



**Newport & Bristol County Convention & Visitors Bureau
DBA Discover Newport
Board of Directors Meeting
12pm – Tuesday, October 18, 2016
The Gateway Visitors Center
23 America's Cup Avenue
Newport R.I.**

MEETING MINUTES:

The meeting was called to order at 12:25pm by Chairman Brewer Rowe.

BOARD MEMBERS IN ATTENDANCE WERE:

Stephan Brigidi, Marco Camacho, Keith Chouinard, Matt Gineo, Duncan Maio, Rick Peckham, Matt Plumb, Brad Read, Brewer Rowe, Kathleen Seguin, Nancy Parker Wilson

BOARD MEMBERS ABSENT & EXCUSED WERE: Nancy Blount, John Edick, Matt Gineo, Barbara Pelletier, Frank Sallee

BOARD MEMBERS ABSENT & NOT EXCUSED WERE:

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

GUESTS PRESENT WERE: T.R. McGrath from McGrath's Clambake and Caterers; Kristine Cox from The Newport Harbor Hotel and Marina

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes for September 2016 were reviewed by the board. A motion to accept the minutes was made by Stephan Brigidi and seconded by Keith Chouinard. The motion passed unanimously.

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

III. TREASURER'S REPORT:

The treasurer's report for September 2016 was read by Treasurer Keith Chouinard. City Bed Tax through July, 2016 was up +9.21%, YTD; Regional Bed Tax was up +6.07%, YTD; Bristol Bed Tax was down -4.48%, for a combined YTD Bed Tax, through July, 2016 up +8.10%. Keith reviewed the revenues and expenses for the month of September 2016. A motion to accept the Treasurer's report for September 2016 was made by Stephan Brigidi and seconded by Brad Read. The motion passed unanimously.

IV. PRESIDENT'S REPORT:

- Evan Smith asked the board to review and sign a Conflict of Interest Disclosure form.
- Patricia Smurro, Destination Expert in our Sales Department is being awarded a *Stars of the Industry- 2016* Tourism Award from the Rhode Island Hospitality Association at their award ceremony on November 30th at Twin River in Lincoln. Discover Newport along with the other 6 tourism councils in the state is a recipient of the Chairman's Award.
- On November 15th John Lambeth, President of Civitas will be here to brief lodging properties on development of a Tourism Improvement District and review the successful results other states have experienced implementing this marketing plan. The meeting will take place at Hotel Viking at 8:30am.
- The Finance committee vetted an expenditure of \$20,000 to replace old signage at the visitors' center. A motion was made to approve by Duncan Maio and seconded by Paul Rodrigues. The motion passed.

V. STAFF REPORTS:

- a) Cathy Morrison, Vice President of Sales updated the board on the status and upcoming events of the Sales Department, including construction on campus scheduled to begin in January 2017.
- b) Kathryn Farrington, Vice President of Marketing updated the board on the status and upcoming events of the Marketing Department including; Newport Restaurant Week Nov. 4-13, Calendar of Events for 2017 and new hire Julie Grant as Marketing Coordinator.

VI. UNFINISHED BUSINESS. Stephan Brigidi informed the board of the DEM denial of the plans the LaFrance Group submitted for a 68-bed hotel in Bristol. The plans are being revamped.

VII. ADJOURNMENT: The meeting adjourned at 1:39pm

**The next Board Meeting will be held
Tuesday, January 17, 2017
TBD**