



**Newport & Bristol County Convention & Visitors Bureau
DBA Discover Newport
Board of Directors Meeting
Tuesday, October 22, 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: Karen Binder, Elizabeth Buckley, Keith Chouinard, Matt Gineo, John Edick, Christine Klase, Rick Lombardi, T.R. McGrath, Andrew Moore, Jeanne Marie Napolitano, Brewer Rowe, Bob Rulli, Nancy Parker Wilson

BOARD MEMBERS ABSENT & EXCUSED WERE: Geremie Callaghan, Rocky Kempenaar, Ryan Yalanis

BOARD MEMBERS ABSENT & NOT EXCUSED WERE:

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

GUESTS: None

NOTE: A Jamestown representative has not yet been appointed by the town to fill the vacant seat. Brewer Rowe introduced Elizabeth Buckley our new Barrington town representative.

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes for September 17, 2019 were reviewed by the board. A motion to accept the minutes was made by Bob Rulli and seconded by Andrew Moore. The motion passed unanimously.

II. PUBLIC COMMENT: No comments from the public

III. TREASURER'S REPORT:

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

- For July bed taxes, the City of Newport was up +4% as compared to budget, Newport County excluding City of Newport) was up+19% as compared to budget, and Bristol County was up +5% as compared to budget. Total private revenue for the month of September was down -5% as compared to budget, with total revenue + 7% as compared to budget. Total expenses were underbudget by -8%.
- Sansiveri, Kimball & Co. LLP will present the results of the annual audit at the November 19th board meeting.
- The next Finance Committee meeting will be on November 13th at 8:30am. Alyson will be emailing the audit results prior to the November 19th board meeting. A motion to approve the treasurers report was made by Keith Chouinard and seconded by Bob Rulli. The motion passed unanimously.

IV. PRESIDENT'S REPORT:

- Evan Smith gave the town appointees their respective lodging and meals YTD tax reports which presents current trending in the municipality to present to their town councils. We subscribe to two research platforms providing custom data collection performance reports; *STR* (Smith Travel Research) reports on Newport and Newport County ADR (average daily rate) hotels and other hosting platforms; *AirDNA* from Denver researches websites, giving us analysis of hosting platforms in the destination, occupancy, rates, tourism trends, short-term rental lodging and the number of rooms sold by town. Discussion followed.

V. GOVERNANCE:

Evan reviewed for the board the composition and mission of the NTMMA board which consists of (9) members; (7) represent the 14 lodging properties and (2) are appointed by the City of Newport. There are currently two vacancies due to job changes. The Governance committee met, and reviewed resumes submitted by the lodging properties. They selected two nominees. Brewer Rowe asked for a motion to approve the suggested nominees be appointed to the NTMMA board. Bob Rulli seconded the motion. The motion passed unanimously. Ian Legros from the Newport Harbor Hotel and Marina and Caron Rivera from the Mill Street Inn are the two new appointees to the NTMMA board, replacing Kristine Cox and Roxanne Callaghan.

VI. TOWN UPDATES: given by municipal representatives; Christine Klase - Tiverton, Bob Rulli - Warren, Rick Lombardi – Middletown, Nancy Parker Wilson – Portsmouth and Karen Binder – Bristol.

VII. 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 which runs November 1-10. She introduced our new Video & Photo Editor, Corey Favino.
- Tim Walsh, Vice President of Sales updated the Board on the current status and upcoming events of the Sales Department including his recent Brand USA trade show attendance in the UK.

VIII. ADJOURNMENT: The meeting adjourned at 1:02pm

**The next Board Meeting will be held:
Gateway Visitor's Center
23 America's Cup Ave.
Newport, RI
Tuesday, November 19, 2019
12pm**