



**DISCOVER NEWPORT
BOARD OF DIRECTORS MEETING
12pm – Tuesday October 16th, 2012
The Gateway Information
3rd floor conference room**

MEETING MINUTES:

The meeting was called to order at 12:04pm by Chairman Len Panaggio.

BOARD MEMBERS IN ATTENDANCE WERE:

Len Panaggio, Stephen Coyne, Karen Oakley, Barbara Pelletier, Susan Samson, Rick Peckham, Stephan Brigidi, Laurie Stroll, Jeff McDonough, Katie Wilkinson, Nancy Blount, Jon Cohen, Greg Fater, Rocky Kempenaar, Pieter Roos and Duncan Maio

BOARD MEMBERS ABSENT & EXCUSED WERE: Marlen Scalzi

BOARD MEMBERS ABSENT & NOT EXCUSED WERE: Ed Silveira

STAFF PRESENT WERE: Evan Smith, Kathryn Farrington, Alyson Adkins, Cathy Morrison, Tim Walsh & Dawn Sharp

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

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes for September 18th, 2012 were continued until the next meeting, as there were discrepancies with the numbers listed for the Bed Tax percentages.

II. TREASURER'S REPORT:

The financial report for September, 2012 was read by Treasurer, Stephen Coyne. City Bed Tax for July, 2012 was up 12.44%, YTD. Regional Bed Tax was up 7.83%, YTD. Bristol Bed Tax was up 15.72%, for a combined YTD Bed Tax, through July, 2012 of +11.27%. He reviewed the revenues and expenses for the month of September, 2012.

A motion to accept the Treasurer's report for September 2012 was made by Stephen Coyne and seconded by Lenny Panaggio. The motion passed unanimously.

III. PRESIDENTS REPORT:

Evan Smith reported on the following:

- He bid farewell to Susan Samson, representing Little Compton, whose term as a Board Member has ended.
- He welcomed Rick Peckham, the newest Board Member, who is filling Susan Samson's seat, as the replacement for Little Compton.
- He bid farewell to Dawn Sharp, whose 6 month tenure with Discover Newport will be ending soon.
- He reported on the positive trending of the local businesses, lodging, attractions, shopping and dining.
- He briefed the new Board Members on the day-to-day operations and functionality of the Visitor's Center.
- He discussed the validity of having a Visitor's Center in Newport.
- He briefed the Board Members about the upcoming Sports Museums Conference, being held in Newport; he will be speaking at this event.
- He informed the Board Members that the Sales & Marketing Teams are bidding on being the host city for the "2015 Volvo Ocean Race" (formerly the *Whitbread Round the World Race*).
- He congratulated Kathryn Farrington on winning the "*RI Hospitality Ambassador of the Year*" award. She will be honored at a banquet on November 28th.

IV. STAFF REPORTS:

A. MARKETING:

Kathryn Farrington, Vice President of Marketing, updated the Board on the status and upcoming activities of the Marketing Department, including:

- new "*Meetings Page*" on the www.GoNewport.com website
- the *Rewards* tab at the bottom of the website page
- review of the monthly Marketing Meeting format and theme
- the upcoming *Newport Restaurant Week* details
- the *Discover Newport Travel Guide* details

B. OPERATIONS:

Cathy Morrison, Vice President of Operations, updated the Board on the current status of the Operations Department, including:

- the status of the number of Cruise Ships in town for the month of September
- the status of the number of Bus Tours in town for the first half of October
- the rise in visitors to the *Bristol Visitor's Center*
- the amount of monies generated by the Reservations Desk, located on the 1st floor
- the newly installed carpet issue and solution

C. SALES:

Tim Walsh, Vice President of Sales, updated the Board on the status and upcoming activities of the Sales Department, including:

- details of how the Marketing & Sales Teams work together to head-up improving the *Discover Newport* website
- the validity of attending the *Luxury Shows & Motorcoach Shows* and using the *CVENT Platform*
- the 2013 Soccer Tournament at URI
- the fact that *Discover New England* has expanded, to cover the Japanese Tourism market
- the upcoming *Quidditch Event* at Fort Adams State Park

V. COMMITTEE REPORTS:

A. FINANCE:

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

- New phone system funding proposal; a formal Memo was presented and a detailed explanation of the current/past issues was presented; question forum was opened to all Board Members; discussion ensued.

A motion to accept the funding proposal, in the amount of \$25,000.00, for the new phone system was made by Jon Cohen and seconded by Lenny Panaggio. The motion passed unanimously. *(see attached memo)

B. GOVERNANCE:

Evan Smith reported on the following:

- He reiterated that there is still one open board seat, which is an industry seat, representing lodging under 100 rooms. He is soliciting applications for candidates to be interviewed by the Governance Committee.

VI. NEW BUSINESS:

- Pieter Roos informed the Board Members that the final permit from RIDEM was approved on October 9th, for the revival project of *Queen Anne Square*. Construction commenced immediately and is due to be completed by May 2013.
- Laurie Stroll provided an update on the successful summer of the local businesses.
- Karen Oakley provided an update on the status of exhibit wall of the Visitor's Center.
- Stephen Brigidi provided information about what was discussed at this month's Bristol Town Council Meeting.
- Barbara Pelletier announced that she was granted \$1000.00 from the Tiverton Town Council for the production of brochures to promote local Tiverton businesses.

VII. ADJOURNMENT:

A motion to adjourn was made by Len Panaggio and seconded by Stephen Coyne. The motion passed unanimously. The meeting adjourned at 1:23 p.m.

**The next Board Meeting will be held
Tuesday, November 20th, 2012
at the Rhode Island Turnpike & Bridge Authority building
{The Authority administrative office is adjacent to the Pell Bridge toll plaza}**

