



**Newport & Bristol County Convention & Visitors Bureau  
DBA Discover Newport  
Board of Directors Meeting  
12pm – Tuesday, September 19, 2017  
Gateway Visitor's Center  
23 America's Cup Ave.  
Newport, RI  
12:00pm**

**MEETING MINUTES:**

The meeting was called to order at 12:08pm by Chairman Brewer Rowe

**BOARD MEMBERS IN ATTENDANCE WERE:**

Nancy Blount, Stephan Brigidi, Marco Camacho, Kristine Cox, Duncan Maio, John Edick, Matt Gineo, TR McGrath, Barbara Pelletier, Matt Plumb, Paul Rodrigues, Brewer Rowe, Frank Sallee, Kathleen Seguin, Nancy Parker Wilson, Elizabeth Woodhouse

**BOARD MEMBERS ABSENT & EXCUSED WERE:** John Edick, Brad Read

**BOARD MEMBERS ABSENT & NOT EXCUSED WERE:**

**STAFF PRESENT WERE:** Evan Smith, Kathryn Farrington, Cathy Morrison, Anna Duffy, Tim Walsh

**I. PREVIOUS MEETING MINUTES:**

The previous meeting minutes for June 2017 were reviewed by the board. A motion to accept the minutes was made by Matt Plumb and seconded by Matt Gineo. The motion passed unanimously.

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

**III. TREASURER'S REPORT:**

The finance committee met on 9/13. The treasurer's report for August 2017 was presented by Evan Smith. For June bed taxes, the City of Newport was down -13% as compared to budget, Newport County (excluding City of Newport) was down -5% as compared to budget, and Bristol County was up +16 % as compared to budget. Private revenue for the month of August was up + 1% to budget, with total revenue -9% compared to budget. Total expenses were underbudget by ~ 6%. Evan then reviewed the revenue and expenses for August. Discussion followed. A motion to accept the Treasurer's report for August 2017 was made by Brewer Rowe and seconded by Paul Rodrigues. The motion passed unanimously.

**IV. COMMITTEE REPORTS:**

**GOVERNANCE:**

- Kathleen Seguin reported that a motion was needed to appoint a representative to fill the seat vacated by Keith Chouinard. Stephan Brigidi made a motion to appoint Ryan Yalanis from the Newport Marriott to the board representing hotels with over 100 rooms. The motion was seconded by Matt Gineo and passed unanimously. The second vote was to appoint a new Treasurer. Kathleen made a motion to appoint Matt Gineo as treasurer. The motion passed unanimously. Kathleen asked for a board member to serve as Secretary and explained the duties. She made a motion to appoint Nancy Parker Wilson. The motion passed unanimously.
- Brewer Rowe presented the 3 outgoing board representatives: Barbara Pelletier – Tiverton, Stephan Brigidi – Bristol and Nancy Blount – Warren with gifts and thanked them for their time and invaluable industry experience and service on the board. Discussion followed.

**V. PRESIDENT'S REPORT:**

- Evan Smith thanked the board for their efforts and vision to support the creation of a Tourism Marketing District. He briefed the board on the progress made to-date and what the next steps will be going forward. Discussion followed.
- Proposed investment and pro-development in our 9 communities is at an unprecedented level.
- The board was emailed a copy of our annual audit performed by Sansiveri, Kimball & Co, LLP gave us a rating of "unmodified opinion" which is the highest level with no material weaknesses or deficiencies found. A motion was made by Paul Rodrigues to accept the audit as received by the finance committee and seconded by Brewer Rowe. The motion passed unanimously.

**VI. NEW BUSINESS:** Discussion about Conflict of Interest – Brewer briefed the board that currently two board members manage events that receive sponsorship funds from Commerce RI. The board discussed the situation and felt that no action is needed nor do we need to consult a 3<sup>rd</sup> party ethics group.

**VII. STAFF REPORTS:** none given in the interest of time

**VIII. ADJOURNMENT:** The meeting adjourned at 1:10pm

**The next Board Meeting will be held  
Tuesday, October 17, 2017  
Gateway Visitor's Center  
23 America's Cup Ave.  
Newport, RI**