



**Newport & Bristol County Convention & Visitors Bureau
DBA Discover Newport
Board of Directors Meeting
12pm – Tuesday, March 21, 2017
The Gateway Visitors Center
23 America's Cup Avenue
Newport R.I.**

MEETING MINUTES:

The meeting was called to order at 12:05pm by Chairman Brewer Rowe

BOARD MEMBERS IN ATTENDANCE WERE:

Nancy Blount, Stephan Brigidi, Marco Camacho, Keith Chouinard, Kristine Cox, John Edick, Matt Gineo, Duncan Maio, TR McGrath, Barbara Pelletier, Matt Plumb, Paul Rodrigues, Brewer Rowe, Frank Sallee, Kathleen Seguin, Nancy Parker Wilson

BOARD MEMBERS ABSENT & EXCUSED WERE: Brad Reed

BOARD MEMBERS ABSENT & NOT EXCUSED WERE:

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

GUESTS PRESENT WERE: None

PREVIOUS MEETING MINUTES:

The previous meeting minutes for February 2017 were reviewed by the board. A motion to accept the minutes was made by Matt Gineo and seconded by John Edick. The motion passed unanimously.

- I. PUBLIC COMMENT:** There were no comments from the public.
- II. TREASURER'S REPORT:** The treasurer's report for February 2017 was read by Treasurer Keith Chouinard. City Bed Tax through December 2016 was up +8.37%, YTD; Regional Bed Tax was up +7.60%, YTD; Bristol Bed Tax was up +16.34%, for a combined YTD Bed Tax, through December 2016 up +8.26%. Keith reviewed the revenues and expenses for the month of February 2017. A motion to accept the Treasurer's report for February 2017 was made by Stephan Brigidi seconded by Paul Rodrigues. The motion passed unanimously. Keith then presented the FY 2018 budget for approval. Stephan Brigidi made a motion to approve said budget, seconded by John Edick. The motion passed unanimously.
- III. COMMITTEE REPORTS:** no updates to report
- IV. PRESIDENT'S REPORT:**
- Chairman Brewer Rowe reported for Evan Smith who attending a conference.
 - Brewer thanked all board members who attended the board retreat on March 9th. Paul Ouimet from InterVISTAS facilitated the meeting to help develop a 3-year strategic plan for our organization. The data obtained by Mr. Ouimat from the board will be the framework for action steps to support objectives identified at the retreat. Evan will share InterVISTAS report results with the board when he receives them.
 - Tim Walsh reported that Evan has reached out to our city/town councils asking to support resolutions keeping our lodging tax funding formula at 47%.
- V. STAFF REPORTS:**
- MARKETING:**
Kathryn Farrington, Vice President of Marketing updated the board on the status and upcoming events in the Marketing Department. She informed the board that Volvo announced this morning at a press conference that Rhode Island will have a team in the Volvo Ocean Race in 2018.
- SALES:**
Tim Walsh, Vice President of Sales updated the board on the status and all upcoming events in the Sales Department.
- VI. NEW BUSINESS:**
Brewer made a motion for a financial request for quotes to conduct a compensation study for our positions with industry not to exceed \$5,000. The last study was done 15 years ago, discussion followed. Stephen Brigidi seconded the motion. It passed unanimously.
- VII. ADJOURNMENT:** The meeting adjourned at 12:29pm

**The next Board Meeting will be held
Tuesday, April 18, 2017
Gateway Visitor's Center
23 America's Cup Ave.
Newport, RI
12pm**