

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

**Tuesday March 13, 2012**

**12:00pm**

**The Gateway Information Center**

**3rd floor conference room**

**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, Susan Samson, Rocky Kempenaar, Karen Oakley, Marlen Scalzi, Katie Wilkinson, Susan Coogan, Barbara Pelletier, ,Stephan Brigidi, Daniel Braun, Laurie Stroll, Pieter Roos,**

**BOARD MEMBERS ABSENT & EXCUSED WERE: Lisa Speidel, Jeff McDonough, Jon Cohen**

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

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

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

**I. PREVIOUS MEETING MINUTES:**

**The previous meeting minutes for February 14, 2012 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 February, 2012 was read by Treasurer, Stephen Coyne. City Bed Tax for December, 2011 was up 6.05%, YTD. Regional Bed Tax was up 5.28%, YTD for a combined YTD Bed Tax, through December, 2011 of +6.02%. He reviewed the revenues and expenses for the month of February, 2012.**

**A motion to accept the Treasurer's report for February, 2012 was made by Stephen Coyne and seconded by Katie Wilkinson. The motion passed unanimously.**

**III. PRESIDENTS REPORT:**

**Evan Smith reported on the following:**

- Bristol voted by Family Magazine as the "Best Place to Raise a Family".**
- He highlighted upcoming events in Newport and Bristol County.**
- Evan gave reflections on the end of year forecast and the 2012/2013**

**proposed budget.**

- **Alyson Atkins will start employment as our new Finance Director on March 19, 2012.**
- **Briefed the board that 6 board seats come up for renewal this September.**
- **Gave an update on the development of the new company logo design.**
- **Will meet with the new City Manager, Jane Howington on Friday.**
- **Evan gave an update on pending new bills in the state legislature:**
  - **Legislation regarding a 2% increase to the food and beverage tax was discussed. Stephen Coyne made a motion that the board submits a letter of opposition to legislators regarding the 2% tax increase, and in support of the efforts to repeal the tour tax. The motion was seconded by Greg Fater. The motion passed unanimously.**
  - **Evan reported the bill to reduce our bed tax funding has been pulled.**

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

##### **A. FACILITIES:**

**Stephen Coyne reported on the following:**

- **The Facilities Committee met and discussed improvements to the Bristol Visitors Center.**
- **The progress of the first floor Newport Information Center renovations and ideas to generate new revenue at the Visitors Center.**

## **B. SALES & MARKETING:**

**Laurie Stroll reported on the following:**

- **She attended the meeting held with all the hotel Sales Directors on February 29, 2012. All CVB programs were reviewed.**

## **V. NEW BUSINESS:**

**Pieter Roos gave an update on the Queen Anne Square Project**

## **VI. UNFINISHED BUSINESS:**

**Stephen Coyne thanked Evan Smith and the Vice Presidents regarding their efforts with the 2012/2013 proposed budget and a summary of the budget as well as a copy of the proposed budget was presented to the board for their review. Discussion followed.**

**At 1:30pm, Greg Fater made a motion that the board to move to an Executive Session. Staff members and Terry Horsley were asked to exit the meeting.**

**The meeting resumed after the Executive Session at 1:50pm.**

**Greg Fater made a motion to accept the 2012/2013 proposed budget as presented and approved by the Finance Committee. The motion was seconded by Susan Samson. The motion passed unanimously.**

**Greg Fater made a motion that the full board approve the salary**

**guidelines as approved by the Finance and HR Committee's. The motion was seconded by Stephen Coyne. 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 2:00 pm. The chairman reminded all board members of the special location and time of next month's meeting.**

**The next board meeting will be**

**Tuesday, April 10, 2012**

**At the Newport Marriott**

**19 America's Cup Avenue**

**11:00am - Board Meeting**

**12:00pm – Joint luncheon with PWCVB Board**