



**Newport & Bristol County Convention & Visitors Bureau  
DBA Discover Newport  
Board of Directors Meeting  
12pm – Tuesday, August 16, 2016  
Newport Visitor's Center  
23 America's Cup Avenue  
Newport R.I.**

**MEETING MINUTES:**

The meeting was called to order at 12:05pm by Chairman Len Panaggio.

**BOARD MEMBERS IN ATTENDANCE WERE:**

Nancy Blount, Stephan Brigidi, Keith Chouinard, John Edick, Matt Gineo, Rocky Kempenaar, Duncan Maio, Karen Oakley, Len Panaggio, Barbara Pelletier, Matt Plumb, Brewer Rowe, Rusty Sallee, Kathleen Seguin, Nancy Parker Wilson

**BOARD MEMBERS ABSENT & EXCUSED WERE:** Rick Peckham, Brad Read, Paul Rodrigues

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

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

**GUESTS PRESENT WERE:**

**I. PREVIOUS MEETING MINUTES:**

The previous meeting minutes for August 2016 were reviewed by the board. A motion to accept the minutes was made by Matt Gineo and seconded by Karen Oakley. The motion passed unanimously.

**II. PUBLIC COMMENT:**

There were no comments from the public.

**III. TREASURER'S REPORT:**

The treasurer's report for August 2016 was read by Treasurer Brewer Rowe. City Bed Tax through May, 2016 was up +30.54%, YTD; Regional Bed Tax was up +4.55%, YTD; Bristol Bed Tax was down -3.96%, for a combined YTD Bed Tax, through May, 2016 up +21.90%. Brewer reviewed the revenues and expenses for the month of July 2016. A motion to accept the Treasurer's report for August 2016 was made by Duncan Maio and seconded by Rocky Kempenaar. The motion passed unanimously.

A draft of the annual audit was sent to the board for review. Brewer reviewed the results given by the team of four auditors from Sansiveiri, Kimball & Co. L.L.P. They found us to be in good standing and received an "unmodified" report due to fiscal transparency. A motion to accept the audit was made by Duncan Maio and seconded by Rocky Kempenaar. The motion passed unanimously. Eighteen state agencies, including the governor and all nine municipalities will be mailed copies of the report.

**IV. COMMITTEE REPORTS:**

GOVERNANCE: Kathleen Seguin reported on the following:

- Elections were postponed until the September meeting. Anyone interested in nominations for Chair, Vice Chair, Secretary and Treasurer should contact Kathleen or Evan with questions.

FACILITIES: Stephen Brigidi reported on the following:

- Hertz Car Rentals new office in the visitor's center lobby is in demand. The outside door for access to the Hertz rental office is being installed.
- The lobby furniture has been delivered and looks great.
- Lilly Picchione from RIPTA met last week with city staff, Mayor Napolitano, Evan to discuss the redesign of the Gateway Center repairs. April 2017 is the new target date for construction to begin.
- Cathy Morrison mentioned the new plan for buses parking diagonally allowing more space for tour buses and the safety aspect.

**V. PRESIDENT'S REPORT:** Evan Smith reported on the following:

- Evan briefed the board on the project to date regarding Tourism Improvement Districts and what needs to be done in order to implement this in our area. There are 150 in the U.S. which are successfully helping DMO's grow their marketing budget. By state law, Providence, Newport and Pawtucket are the only RI cities presently where a TID can exist. We would be the first in New England. A handout from Civitas was reviewed and discussion followed.

**VI. STAFF REPORTS:**

MARKETING:

Kathryn Farrington, Vice President of Marketing updated the board on the current status and upcoming events in the Marketing Department. Brittany Lauro, our Social Media Manager was honored by DMAI with a *30 Under 30* award for being an outstanding professional at the Minneapolis conference the first week in August. Our new Destination Marketing Guide has been printed. This will replace the lure book and there is no advertising in it.

SALES:

Tim Walsh, Vice President of Sales updated the board on the current status and all upcoming events in the Sales Department.

OPERATIONS:

Cathy Morrison, Vice President of Operations updated the board on the current status and upcoming events in Operations. Including the huge number of visitors so far this summer due to the great weather.

- VII. UNFINISHED BUSINESS:** Evan discussed with the board the request from Twin River to support their Statewide Steering Committee. Discussion followed. Brewer Rowe made a motion that the BOD not take a position on this matter based on the premise that the City of Newport has not taken a position yet. Karen seconded it. The motion passed by majority. Keith Chouinard abstained. Barbara Pelletier and John Edick were opposed.
- VIII. ADJOURNMENT:** The meeting adjourned at 1:09pm

**The next Board Meeting will be held  
Tuesday, September 20, 2016  
The Vanderbilt Grace Hotel  
41 Mary St.  
Newport, RI  
12pm**