



**Newport & Bristol County Convention & Visitors Bureau
DBA Discover Newport
Board of Directors Meeting
Tuesday, January 15, 2019
Gateway Center
23 America's Cup Ave.
Newport, RI
12pm**

MEETING MINUTES:

The meeting was called to order at 12:11 pm by Chairman Brewer Rowe

BOARD MEMBERS IN ATTENDANCE WERE: Salvatore Fuccillo, Matt Gineo, Rocky Kempenaar, Christine Klase, T.R. McGrath, Jean Marie Napolitano Matt Plumb, Brad Read, Brewer Rowe, Nancy Parker Wilson, Elizabeth Woodhouse, Ryan Yalanis

BOARD MEMBERS ABSENT & EXCUSED WERE: Karen Binder, John Edick, Rick Lombardi, Frank Sallee,

BOARD MEMBERS ABSENT & NOT EXCUSED WERE: Katie Dickson

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

NOTE: Chairman Brewer Rowe welcomed two members to the board; Rick Lombardi – representing Middletown and replacing Paul Rodrigues and Jean Marie Napolitano – representing Newport and replacing Marco Camacho.

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes for November 2018 were reviewed by the board. A motion to accept the minutes was made by Matt Gineo and seconded by Nancy Parker Wilson. The motion passed unanimously.

II. PUBLIC COMMENT: No comments from the public

III. TREASURER'S REPORT:

- The treasurer's report for November 2018 was presented by Matt Gineo: For September bed taxes, the City of Newport was up +5% as compared to budget, Newport County (excluding City of Newport) was down -14% as compared to budget and Bristol County was down -10% as compared to budget. Total private revenue for the month of November was up +10% as compared to budget, with total revenue down -1% compared to budget. Total expenses were underbudget by 3%. Matt reviewed the revenue and expenses for the month of October. Discussion followed. A motion to accept the Treasurer's report for November 2018 was made by Brewer Rowe and seconded by Rick Lombardi. The motion passed unanimously.
- There is an opening on the finance committee due to Paul Rodrigues resignation. Jean Napolitano of Newport volunteered to sit on the committee.
- Evan Smith asked the board for a vote to modify our employee retirement plan with a provision allowing employees to take a loan on their accrued retirement savings thru our Voya administrator. The loan payback term will be 5-years through payroll deduction. Discussion followed. Jean Marie Napolitano made a motion to approve modifying the plan with an administrative fee up to \$1500. Ryan Yalanis seconded the motion and it was approved by the board unanimously.

IV. PRESIDENT'S REPORT:

- Evan asked that the minutes reflect how saddened we are at the passing of our former board member Karen Oakley of Viking tours. She was a fabulous ambassador for our industry and served in many capacities during her tenure. Karen will be fondly remembered and missed.
- Evan reviewed industry trends for 2018. The US Travel Index and the consumer confidence index. Are usually similar or the same historically. Challenges in the marketplace are in the retail field as online shopping has grown in popularity. There is much activity, excitement and changes for 2019 in our destinations than ever before.
- There is going to be a vacancy on the Newport Tourism Marketing Management Authority (NTMMA) board due to GM Alice Bouman leaving the Vanderbilt. Next month, Evan will provide a list of prospective candidates from the 14 properties who express interest in filling the vacancy on the NTMMA board.
- On January 17th the Newport Police Department is conducting emergency training for staff including risk assessment of the visitors' center, security factors and best practices in dangerous situations.

V. STAFF REPORTS:

MARKETING: Kathryn Farrington, Vice President of Marketing updated the board on the status and upcoming events in the Marketing Department.

SALES: Tim Walsh, Vice President of Sales updated the board on the status and all upcoming events in the Sales Department.

VI. ADJOURNMENT: The meeting adjourned at 12:51pm

**The next Board Meeting will be held
Tuesday, February 19, 2019
Gateway Center
23 America's Cup Ave.
Newport, RI**