



**Newport & Bristol County Convention & Visitors Bureau
DBA Discover Newport
Board of Directors Meeting
Wednesday, May 22, 2019
Gateway Center
23 America's Cup Ave.
Newport, RI
12pm**

MEETING MINUTES:

The meeting was called to order at 12:10pm by Chairman Brewer Rowe

BOARD MEMBERS IN ATTENDANCE WERE: Karen Binder, Keith Chouinard, John Edick, Matt Gineo, Rocky Kempenaar, Christine Klase, T.R. McGrath, Jean Marie Napolitano, Brewer Rowe, Frank Sallee, Nancy Parker Wilson, Elizabeth Woodhouse, Ryan Yalanis

BOARD MEMBERS ABSENT & EXCUSED WERE: Salvatore Fuccillo, Rick Lombardi, Brad Read

BOARD MEMBERS ABSENT & NOT EXCUSED WERE: Katie Dickson

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

GUESTS: Elizabeth Woodhouse introduced Andrew Moore from the Little Compton Town Council

I. PREVIOUS MEETING MINUTES:

The April 19th BOD meeting was not held due to lack of a quorum. The previous meeting minutes for March 2019 were reviewed by the board. A motion to accept the minutes was made by Matt Gineo and seconded by Karen Binder. The motion passed unanimously.

II. PUBLIC COMMENT: No comments from the public

II. BOARD UPDATES:

Brewer informed the board of the resignation of Matt Plumb representing restaurants. Evan will be looking for suggestions to fill the seat.

III. TREASURER'S REPORT:

- The treasurer's report for April 2019 was presented by Matt Gineo: For February 2019 bed taxes, the City of Newport was up +2% as compared to budget, Newport County (excluding City of Newport) was up +22% as compared to budget and Bristol County was up +72% as compared to budget. Total private revenue for the month of March was up +15% as compared to budget, with total revenue up +11% as compared to budget. Total expenses were underbudget by -12%. Matt reviewed the revenue and expenses for the month of January. Discussion followed. A motion to accept the Treasurer's report for April 2019 was made by Jean Marie Napolitano and seconded by Brad Reed. The motion passed unanimously.
- The first draft of the proposed FY20 budget will be emailed by Alyson today for the board to review before the June 18th meeting.
- Brewer reviewed the recommendations made by the finance committee for investment of overbudgeted funds. He discussed distribution to the sales and marketing departments initiatives, staff incentives and retirement plans. Discussion followed. A motion to accept the recommended investments was made by Nancy Parker Wilson and seconded by Rocky Kempenaar. The motion passed unanimously.

IV. STAFF REPORTS:

MARKETING: Kathryn Farrington, Vice President of Marketing updated the board on the status and upcoming events in the Marketing Department. Three members of the marketing department are at Simple View training in Phoenix this week. The website revamping and Spring campaign performance metrics are showing extremely good numbers. The next Marketing meeting for industry members will be held at the Newport Marriott on May 30th at 11am.

SALES: Tim Walsh, Vice President of Sales updated the board on the status and all upcoming events in the Sales Department including recent client events held in collaboration with the Annapolis, MD CVB and Newport Beach, CA CVB.

VI. ADJOURNMENT: The meeting adjourned at 12:31pm

**The next Board Meeting will be held:
Newport Innovation Hub
513 Broadway
Newport, RI
Tuesday, June 18, 2019
12pm**