

Newport & Bristol County Convention & Visitors Bureau

DBA Discover Newport

Board of Directors Meeting

12pm – Tuesday January 15, 2013

Held at:

The Gateway Information Center

3rd floor conference room

MEETING MINUTES:

The meeting was called to order at 12:02pm by Chairman Len Panaggio.

BOARD MEMBERS IN ATTENDANCE WERE:

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

BOARD MEMBERS ABSENT & EXCUSED WERE: Ed Silveira, Laurie Stroll, Marlen Scalzi

NOTE: One board seat is open at this time (lodging under 100 rooms).

BOARD MEMBERS ABSENT & NOT EXCUSED WERE: None

STAFF PRESENT WERE: Evan Smith, Kathryn Farrington, Cathy Morrison, 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 November 20, 2012 were reviewed. A motion to accept the minutes was made by Jeff McDonough and seconded by Stephen Coyne. The motion passed unanimously.

II. TREASURER'S REPORT:

The treasurer's report for November, 2012 was read by Treasurer, Stephen Coyne. City Bed Tax for October, 2012 was up 8.18, YTD. Regional Bed Tax was up 4.30%, YTD. Bristol Bed Tax was up 0.34%, for a combined YTD Bed Tax, through October, 2012 of 7.05%. He reviewed the revenues and expenses for the month of November & December, 2012. A motion to accept the Treasurer's report for November 2012 was made by Stephen Coyne and seconded by Jeff McDonough. The motion passed unanimously.

III. PRESIDENTS REPORT:

Evan Smith reported on the following:

- He stated his first priority is preparing the new Fiscal Budget, along with his executive staff, for 2013/2014. He explained the process and time frame to the board.**

- He requested that the board members, representing each community, keep informed of upcoming events, business opening/closing. Discussion followed.
- He noted that the new phone system is in place at Discover Newport.

IV. COMMITTEE REPORTS:

A. FACILITIES & FINANCE:

- Duncan Maio was recused briefly.
- Committee chair Stephan Brigidi reported that the committee has solicited bids from qualified contractors to replace the current advertising format in the Gateway Visitors Center. He explained that the current system is 25 years old and has numerous limitations in terms of cost and production. The committee received three qualified bids for potential replacement options. The committee is recommending the bid by Mystic Studios for three reasons; consumer appeal, production costs, and ease of installation. Discussion followed. The board examined, with extra diligence, the Mystic Company's proposal of 80K for the project. A motion was made by Greg Fater to approve at 85K. The motion was seconded by Katie Wilkinson. The motion passed unanimously.

B. GOVERNANCE:

Greg Fater proposed moving forward on the following

- **Conducting interviews for the vacant board seat. Three interviews are set for 1/31/2013.**
- **Reviewing the board by-laws regarding residence requirements for potential board members. Discussion followed. The Governance Committee will meet soon to discuss further.**

V. STAFF REPORTS:

A. MARKETING:

Kathryn Farrington, Vice President of Marketing, updated the Board on the current status of the

Marketing Department and gave an overview of Newport's 25th Winter Festival, February 15-24th.

VI. UNFINISHED BUSINESS:

Len Panaggio commented on the damage to Cliff Walk due to hurricane Sandy. Discussion followed.

VII. ADJOURNMENT:

A motion to adjourn was made by Len Panaggio and seconded by Karen Oakley. The motion passed unanimously. The meeting adjourned at 1:19pm

The next Board Meeting will be held

Tuesday, February 19, 2013

At the Gateway Visitors Center