

**Newport & Bristol County Convention & Visitors Bureau**

**DBA Discover Newport**

**Board of Directors Meeting**

**12pm – Tuesday August 27, 2013**

**Held at:**

**Blount Marine**

**461 Water St. Warren, RI**

**MEETING MINUTES:**

**The meeting was called to order at 12:07pm by Chairman Len Panaggio.**

**BOARD MEMBERS IN ATTENDANCE WERE:**

**Len Panaggio, Barbara Pelletier, Stephan Brigidi, Greg Fater, Matt Gineo, Pieter Roos, Brewer Rowe, Laurie Stroll, Marlen Scalzi, Kathleen Seguin, Nancy Blount, Karen Oakley, Duncan Maio, Paul Rodrigues, Katie Wilkinson**

**BOARD MEMBERS ABSENT & EXCUSED WERE: Rocky Kempenaar, Jeff McDonough**

**BOARD MEMBERS ABSENT & NOT EXCUSED WERE: Rick Peckham**

**STAFF PRESENT WERE: Evan Smith, Kathryn Farrington, Tim Walsh, Alyson Adkins, Anna Duffy, Cathy Morrison**

**I. A presentation was made by our hostess Nancy Blount. She gave a history of Blount Marine up to the present day and highlighted the many products, services and clients they provide for.**

**II. PREVIOUS MEETING MINUTES:**

**The previous meeting minutes for June, 2013 were reviewed. A motion to accept the minutes was made by Greg Fater and seconded by Katie Wilkinson. The motion passed unanimously.**

**III. TREASURER'S REPORT:**

**The treasurer's report for June and July, 2013 was read by new Treasurer, Katie Wilkinson. City Bed Tax for May, 2013 was down .57%, YTD. Regional Bed Tax was up 2.27%, YTD. Bristol Bed Tax was up 33.04%, for a combined YTD Bed Tax, through May, 2013 up .66%. She reviewed the revenues and expenses for the months of June & July, 2013. A motion to accept the Treasurer's report for June & July, 2013 was made by Len Panaggio and seconded by Karen Oakley. The motion passed unanimously.**

**IV. COMMITTEE REPORTS:**

**A. FACILITIES:**

**Stephan Brigidi reported on the following:**

- The gift shop is doing very well with a \$7000. gross profit.
- Advertising panels are 75% sold, additional vendors are still needed.
- He discussed the changing exhibitions, rug, furniture and gallery wall.
- Bristol visitor's center numbers have doubled every year since 2010.
- New video is up and running and banners are now in front of the Bristol visitor's center.
- Steve suggested a board meeting should be held at the Bristol visitor's center soon.

#### **B. GOVERNANCE:**

**Greg Fater reported on the following**

- He explained that the rotating board appointments for the 3 Newport and the 3 Middletown board reps are up for renewal in September.
- Greg sent a letter of inquiry to Senate President Teresa Paiva-Weed regarding changing the residency requirement that non-municipal board appointees live within the state but not necessarily reside in one of the nine towns we represent (status is still pending).
- Steve Brigidi asked for clarification of the new tax law for art. Discussion followed.

#### **C. FINANCE:**

**Katie Wilkinson reported on the following:**

- She stated that the finance committee met with Doug Fay and Linda Pearson from the accounting firm of Sansiveri, Kimball & Co., LLP to go over the draft of the annual audit. They found no sign of deficiencies, no material weaknesses and a clean opinion on the audit. A motion to accept the draft was made by Greg Fater and

seconded by Karen Oakley. The motion passed unanimously. The audit will now be sent to all state and municipal agencies.

**V. PRESIDENT'S REPORT:**

**Evan Smith reported on the following:**

- He reviewed a two page hand out from the RI Hospitality & Tourism Association which showed a breakdown of the 1% Meal & Beverage tax for the fiscal year and calendar year for our nine towns. Evan explained the 1% meal tax revenue goes directly to each of the municipalities.
- He said that although our weather this summer was not great, he expects a big push in tourism after Labor Day. September and October are looking good with cruise ships, foreign tourists, corporate meetings and fall foliage visitors expected.

**A. SALES:**

**Tim Walsh, Vice President of Sales updated the Board on the recent events attended by staff and upcoming events of the Sales Department.**

**B. MARKETING:**

**Kathryn Farrington, Vice President of Marketing updated the Board on the current status and upcoming events of the Marketing Department including Restaurant week November 1-10th.**

**C. VISITOR SERVICES/OPERATIONS:**

**Cathy Morrison, Vice President of Operations updated the board on the status of ticket sales and percentage of people coming in to the visitor's center. The reservation service has booked \$179,000. in**

room reservations up \$60,000.

#### **VI. NEW BUSINESS:**

Len Panaggio asked for the board to discuss and debate the proposed Newport Preservation Society's visitor's center at the Breakers property. Discussion followed regarding the benefits to orient visitors to all of the Preservation Society's properties. A motion was made by Greg Fater to support the development of the proposed Breakers Visitors Center and seconded by Steve Brigidi. The motion passed with 14 in favor, none opposed and one abstention.

#### **VII. ADJOURNMENT:**

A motion to adjourn was made by Greg Fater and seconded by Katie Wilkinson. The motion passed unanimously. The meeting adjourned at 1:45pm.

The next Board Meeting will be held  
Tuesday, September 17th, 2013 @ 12pm  
At The Gateway Information Center  
3rd floor conference room