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Great Falls Tourism Business Improvement District

Minutes: Board of Director meeting

10am – April 26, 2012

Holiday Inn – 400 10th Ave. So.

Chair	Secretary/Treasurer	Date
April 26, 2012		
Facilitator: Robert Dompier - Chair		
Minutes: Karen Venetz – Administrative & Marketing Director		
Board members present: Robert Dompier, Sandra Johnson-Thares, Pam Volk, Scott Shull, Ryan Carroll, David Buckingham and Malissa Hollan		
Board members absent: all members were present		
Quorum present: Yes		
Guests: none		
Meeting called to order: 10:07am		
Approval of minutes: Minutes of March 22, 2012 and April 19, 2012		
<ul style="list-style-type: none">• The minutes of March 22, 2012 were reviewed by the Board. A motion was made to accept the minutes with corrected grammar changes. The motion was seconded. The motion carried with unanimous consent.• The minutes of April 19, 2012 were reviewed by the Board. A motion was made to accept the minutes with spelling corrections made. The motion was seconded. The motion carried with unanimous consent.		
Approval of financial report: Financial report as of 3-31-12		
<ul style="list-style-type: none">• The finance report as of March 31, 2012 was reviewed by the Board. A motion was made to accept the finance report as presented. The motion was seconded. The motion carried with unanimous consent.<ul style="list-style-type: none">○ Discussion: Research Certificate of Deposits and Money Market Accounts○ Work with the accounting firm to detail the correct roll-over amount at close of fiscal year○ Consider funding of a bricks and mortar project with a portion of the roll over funds		
Public comment on agenda items: There was no public comment		
Agenda topics:		
New Business:		
<ul style="list-style-type: none">• Expiration of Board terms<ul style="list-style-type: none">○ Robert Dompier and Pam Volk’s terms expire June 30, 2012. Under Resolution 9962, both are eligible for reappointment, should the Board so recommend. Both members would like to remain on the Board.		

- The Board also recommends that all TBID members be made aware of the Board openings. Ms. Venetz will send a cover letter with explanation and attach the City's current Board application and the current Board members. The correspondence will note that Robert and Pam are eligible for reappointment and would like to be considered. The correspondence was mailed to each property owner and to each property general manager.
- Edits were made to the cover letter for the new Board position, making it easier to understand.
- FY-13 draft review of work plan and budget
 - Ms. Venetz shared the draft FY-13 budget and work plan with the Board
 - A motion was made to accept the FY-13 work plan as is and accept the FY-13 budget with correction to total revenue. The motion was seconded. The motion passed with unanimous consent.

Old Business:

- Tourism Rally
 - Ms. Venetz reported the Tourism Rally supporting National Tourism Week will be held on May 17th from 5p to 7p at the GF Visitor's Information Center.
- Superhost update
 - Ms. Venetz reported the May 7th attendance was 12 attendees and the May 8th attendance was 24 attendees
- Quarterly reports
 - Discussion on by-law changes for FY-13 regarding non-payment of TBID assessments
 - Ms. Venetz will visit with Kelby Donnelly at JCCS accounting to confirm changes to sending reports to TBID members
 - A motion was made to send three (3) written notices. The second and third notice will be sent certified mail. Ms. Venetz will research the Helena, Mt TBID delinquency policy and report at the May 24th meeting.
 - The motion was seconded. The motion carried with unanimous consent.
 - Ms. Venetz will bring a draft of the by-law changes to the May 24, 2012 meeting

Meeting adjourned: 12:10pm

Next meetings: Please review meetings below

April 2012	May 2012	June 2012	July 2012
April 19, 2012 @ 1pm at the Holiday Inn – Request for Funds meeting	May 17, 2012 @ 1pm at the Holiday Inn – Request for Funds meeting	June 21, 2012@ 1pm at the Holiday Inn – Request for Funds meeting	July 19, 2012 @ 1pm – location TBD
April 26, 2012 @ 10am at the Holiday Inn. Board of Director meeting	May 24, 2012 @ 10am at the Holiday Inn – Board of Director meeting	June 28, 2012@ 10am at the Holiday Inn – Board of Director meeting	July 26, 2012 @ 10am – Location TBD