



**Newport & Bristol County Convention & Visitors Bureau
DBA Discover Newport
Board of Directors Meeting
Tuesday, January 21, 2020
Newport Gateway Center
23 America's Cup Ave.
Newport, RI
12pm**

MEETING MINUTES:

The meeting was called to order at 12:05pm by Evan Smith

BOARD MEMBERS IN ATTENDANCE WERE: Geremie Callaghan, Keith Chouinard, John Edick, Matt Gineo, Rocky Kempenaar, Christine Klase, T.R. McGrath, Andrew Moore, Jeanne Marie Napolitano, Brad Read, Bob Rulli, Nancy Parker Wilson, Ryan Yalanis

BOARD MEMBERS ABSENT & EXCUSED WERE: Karen Binder, Elizabeth Buckley, Andrew Moore, Brewer Rowe

BOARD MEMBERS ABSENT & NOT EXCUSED WERE:

STAFF PRESENT WERE: Evan Smith, Tim Walsh, Jennifer Bailey, Anna Duffy

GUESTS: Randi Milewski GM – Hammets Wharf, Jackson Donovan, V.P. of Operations – Main Street Hospitality

NOTE: Jamestown's new appointee to the board is Tom McNiff

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes for November 2019 were reviewed by the board. A motion to accept the minutes was made by Matt Gineo and seconded by T.R. McGrath. The motion passed unanimously.

II. PUBLIC COMMENT: No comments from the public

III. TREASURER'S REPORT:

The treasurer's report for December 2019 was presented by Matt Gineo:

- For October bed taxes, the City of Newport was down -2% as compared to budget, Newport County (excluding City of Newport) was down -13% as compared to budget, and Bristol County was flat as compared to budget. Total private revenue for the month of December was down -20% as compared to budget, with total revenue -6% as compared to budget. Total expenses were overbudget by +2%. A motion to approve the treasurer's report was made by Keith Chouinard and seconded by Nancy Parker Wilson. The motion passed unanimously.

IV. PRESIDENT'S REPORT:

- Evan Smith welcomed Tom McNiff our new Jamestown board representative and asked him to give the board a short bio of his background, experience and interests.
- Evan reviewed state lodging taxes in the US and the BOD profile sheet for new board members and guests.
- Buddy Croft, Executive Director of the RITBA is retiring on January 31st.

V. STAFF REPORTS:

- Kathryn Farrington, Vice President of Marketing is working the *Holiday World Show Dublin* with representatives from New England states this week while Andrea McHugh is in NYC attending the *New York Times Travel Show*. Natalie Manning, our Director of Creative Services brought the board up to date on the status of current and upcoming events of the Marketing Department including: the successful kickoff of Wellness Week yesterday at the Newport Marriott with three times the attendance from 2019; our Burger Bender promotion runs simultaneously with Winterfest – Feb.14-23 with over 40 unique burgers offered; the 2020 Destination Guides are expected from the printer soon and the DN website is undergoing a redesign.
- Tim Walsh, Vice President of Sales updated the Board on the current status and upcoming events of the Sales Department staff including upcoming trade show, sales missions and client events.
- Jennifer Bailey, Visitor Services Manager updated the board on the current status and upcoming events in the Visitors Center including events in our lobby during Winterfest. The snow budget has not been used so far this season.

VI. OTHER BUSINESS:

- The municipal town representatives reported on local upcoming events in their regions.

VII. ADJOURNMENT: The meeting adjourned at 1:07pm

**The next Board Meeting will be held:
Gateway Visitor's Center
23 America's Cup Ave.
Newport, RI
Tuesday, February 18, 2020
12pm**