

Newport & Bristol County Convention & Visitors Bureau

DBA Discover Newport

Board of Directors Meeting

12pm – Tuesday March 18, 2014

Held at:

The Gateway Information Center

3rd Floor Conference Room

MEETING MINUTES:

The meeting was called to order at 12:00pm by Chairman Len Panaggio.

BOARD MEMBERS IN ATTENDANCE WERE:

Len Panaggio, Barbara Pelletier, Duncan Maio, Pieter Roos, Matt Gineo, Rick Peckham, Paul Rodrigues, Brewer Rowe, Marlin Scalzi, Kathleen Seguin, Karen Oakley, Rick Peckham, Laurie Stroll, Katie Wilkinson

BOARD MEMBERS ABSENT & EXCUSED WERE: Greg Fater, Rocky Kempenaar, Nancy Blount, Stephan Brigidi

STAFF PRESENT WERE: Evan Smith, Kathryn Farrington, Cathy Morrison, Anna Duffy

NOTE: A new appointee has been approved by the Jamestown Town Council. Frank “Rusty” Sallee is the owner of

The Lionel Champlin Guest House in Jamestown. Rusty was unable to attend.

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes for February, 2014 were reviewed by the board. A motion to accept the minutes was made by Kathleen Seguin and seconded by Karen Oakley. The motion passed unanimously.

II. TREASURER’S REPORT:

• The treasurer’s report for February 2014 was read by Katie Wilkinson. City Bed Tax for December, 2013 was up +2.52%, YTD. Regional Bed Tax was up +5.12%, YTD. Bristol Bed Tax was up +6.63%, for a combined YTD Bed Tax, through December, 2013 up +3.23%. She reviewed the revenues and expenses for the month of February 2014. A motion to accept the Treasurer’s report for February, 2014 was made by Duncan Maio and seconded by Karen Oakley. The motion passed unanimously.

• 2014-2015 proposed budget – Katie Wilkinson briefed the board on the final draft of the new budget. Len Panaggio made a motion to accept the new 2014-2015 fiscal budget. The motion passed unanimously. The budget will go into effect on April 1, 2014.

III. PRESIDENTS REPORT:

Evan Smith reported on the following:

- **Evan congratulated board member Laurie Stroll on receiving a Distinguished Alumni Award from UMASS which will be awarded to her on April 29th in Boston.**
- **He thanked the finance committee for the many volunteer hours spent on oversight of the proposed 2015 fiscal budget.**
- **Evan will be emailing the 1% meal tax information to the board today.**
- **The RI Craft Brewer's Guild information packet was handed out and Evan reviewed their mission statement with the Board. The guild is made up of ten RI breweries hoping to promote each other, new product development and cross pollinating brands.**
- **Cozy Cab Co. discontinued airport shuttle service two weeks ago in Newport. Orange Cab Co. obtained an emergency stay from the PUC to service downtown Newport temporarily. The airport shuttle PUC hearing will be held in May. Two companies have applied to service this route. Discussion followed.**
- **Forty acres of land in the South End of Fall River have been sold to Foxwoods. Discussion followed on the rapidly changing travel landscape and revenue generated by gaming for both the state of RI and the city of Newport.**
- **A Shark Tournament event license has been applied for in Newport. Martha's Vineyard hosted this tournament for 20 years which has caused controversy between environmentalists and sportsmen. The board will not take a position on the application.**

IV. COMMITTEE REPORTS:

A. FACILITIES:

Karen Oakley reported on the following for Stephan Brigidi:

- The three new windows are being installed on the east wall of the Visitor's Center.**
- An RFP was advertised in the newspaper for merchants to pay rent and run the gift shop in the visitor's center. Bids are due by 3/20/14.**
- An energy audit for indoor/outdoor lighting was done by National Grid. We are waiting for an answer from RIPTA on federal funding to replace tents at the bus station.**
- Bob Andrews from the Newport Dinner Train proposed having the train tracks extended to the visitor's center. Historically, this was the original staging area for the train. He is approaching the city on this idea.**

B. MARKETING:

Laurie Stroll reported on the following:

- The committee met on 3/13/14.**
- Newport Restaurant Week runs from 4/4 – 4/13. There will be 59 restaurants from the 9 communities participating. DiscoverNewportRestaurantWeek.org lists the restaurants, their addresses, phone numbers and menu choices available. This same information is also on our mobi-site for cell phone users.**
- Laurie passed around the new image piece and a mock-up of the new lure piece. Both are meant to drive people to visit our website. There are partnership pages which have been sold.**
- The next marketing meeting will be held at the Marriott on**

Wednesday, April 23rd at 11am.

• **Laurie reported the anticipated volume of visitor's to the area for the N. American leg of the Volvo race in May of 2015, is going to be very significant due to the large volume of corporate entertainment.**

V. STAFF REPORTS:

A. SALES:

Tim Walsh, Vice President of Sales was absent.

B. MARKETING:

Kathryn Farrington, Vice President of Marketing updated the Board on the current status and upcoming events of the Marketing Department.

C. OPERATIONS:

Cathy Morrison, Vice President of Operations updated the Board on the current status of the gift shop, window lobby renovations and upcoming events in the visitor's center.

VI. ADJOURNMENT:

A motion to adjourn was made by Len Panaggio and seconded by Katie Wilkinson. The motion passed unanimously. The meeting adjourned at 1:12pm.

The next Board Meeting will be held

Tuesday, April 15th @ 11:30am

at The Providence Public Library