



**Newport & Bristol County Convention & Visitors Bureau  
DBA Discover Newport  
Board of Directors Meeting  
Tuesday, March 27, 2018  
Gateway Center  
23 America's Cup Ave.  
Newport, RI  
12:00pm**

**MEETING MINUTES:**

The meeting was called to order at 12:15 pm by Chairman Brewer Rowe

**BOARD MEMBERS IN ATTENDANCE WERE:** Marco Camacho, John Edick, Christine Klase, Duncan Maio, T R McGrath, Matt Plumb, Brad Read, Brewer Rowe, Frank Sallee, Kathleen Seguin, Nancy Parker Wilson, Elizabeth Woodhouse

**BOARD MEMBERS ABSENT & EXCUSED WERE:** Kristine Cox, Matt Gineo, Paul Rodrigues, Ryan Yalanis

**BOARD MEMBERS ABSENT & NOT EXCUSED WERE:** Karen Binder, Katie Dickson

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

**GUESTS PRESENT WERE:** Jennifer Joslyn – Tiverton resident

**I. PREVIOUS MEETING MINUTES:**

The previous meeting minutes for February 2018 were reviewed by the board. A motion to accept the minutes was made by Marco Camacho and seconded by Brad Read. The motion passed unanimously.

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

### III. TREASURER'S REPORT

- a. The finance committee met on 3/14. The treasurer's report for February 2018 was presented by Alyson Adkins. For December bed taxes, the City of Newport was down -10% as compared to budget, Newport County (excluding City of Newport) was up 3% as compared to budget, and Bristol County was up 13% as compared to budget. Private revenue for the month of February was up 6% as compared to budget, with total revenue up +4% compared to budget. Total expenses were underbudget by 5%. For YTD, total bed taxes are up +2% as compared to budget, total revenue is up +2% to budget, and total expenses are underbudget by 4%. Alyson then reviewed the revenue and expenses for February. Discussion followed. A motion to accept the Treasurer's report for February 2018 was made by Brewer Rowe and seconded by Duncan Maio. The motion passed unanimously.
- b. Administration: Evan asked the board to approve a 90-day transitional budget beginning on April 1. This vote is necessary due to the FY date change approved at our February 20<sup>th</sup> meeting. An amendment to this 90-day budget allocating funds for a legislative consultant for the months of May and June was discussed. The Governance committee would be responsible to vet and obtain 3 bids for consideration of a consultant. A motion to accept said interim budget including consultant fee for two months was made by Brewer Rowe and seconded by Nancy Parker Wilson. The motion passed unanimously.
- c. The finance committee presented an investment plan for current budget funds not expended yet. They proposed investing these funds in 4 areas: 1. New sales & marketing initiatives 2. Our capital reserve account 3. Our capital improvement account 4. Year staff bonus plan. Discussion followed. Brewer made a motion to accept the investment plan for unexpended year end funds, Marco Camacho seconded the motion. The motion passed unanimously.

### IV. PRESIDENT'S REPORT:

- Evan reviewed for the board our Board and Staff organizational profile.
- Grow Smart RI is hosting an awards breakfast on March 22<sup>nd</sup>. RIPTA, Discover Newport and the City of Newport are being recognized for renovation work completed at the Gateway Center. The awards are designed to honor those shaping a community and through innovative revitalization and preservation initiatives and partnerships.
- Kristine Cox is moving from Middletown to Newport and therefore must resign her seat on the board representing the Town of Middletown, effective immediately.
- There will be 6 seats up for renewal on the board this September.

V. **COMMITTEE REPORTS:** none given in the interest of time

VI. **NEW BUSINESS:** None

VII. **ADJOURNMENT:** The meeting adjourned at 12:59pm

**The next Board Meeting will be held  
Tuesday, April 17, 2018  
Gateway Center  
23 America's Cup Ave.  
Newport, RI  
12pm**