



**DISCOVER NEWPORT  
BOARD OF DIRECTORS MEETING  
12pm – Tuesday August 21, 2012  
The Gateway Information  
3<sup>rd</sup> floor conference room**

**MEETING MINUTES:**

The meeting was called to order at 12:05pm by Chairman Len Panaggio.

New board members Nancy Blount, representing Warren & Duncan Maio, representing Barrington were welcomed and the board members introduced themselves.

**BOARD MEMBERS IN ATTENDANCE WERE:**

Len Panaggio, Stephen Coyne, Karen Oakley, Marlen Scalzi, Barbara Pelletier, Daniel Braun, Pieter Roos, Susan Samson, Stephan Brigidi, , Ed Silveira, Laurie Stroll Jeff McDonough, Katie Wilkinson, Nancy Blount, Duncan Maio

**BOARD MEMBERS ABSENT & EXCUSED WERE:** Jon Cohen, Greg Fater, Rocky Kempenaar

**BOARD MEMBERS ABSENT & NOT EXCUSED WERE:** none

**STAFF PRESENT WERE:** Evan Smith, Tim Walsh, Kathryn Farrington, Alyson Adkins, Ellen Crawley

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

**I. PREVIOUS MEETING MINUTES:**

The previous meeting minutes for June 19, 2012 were reviewed. A motion to accept the minutes was made Len Panaggio and seconded by Stephen Coyne. The motion passed unanimously.

**II. TREASURER'S REPORT:**

The financial report for July, 2012 was read by Treasurer, Stephen Coyne. City Bed Tax for May, 2012 was up 13.72%, YTD. Regional Bed Tax was up down 1.92%, YTD for a combined YTD Bed Tax, through May, 2012 of +8.59%. He reviewed the revenues and expenses for the month of June & July, 2012.

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

III. PRESIDENTS REPORT:

Evan Smith reported on the following:

- He welcomed new board members and explained the dynamics of how the organization is structured
- He stated that there is one open board seat, an industry seat representing lodging under 100 rooms.
- He addressed the recent survey by CheapHotels.com that listed Newport as one of the most expensive destinations. He explained the methodology of this determination. Discussion followed.
- He distributed a summary of the meals tax for all the municipalities to the board members for their review.

IV. STAFF REPORTS:

A. SALES & TOURISM:

Tim Walsh, Vice President of Sales updated the board on the status and upcoming activities of the Sales Department.

B. MARKETING:

Kathryn Farrington, Vice President of Marketing updated the Board regarding, advertising and public relations of the Marketing Department.

V. COMMITTEE REPORTS:

A. Stephen Coyne and the Finance Committee met and reported on the following:

- Stephen commended the hard work of the executive staff upon the completion of the annual audit for fiscal year ending March 31, 2012
- Stephen Coyne made a motion to approve the annual audit as presented. Ed Silveira seconded the motion. The motion passed unanimously.

B. GOVERNANCE:

Evan Smith reported on the following:

- He explained the rotation schedule of appointing new Board Members.
- The 5 industry seats are up for review now. They are as follows:
  - Lodging over 100 rooms – Marlen Scalzi
  - Lodging under 100 rooms – vacant
  - Attractions – Pieter Roos
  - Restaurants – Greg Fater
  - Member of the public – Laurie Stroll
- Len Panaggio proposed reappointing the four incumbents for a new three year term. Discussion followed. Ed Silveira made a motion to approve the slate as presented. The motion was seconded by Stephan Brigidi. The motion passed unanimously.
- **Important note: the four candidates did not participate in the vote.**

VI. NEW BUSINESS:

- Katie Wilkinson briefed the Board Members about the current status of the Elmhurst School proposed demolition in Portsmouth, RI.
- Pieter Roos briefed the board on the status of Queen Anne Square.
- Susan Samson briefed the board about the pending sale of Sakonnet Vineyards.

VII. ADJOURNMENT:

A motion to adjourn was made by Len Panaggio and seconded by Ed Silveira. The motion passed unanimously. The meeting adjourned at 1:33 pm.

**The next Board Meeting will be held  
Tuesday, September 18, 2012  
At The Gateway Information Center  
3<sup>rd</sup> Floor Conference Room**