

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

Tuesday February 14, 2012

12:00pm

The Event Center at Newport Grand

150 Admiral Kalbfus Road

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, Stephen Coyne, Susan Samson, Rocky Kempenaar, Karen Oakley, Marlen Scalzi, Katie Wilkinson, Jeff McDonough, Jon Cohen, Susan Coogan, Lisa Speidel, Barbara Pelletier, ,Stephan Brigidi, Daniel Braun

BOARD MEMBERS ABSENT & EXCUSED WERE: Ed Silveira, Laurie Stroll, Pieter Roos

BOARD MEMBERS ABSENT & NOT EXCUSED WERE: none

Diane Hurley, Owner/Operator Newport Grand welcomed the board

members and staff of the NBCCVB and gave a brief history and current status of Newport Grand.

STAFF PRESENT WERE: Evan Smith, Cathy Morrison, Kathryn Farrington, Tim Walsh, Ellen Crawley,
Mary Gagnon

GUESTS PRESENT WERE: Terry Horsley, representing The Newport Daily Record, filmed the meeting.

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes for January 10, 2011 were reviewed. A motion to accept the minutes was made by Greg Fater and seconded by Karen Oakely. The motion passed unanimously.

II. TREASURER'S REPORT:

The financial report for January, 2012 was read by Treasurer, Stephen Coyne. City Bed Tax for November, 2011 was up 6.18%, YTD. Regional Bed Tax was up 3.87%, YTD for a combined YTD Bed Tax, through November, of +5.68%. He reviewed the revenues and expenses for the month of January, 2012.

Evan Smith introduced Mary Gagnon, an accountant who is working with the NBCCVB until the Finance Director's position is filled.

A motion to accept the Treasurer's report for January, 2012 was

made by Katie Wilkinson and seconded by Stephan Brigidi. The motion passed unanimously.

III. PRESIDENTS REPORT:

Evan Smith reported on the following:

- **The CVB is in good shape to finish the fiscal year on target.**
- **He had many applicants and interviews for the Finance Director's position and Alyson Adkins has accepted the offer and will start in her new position in mid March. Accountant, Mary Gagnon will continue in the Finance Department until Alyson begins her employment.**
- **Evan briefly commented that the bureau faces many challenges now including, toll increases on the Pell Bridge and increases on many travel related taxes.**

IV. COMMITTEE REPORTS:

A. GOVERNANCE:

Greg Fater reported on the following:

- **The status on tour taxes and proposed increase of 2% to the food & beverage tax. Discussion followed.**

B. FINANCE:

Stephen Coyne reported on the following:

- **A first draft of the 2012/2013 proposed budget and executive summary was distributed to the board members for review.**

- **The board members were invited to the Finance Committee meeting on Wednesday 2/22 to finalize the budget to be presented for approval at the March board meeting. Discussion followed.**

C. SALES & MARKETING:

Evan Smith reported, in Laurie Stroll's absence, on the following:

- **The graphic firm "Nail" presented several options regarding the name change and logo of the CVB to "Discover Newport, nine coastal towns, one big experience". No decision has been made. They will present several more for review.**

V. UNFINISHED BUSINESS:

The Board requested an update on the status of the America's Cup Race to be held June 23-July 1, 2012. Discussion followed

VI. NEW BUSINESS:

Stephan Brigidi informed the board of the status of the Bristol/Warren Gallery Art Night.

VII. ADJOURNMENT:

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

The next board meeting will be

Tuesday, March 13, 2012

At the Gateway Information Center

3rd floor meeting room