introduced themselves and welcomed new board member Daniel Braun.**

**I. PREVIOUS MEETING MINUTES:**

**The previous meeting minutes for February 8, 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 February, 2011 was read by Stephen Coyne. City Bed Tax for December, 2010 was up 10.48%, YTD. Regional Bed Tax was up 8.93%, YTD for a combined YTD bed tax of 11.28%. Stephen reviewed the revenues and expenses for the month of February, 2011. A motion to accept the treasurer's report for February was made by Greg Fater and seconded by Katie Wilkinson. The motion passed unanimously.**

**Stephen presented the board with the 2011/2012 proposed budget (the CVB fiscal year starts April 1). He briefed the full board that the Finance Committee met several times to fine tune the budget with staff in the last month. Stephen outlined the major expense and revenue lines. Board members took the opportunity to ask questions**

regarding the budget. Several key areas, including, projected room revenue, employee merit increases, healthcare and retirement contributions were all discussed. Stephen and other Finance Committee members said that after all their research, they feel confident that a 6% increase in room revenue is well supported and reasonable. After 30 minutes of discussion, Ed Silveira made a motion to approve the budget, as stated. Greg Fater seconded the motion. The motion passed unanimously.

### **III. COMMITTEE REPORTS:**

#### **A. SALES & MARKETING COMMITTEE:**

- Laurie Stroll reported the Bureau had four presentations with contractors regarding the potential name change for the organization. Discussion followed.
- The Sales & Marketing Committee voted to award the project to Robert Leaver of New Commons. Evan & Laurie will meet with Mr. Leaver to launch the project.

#### **B. FACILITIES**

Stephen Coyne reported on the following:

- The CVB now has a Lease Agreement with the City of Newport.
- The Tap System hopefully will be introduced the last week of April.
- Discussion about the concept of having a reservation desk in the information center. A motion was made by Ed Silveira for a cap of \$5,000 on a reservation desk. Karen Oakley seconded the motion. The motion passed unanimously.

#### **IV. UNFINISHED BUSINESS OR NEW BUSINESS:**

**None**

#### **V. ADJOURNMENT:**

**A motion to adjourn was made by Len Panaggio and seconded by Laurie Stroll. The motion passed unanimously. The meeting adjourned at 1:35 pm.**

**The next board meeting will be**

**Tuesday, April 12, 2011**

**Castle Hill Inn**

**590 Ocean Avenue**

**Newport, RI 02840**