



**Newport & Bristol County Convention & Visitors Bureau
DBA Discover Newport
Board of Directors Meeting
Tuesday, November 20, 2018
Gateway Center
23 America's Cup Ave.
Newport, RI
12pm**

MEETING MINUTES:

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

BOARD MEMBERS IN ATTENDANCE WERE: Marco Camacho, John Edick, Salvatore Fuccillo, Matt Gineo, Christine Klase, T.R. McGrath, Matt Plumb, Brad Read, Paul Rodrigues, Brewer Rowe, Frank Sallee, Kathleen Seguin, Elizabeth Woodhouse, Ryan Yalanis

BOARD MEMBERS ABSENT & EXCUSED WERE: Karen Binder, Katie Dickson, Rocky Kempenaar, Nancy Parker Wilson

BOARD MEMBERS ABSENT & NOT EXCUSED WERE:

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

GUESTS: Lily Dick – Newport resident

I. PREVIOUS MEETING MINUTES:

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

II. PUBLIC COMMENT: Lily Dick from the Newport Spring Leadership Committee was introduced to the board by Evan Smith. She made a presentation explaining the historical significance of the former Coffey's Garage site on Spring St. behind the Colonial House, vision for proposed remediation, mission and design of the site. Lily reviewed results of a traffic study, fundraising efforts, design team redevelopment plans, visual appeal, handicapped accessibility, traffic signage, community outreach and results from various charrettes held. The beginning of December a fourth workshop will be held with the new City Council members at which time more information will be available.

III. TREASURER'S REPORT:

- The treasurer's report for October 2018 was presented by Matt Gineo: For August bed taxes, the City of Newport was down -2% as compared to budget, Newport County (excluding City of Newport) was down -1% as compared to budget and Bristol County was up +14 as compared to budget. Total private revenue for the month of October was up +5% as compared to budget, with total revenue down -1% compared to budget. Total expenses were underbudget by 4%. Matt reviewed the revenue and expenses for the month of October. Discussion followed. A motion to accept the Treasurer's report for September 2018 was made by T.R. McGrath and seconded by John Edick. The motion passed unanimously.
- The results of the annual fiscal audit done by Sansiveri, Kimball & Co., LLP were approved as presented at the Finance committee meeting on 11/24. We received an unmodified opinion, which is the highest level of insurance (i.e. a clean opinion). A motion to approve the audit was made by Marco Camacho. Christine Klase seconded the motion. It was approved by the board unanimously.

IV. PRESIDENT'S REPORT:

- Evan thanked Brewer Rowe and Matt Gineo on attending the Gateway Public Hearing Workshop held at on 11/1 in the city council chambers.
- Evan met with Middletown Town Administrator Shawn Brown on 11/19 to discuss upcoming news Middletown. Evan offered to all board members his willingness to meet with their town administrators to discuss any and all events, hospitality news and/or concerns.
- Roger Dow, President and CEO of U.S. Travel is spending the Thanksgiving holiday here in Newport with his family.
- Evan is requesting the Airbnb check from the state include an audit of the collected taxes collected by property name.
- The Rhode Island Hospitality Association is recognizing *Stars of the Industry* awards for outstanding achievements of members in the hospitality, foodservice, and tourism industry at their annual meeting on 11/28 at Twin River. Natalie Manning and Alex Hurd from our Marketing and Sales departments are award recipients this year.
- An ice-skating rink at Gurney's is in negotiation. An announcement is expected before Christmas on whether it happens this winter.
- This Friday, 11/23 the Boat Harbor Parade of Lights will begin at 6:15pm. Matt Gineo gave details.
- The Pell Bridge was opened on June 28, 1969 by Gov. DiPrete. Evan is chairman of the 50th Anniversary celebration in 2019.

V. STAFF REPORTS:

MARKETING: Kathryn Farrington, Vice President of Marketing updated the board on the status and upcoming events in the Marketing Department. She discussed Newport Restaurant Week which ran 11/2 - 11/11 with 57 restaurants participating and discussed the 2-tiered \$35 and \$50 dinner menu option and feedback from the promotion. The 2nd Annual Wellness Week will be from 1/19 - 1/25. A *Wellness Marketplace* will be held on Sunday January 20, at the Newport Marriott, from 10AM - 3PM. Our Burger Bender promotion is 2/15 - 2/24 coinciding with the Winterfest dates.

SALES: Tim Walsh, Vice President of Sales updated the board on the status and all upcoming events in the Sales Department including a Boston client event on 11/6 recruiting meeting planners as well as travel by the sales department to various events.

VI. ADJOURNMENT: The meeting adjourned at 1:10pm

**The next Board Meeting will be held
Tuesday, January 15, 2019
Gateway Center
23 America's Cup Ave.
Newport, RI
12pm**