

Newport & Bristol County Convention & Visitors Bureau

DBA Discover Newport

Board of Directors Meeting

12pm – Tuesday February 19, 2013

Held at:

The Atlantic Beach Club

55 Purgatory Road

Middletown, RI

MEETING MINUTES:

The meeting was called to order at 12:10pm by Chairman Len Panaggio.

Elaine Holder, General Manager of the Atlantic Beach Club, gave an overview of the Atlantic Beach Hospitality Group.

Len Panaggio stated the Governance Committee met and interviewed several candidates to fill the board seat for lodging under 100 rooms. Kathleen Seguin, owner of Bristol House Bed & Breakfast, was chosen. Len Panaggio made a motion to appoint Kathleen Seguin to the Board of Directors. The motion was seconded by Stephen Coyne. The motion passed unanimously.

The new board members, Paul Rodrigues, representing Middletown and Kathleen Seguin, representing (lodging under 100 rooms), introduced themselves. The board members welcomed the new appointees.

BOARD MEMBERS IN ATTENDANCE WERE:

**Len Panaggio, Stephen Coyne, Karen Oakley, Barbara Pelletier,
Stephan Brigidi, Greg Fater, Duncan Maio, Katie Wilkinson,
Laurie Stroll, Marlen Scalzi, Paul Rodrigues, Kathleen Seguin**

**BOARD MEMBERS ABSENT & EXCUSED WERE: Nancy Blount, Jeff
McDonough, Jon Cohen**

**BOARD MEMBERS ABSENT & NOT EXCUSED WERE: Pieter Roos,
Rocky Kempenaar, Rick Peckham,**

**STAFF PRESENT WERE: Evan Smith, Kathryn Farrington, Cathy
Morrison, Tim Walsh, 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 January 15, 2013 were reviewed. A
motion to accept the minutes was made by Greg Fater and seconded
by Katie Wilkinson. The motion passed unanimously.**

II. TREASURER'S REPORT:

**The treasurer's report for January, 2013 was read by Treasurer,
Stephen Coyne. City Bed Tax for November, 2012 was up 7.72, YTD.
Regional Bed Tax was up 4.06%, YTD. Bristol Bed Tax was up 0.39%,**

for a combined YTD Bed Tax, through November, 2012 of 6.66%. He reviewed the revenues and expenses for the month of January, 2013. A motion to accept the Treasurer's report for January 2013 was made by Stephen Coyne and seconded by Duncan Maio. The motion passed unanimously.

III. PRESIDENTS REPORT:

Evan Smith reported on the following:

- Evan explained the meals tax performance for each Newport and Bristol County municipality.
- He thanked the Executive Staff and Finance Committee for input on the 2013/2014 proposed Fiscal Budget.
- He is developing an estimate for a potential board retreat. The estimates will be presented at the March board meeting.

IV. COMMITTEE REPORTS:

A. FINANCE:

Stephen Coyne reported on the following:

- The proposed 2013/2014 budget was distributed for review by the board members. Discussion followed.
- Alyson Adkins, Finance Director for Discover Newport, gave an overview of the proposed budget and explained the allocations to departments.

- **Stephen asked the board to review the proposed budget and direct any questions to Evan Smith and the board members are welcome to attend the next Finance Committee meeting on 3/13/13 at 3:00pm at the Gateway Information Center, 3rd floor meeting room. Discussion followed.**

- **The 2013/2014 proposed fiscal budget will be presented for final approval at the next board meeting.**

B. FACILITIES:

Stephan Brigidi reported that Evan Smith & Cathy Morrison, VP of Operations, visited Mystic Studios to assess the compatibility with the renovations of the first floor information center.

C. GOVERNANCE:

Greg Fater reported on the following

- **The committee met on 1/31/2013 and conducted interviews for the vacant board seat.**

- **They also reviewed the board by-laws regarding residence requirements for potential board members. He proposed to present legislation that potential board members be Rhode Island residents and members of the hospitality industry in Newport and Bristol County. Discussion followed.**

- **Katie Wilkinson made a motion to accept Greg Fater's proposal to amend the by-laws that a potential board member be a Rhode Island resident and a member of the hospitality industry. The motion was seconded by Stephen Coyne. The motion passed unanimously.**

V. NEW BUSINESS:

Stephan Brigidi discussed the name change to Discover Newport, Nine Coastal Towns – One Big

Experience. He stated some Bristol industry members are not happy with the new branding. Discussion followed. Stephan showed the board an illustration of the companies website and requested that on the home page, the 6 towns of Newport County and the 3 towns of Bristol County, be listed in separate columns. Chairman, Len Panaggio suggested he present the issue to the Sales and Marketing Committee.

VI. ADJOURNMENT:

A motion to adjourn was made by Len Panaggio and seconded by Katie Wilkinson. The motion passed unanimously. The meeting adjourned at 1:40pm

The next Board Meeting will be held

Tuesday, March 19, 2013

At the Gateway Visitors Center 3rd floor conference room