



**Newport & Bristol County Convention & Visitors Bureau
DBA Discover Newport
Board of Directors Meeting
Tuesday, November 14, 2017
Gateway Center
23 America's Cup Ave.
Newport, RI
12:00pm**

MEETING MINUTES:

The meeting was called to order at 12:04 pm by Chairman Brewer Rowe

BOARD MEMBERS IN ATTENDANCE WERE:

Karen Binder, Marco Camacho, Kristine Cox, John Edick, Matt Gineo, Duncan Maio, T R McGrath, Matt Plumb, Paul Rodrigues, Brad Read, Brewer Rowe, Frank Sallee, Kathleen Seguin, Nancy Parker Wilson, Elizabeth Woodhouse, Ryan Yalanis

BOARD MEMBERS ABSENT & EXCUSED WERE: Katie Dickson

BOARD MEMBERS ABSENT & NOT EXCUSED WERE:

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

NOTE: Christine Klase, new Tiverton appointee pending approval by the town council on 11/15/17.

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes for October 2017 were reviewed by the board. A motion to accept the minutes was made by Kathleen Seguin and seconded by Duncan Maio. The motion passed unanimously.

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

III. TREASURER'S REPORT:

The finance committee met on 11/8. The treasurer's report for October 2017 was presented by Matt Gineo. For August bed taxes, the City of Newport was up +3% as compared to budget, Newport County (excluding City of Newport) was up +16% as compared to budget, and Bristol County was up +17 % as compared to budget. Private revenue for the month of October was down -10% as compared to budget, with total revenue up +5% compared to budget. Total expenses were underbudget by 7%. For YTD, total bed taxes are up +5% as compared to budget, total revenue is up +4% to budget, and total expenses are underbudget by 5%. Matt then reviewed the revenue and expenses for October. Discussion followed. A motion to accept the Treasurer's report for October 2017 was made by Brewer Rowe and seconded by Rusty Sallee. The motion passed unanimously.

IV. PRESIDENT'S REPORT:

- There will be an Open House at the Gateway Center tonight at 6pm hosted by Rep. Lauren Carson to discuss tourism and lodging with her District 75 – Newport constituents. She has asked Evan to chair a tourism sub-committee on metrics to measure, analyze and collect tracking information to explore how technology is changing tourism.
- Brewer Rowe attended a Commerce RI meeting on Evan's behalf last week due to a scheduling conflict. TF Green Airport and Adara Technologies made presentations. Educating our elected officials on travel and tourism is essential to ensure informed decisions on tourism budget funding, the division percentages state-wide using the present formula and knowing exactly where tourism funding is spent before casting their votes at the State House.
- Ryan Foster from the Sales Department had taken a new position in Lake Tahoe. He will be leaving Discover Newport before Thanksgiving to begin his new position. Evan and the board wished him success in CA.
- Newport Restaurant Week just ran from 11/3 – 11/12 with 59 restaurants participating.
- A survey on a board holiday party will be sent out by Evan to determine availability and interest. Results to follow.
- Tomorrow (11/15) the Marketing Meeting will be held at Sail Newport at 11am. Brad Read will speak about the Volvo Ocean Race stopover here in 2018.
- Evan reviewed (4) strategic goals the board came up with at the spring retreat and how we are doing so far to reach our goals. 1.) Aggressive Sales and Marketing; 2.) Proactive Community Engagement; 3.) Innovative Product Development; 4.) Sustainable and Effective Organization. Tim Walsh and Kathryn Farrington spoke about the sales and marketing departments efforts to promote more destination visitors, site inspections, convention/reunion groups and working closely with new airlines to promote their service in and out of PVD. Currently, we host client advisory boards to aid in planning of events, follow up after the event with review and improvement/suggestions for future events and sponsorships. Discussion followed.

V. STAFF REPORTS: none given in the interest of time

VI. NEW BUSINESS:

- The Discover Newport board has the responsibility to appoint (7) Newport hoteliers to the new Tourism Marketing Management District board. Brewer Rowe asked the board for a vote to appoint of a slate of (7) representatives from lodging properties with over 20 rooms: Walter Andrews – Newport Marriott, Brian Young – Castle Hill Resort, Bob Caplin – Mainstay Hotel, Will Dewey – Francis Malbone House, James Barrett – Hotel Viking, Stephanie Lafazia – 41 North and David Smiley – Gurney's Newport Resort and Marina. The City of Newport will make (2) appointments to the board for a total of (9) members. A Chair, Vice-Chair, Secretary and Treasurer will need to be elected at a future meeting. The

NTMMD by-laws are being developed and will be ratified by the RI State Ethics Commission. Marco Camacho made a motion to appoint the proposed slate of members with affiliations to the board. The motion was seconded by Paul Rodrigues and passed unanimously.

- Rusty Sallee mentioned the Jamestown Holiday Stroll and tree lighting will be on December 2nd.
- The Newport Parade of Lights in the harbor will be November 24th.
- The mansions will be decorated for the holidays beginning on November 18th.

VII. ADJOURNMENT: The meeting adjourned at 1:22pm

**The next Board Meeting will be held
Tuesday, January 16, 2018
Newport Marriott
25 America's Cup Ave.
Newport, RI
12pm**