

**NEWPORT COUNTY CONVENTION & VISITORS BUREAU
BOARD OF DIRECTORS MEETING**

Tuesday November 8, 2011

12:00pm

Newport Beach Inn & Suites

One Wave Avenue

Middletown, RI 02842

MEETING MINUTES:

The meeting was called to order at 12:00 pm by Chairman Len Panaggio.

BOARD MEMBERS IN ATTENDANCE WERE:

Len Panaggio, Greg Fater, Stephen Coyne, Laurie Stroll, Susan Samson, Rocky Kempenaar, Karen Oakley, Daniel Braun, Marlen Scalzi, Katie Wilkinson, Stephan Brigidi, Jeff McDonough, Jon Cohen, Susan Coogan

BOARD MEMBERS ABSENT & EXCUSED WERE: Ed Silveira, Lisa Speidel

BOARD MEMBERS ABSENT & NOT EXCUSED WERE: Pieter Roos

Note: The Tiverton seat is not yet appointed as of this meeting date.

STAFF PRESENT WERE: Cathy Morrison, Kathryn Farrington, Tim Walsh, Deb Gatta, Ellen Crawley

GUESTS PRESENT WERE: Terry Horsley, representing The Newport Daily Record, filmed the meeting along with his assistant, Carolee Ward.

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes for October 11, 2011 were reviewed. A motion to accept the minutes was made by Greg Fater and seconded by Stephen Coyne. The motion passed unanimously.

II. TREASURER'S REPORT:

The financial report for October, 2011 was read by Stephen Coyne. City Bed Tax for August, 2011 was up 2.31%, YTD. Regional Bed Tax was up 0.16%, YTD for a combined YTD Bed Tax of +1.92%. He reviewed the revenues and expenses for the month of October, 2011.

Stephen reported that the Finance Committee met on 11/2/11. They discussed the need to develop a budget reforecast since YTD revenue is currently 3.7% below forecast. If this trend continues it may be necessary to cut 75K to 90K from the existing budget. The board discussed the need for a special meeting to be held in December to make any necessary changes. Greg Fater made a motion to hold a special meeting on 12/20/11. Discussion followed. Greg amended the motion to change the meeting to 12/13/11. Stephen Coyne seconded the motion. The motion passed unanimously.

A motion to accept the Treasurer's report for October was made by Stephen Coyne and seconded by Greg Fater. The motion passed unanimously.

III. STAFF REPORTS:

A. OPERATIONS:

Cathy Morrison reported on the status and upcoming events for the Information Center.

B. SALES & TOURISM:

Tim Walsh reported on the status and upcoming events for the Sales Department.

C. MARKETING:

Kathryn Farrington reported on the status and upcoming event for the

Marketing Department.

IV. COMMITTEE REPORTS:

SALES & MARKETING:

Laurie Stroll reported on the following:

- **The process of the name change and logo of the CVB to Discover Newport, 9 coastal towns, one big experience is in progress. RFP's (Request for Proposal) have been sent to 7 vendors with a requested response date of 11/14/11. Discussion followed.**

HR COMMITTEE:

Daniel Braun reported on the following:

- **The committee met with Paychex, the new payroll provider and discussed salary ranges, job descriptions and employee handbook.**

V. NEW BUSINESS:

- **Stephan Brigidi commented on a new project he is involved in – Bristol/Warren Gallery Night.**
- **Greg Fater informed the board that the Hot Stove & Auction Fundraiser, for the Newport Gulls, will be held on 1/21/12**

VI. ADJOURNMENT:

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

The next board meeting will be

Tuesday, December 13, 2011

At the Gateway Information Center

3rd floor meeting room