



**Newport & Bristol County Convention & Visitors Bureau  
DBA Discover Newport  
Board of Directors Meeting  
12pm – Tuesday, January 17, 2017  
The Gateway Visitors Center  
23 America's Cup Avenue  
Newport R.I.**

**MEETING MINUTES:**

The meeting was called to order at 12:06pm by Vice Chair Kathleen Seguin

**BOARD MEMBERS IN ATTENDANCE WERE:**

Stephan Brigidi, Marco Camacho, Keith Chouinard, Kristine Cox, John Edick, Matt Gineo, Duncan Maio, Barbara Pelletier, Matt Plumb, Brad Read, Paul Rodrigues, Frank Sallee, Kathleen Seguin

**BOARD MEMBERS ABSENT & EXCUSED WERE:** Nancy Blount, Brewer Rowe, T.R. McGrath

**BOARD MEMBERS ABSENT & NOT EXCUSED WERE:** Rick Peckham, Nancy Parker Wilson

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

**GUESTS PRESENT WERE:** None

**I. PREVIOUS MEETING MINUTES:**

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

**II. PUBLIC COMMENT:** There were no comments from the public.

### III. TREASURER'S REPORT:

- The treasurer's report for December 2016 was read by Treasurer Keith Chouinard. City Bed Tax through October, 2016 was up +7.37%, YTD; Regional Bed Tax was up +6.25%, YTD; Bristol Bed Tax was up +13.96%, for a combined YTD Bed Tax, through October, 2016 up +7.14%. Keith reviewed the revenues and expenses for the month of October 2016. Discussion followed. A motion to accept the Treasurer's report for December 2016 was made by Matt Gineo seconded by Paul Rodrigues. The motion passed unanimously.
- Keith Chouinard presented an outline for a revised budget for fiscal year 2016/17. The finance committee has amended the budget to reflect updates on personnel, marketing, trade shows, operational expenses at the visitor's center, administrative expenditures. Discussion followed. A motion to accept the revised budget was made by Kathleen Seguin and seconded by John Edick. The revised budget was approved by unanimous vote.

### IV. PRESIDENT'S REPORT:

- Evan Smith introduced and welcomed new board member Kristine Cox from the Newport Harbor Hotel and Marina.
- Evan thanked the board on behalf of the staff for approving year-end bonuses for full time staff.
- Evan informed the board that Airbnb lodging tax revenue is not being distributed using the formula applied to distribute our funding as generated by lodging properties. 75% of the Airbnb review went directly to the state of RI.
- On July 1st per state law, our lodging tax distribution is scheduled to be reverted from 47% to 42%. Evan sent letters on behalf of the board to the 10 elected officials from Newport & Bristol County requesting support of a resolution to keep our funding at 47%. Evan is scheduled to meet with Rep. Mattiello and Rep. Abney on 2/15 to ask for their support of this resolution.
- Discover Newport is in the process of applying for *cy pres* funding to be distributed from a settlement with the RI Turnpike and Bridge Authority. The potential award would be used to promote travel to our nine destinations. The deadline for submissions is January 30<sup>th</sup>. A federal judge will be reviewing the applications and his decision will be announced in the Spring.
- The board retreat is tentatively set for March 9<sup>th</sup> from 11am-5pm, to develop a new 3-year strategy plan for the organization.

### V. STAFF REPORTS:

#### MARKETING:

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

#### SALES:

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

**OPERATIONS:**

Cathy Morrison, Vice President of Operations updated the board on the status and upcoming events in Operations including the construction progress at the visitor's center, RIPTA buses are now using America's Cup Ave and events scheduled during Winterfest for children in our lobby.

**VI. ADJOURNMENT:** The meeting adjourned at 12:58pm.

**The next Board Meeting will be held  
Tuesday, February 21, 2017  
Gateway Visitor's Center  
23 America's Cup Ave.  
Newport, RI  
12pm**