



**Newport & Bristol County Convention & Visitors Bureau
DBA Discover Newport
Board of Directors Meeting
Tuesday, September 18, 2018
Gateway Center
23 America's Cup Ave.
Newport, RI
12pm**

MEETING MINUTES:

The meeting was called to order at 12:06 pm by Chairman Brewer Rowe

BOARD MEMBERS IN ATTENDANCE WERE: Karen Binder, Marco Camacho, Katie Dickson, John Edick, Matt Gineo, Rocky Kempenaar, Duncan Maio, T.R. McGrath, Brad Read, Paul Rodrigues, Brewer Rowe, Frank Sallee, Kathleen Seguin, Nancy Parker Wilson, Ryan Yalanis

BOARD MEMBERS ABSENT & EXCUSED WERE: Christine Klase, Elizabeth Woodhouse

BOARD MEMBERS ABSENT & NOT EXCUSED WERE: Matt Plumb

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

GUESTS: Brewer Rowe introduced our new Barrington board member, Salvatore Fuccillo who will begin his 3-year term starting in October. Today is Duncan Maio's last BOD meeting. His term ends 9/30/18.

I. PREVIOUS MEETING MINUTES:

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

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

III. TREASURER'S REPORT:

- The finance committee met on 9/1/18. The treasurer's report for August 2018 was presented by Matt Gineo: For June bed taxes, the City of Newport was up +15% as compared to budget, Newport County (excluding City of Newport) was up +36% as compared to budget and Bristol County was up +3% as compared to budget. Total private revenue for the month of August was up +3% as compared to budget, with total revenue up +18% compared to budget. Total expenses were underbudget by 3%. Matt reviewed the revenue and expenses for August. A motion to accept the Treasurer's report for August 2018 was made by T.R. McGrath and seconded by John Edick. The motion passed unanimously.
- The amended FY2018/2019 budget was presented to the board with changes clarified by Alyson Adkins. Discussion followed. A motion to accept the amended budget was made by Karen Binder and seconded by Rusty Sallee. The motion passed unanimously.

IV. BOARD APPOINTMENTS:

Brewer Rowe presented the following slate of (5) industry seats up for 3-year term renewals on the board starting September 30, 2018:

Kathleen Seguin - (lodging under 100 rooms), Ryan Yalanis - (lodging over 100 rooms), Brad Read - (attractions), Matt Plumb - (restaurants) and John Edick - (member of the public).

A motion to accept the slate as presented was made by Karen Binder and seconded by Marco Camacho. The motion passed unanimously.

V. MARKETING AND SALES DEPARTMENT UPDATES:

- A. Tim Walsh, Vice-President of Sales updated the board on the status and upcoming events of the Sales Department including: trade shows, client events, motor coach groups and conferences.
- B. Kathryn Farrington, Vice-President of Marketing distributed the 2019 Calendar of Events and reviewed 2018 marketing highlights including; Website CMS & CRM, Social Media, Creative Design and a new media monitoring platform *Cision*.

VI. DUNCAN MAIO APPRECIATION:

This is our Barrington representative, Duncan Maio's last meeting. His term will be ending 9/30/18. Brewer Rowe presented him with a gift and thanked Duncan for his service and involvement on our board representing the Town of Barrington.

ADJOURNMENT: The meeting adjourned at 12:36pm

**The next Board Meeting will be held
Tuesday, October 16, 2018
Gateway Center
23 America's Cup Ave.
Newport, RI
12pm**