



**Newport & Bristol County Convention & Visitors Bureau
DBA Discover Newport
Board of Directors Meeting
Tuesday, November 19, 2019
Newport Gateway Center
23 America's Cup Ave.
Newport, RI
12pm**

MEETING MINUTES:

The meeting was called to order at 12:04pm by Chairman Brewer Rowe

BOARD MEMBERS IN ATTENDANCE WERE: Elizabeth Buckley, Geremie Callaghan, Keith Chouinard, Matt Gineo, Rocky Kempenaar, Christine Klase, T.R. McGrath, Andrew Moore, Jeanne Marie Napolitano, Brad Read, Brewer Rowe, Bob Rulli, Nancy Parker Wilson, Ryan Yalanis

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

BOARD MEMBERS ABSENT & NOT EXCUSED WERE:

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

GUESTS: None

NOTE: A Jamestown representative has not yet been appointed by the town to fill the vacant seat.

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes for October 22, 2019 were reviewed by the board. A motion to accept the minutes was made by Keith Chouinard and seconded by Bob Rulli. The motion passed unanimously.

II. PUBLIC COMMENT: No comments from the public

III. TREASURER'S REPORT:

The treasurer's report for October 2019 was presented by Matt Gineo:

- For August bed taxes, the City of Newport was up +5% as compared to budget, Newport County (excluding City of Newport) was up+1% as compared to budget, and Bristol County was down -1% as compared to budget. Total private revenue for the month of October was down -9% as compared to budget, with total revenue +3% as compared to budget. Total expenses were overbudget by +1%. A motion to approve the treasurer's report was made by TR McGrath and seconded by Nancy Parker Wilson. The motion passed unanimously.
- Alyson Adkins emailed board members the results of the annual fiscal audit prior to today's meeting. Sansiveri, Kimball & Co. LLP presented the results at the November Finance Committee meeting. We received an unmodified opinion, which is the highest level of insurance (i.e. a clean opinion with no deficiencies). Matt asked for a motion to approve the 2019 audit as presented. was made by Christine Klase. Brewer Rowe seconded the motion. It was approved by the board unanimously.

IV. PRESIDENT'S REPORT:

- Evan Smith thanked staff, and all involved for work on the audit. He handed out suggestions for members of the board to participate on various committees which include; finance, governance, sales and marketing, facilities and HR. The Chairman of the board sits on all committees. Discussion followed.
- Evan reported on the Middletown town council meeting and a conference in WI he recently attended. The *Explore Bristol* meeting is tomorrow night (11/20) at the Lobster Pot in Bristol. He reviewed the many upcoming events including; meeting with the six regional tourism directors on 11/21 onboard *SSV Oliver Hazard Perry*, the Rhode Island Hospitality Association *Stars of the Industry* awards ceremony at Twin River Casino, hosting the Boston Tour Guide Association and the RIPBS screening of the Pell Bridge documentary on 12/4. Next year, we look forward to many events including the 41st U.S. Senior Open and the possibility of the Mayflower II stopping in Newport en route to Boston from Connecticut in May of 2020.
- The municipal town representatives reported on local upcoming events in their regions.
- There will not be a board meeting in December.

V. STAFF REPORTS:

- Kathryn Farrington, Vice President of Marketing updated the board on the current status and upcoming events in the Marketing Department including: Newport Restaurant Week review, printing of the *Christmas In Newport* calendar of events which is a comprehensive guide to all Holiday festivities and the upcoming Newport Boat Parade on 11/29 at 6pm.
- Tim Walsh, Vice President of Sales updated the Board on the current status and upcoming events of the Sales Department.

VI. OTHER BUSINESS:

- The municipal town representatives reported on local upcoming events in their regions.
- There will not be a board meeting in December.

VII. ADJOURNMENT: The meeting adjourned at 12:54pm

**The next Board Meeting will be held:
Gateway Visitor's Center
23 America's Cup Ave.
Newport, RI
Tuesday, January 21, 2020
12pm**