



P. O. Box 648 Great Falls, MT 59403 406-868-5610 [director@gftourismbid.com](mailto:director@gftourismbid.com) [www.gftourismbid.com](http://www.gftourismbid.com)

**Great Falls Tourism Business Improvement District**

**Minutes; Board of Director meeting**

**10am – May 24, 2012**

**Holiday Inn – 400 10<sup>th</sup> Ave. So.**

May 24, 2012

**Facilitator:** Robert Dompier - Chair

**Minutes:** Karen Venetz – Administrative & Marketing Director

**Board members present:** Robert Dompier, David Buckingham, Scott Shull, Malissa Hollan and Ryan Carroll

**Board members absent:** Pam Volk and Sandra Johnson-Thares

**Quorum present:** Yes

**Guests:** None

**Meeting called to order:** 10:07am

**Approval of minutes:** Minutes of April 26, 2012 and May 17, 2012

- A motion was made to accept the minutes of April 26, 2012 as presented, the motion was seconded. Motion carried with unanimous approval.
- A motion was made to accept the minutes with a spelling correction applied, the motion was seconded. The motion carried with unanimous consent.

**Approval of financial report:** Financial report as of April 30, 2012

- The financial report as of April 30, 2012 was reviewed. Due to discussion on questions regarding the quick books report and how assessments are recorded the call for a motion to approve the finance report was tabled until the accountant was contacted.
  - A request was made to include the general ledger as one of the reports each month

**Public comment on agenda items:** There were no public comments

**Agenda topics:**

**New Business:**

- Board of Directors recommendation to the City of Great Falls for board members
  - Since a full board was not present, and the recommendation is so important the Board tabled any action and will make recommendations at the June 21, 2012 meeting
  - The Board discussed inviting the Board applicants to the June 21, 2012 meeting to meet the current Board, ask any questions and in turn the current Board could ask questions of the applicants.
  - Ms. Venetz will compose a letter and send to all applicants
- FY-13 draft review of 2012 work plan and budget
  - Ms. Venetz requested the Board to make final review of the FY- 12 accomplishments, FY-13 work plan, and Budget and Marketing plan by June 15<sup>th</sup>. The plan will be finalized and ready for signatures on June 21, 2012 and submitted to the City by June 25<sup>th</sup>.
- FY-13 marketing plan
  - As above
- Amendments to by-laws

- Suggested amendments to the By-laws were discussed. Since a full Board was not in attendance for such an important decision a call to approve the amended By-laws was tabled. The board will vote on changes June 21, 2012
- Newsletter content
  - Ms. Venetz presented the content of the newsletter. Ms. Venetz will move forward in design and printing
- May 23, 2012 Chamber of Commerce meeting – this item was added after the agenda was sent to the City, no action may be taken
  - Ms. Venetz shared the information regarding the Chambers contribution request to assist the Central Montana Defense Alliance.
- Report on CD and Money Market rates - - this item was added after the agenda was sent to the City, no action may be taken
  - Ms. Venetz shared the terms and rates she researched for Certificate of Deposit and Money Market funds

**Old Business:**

- Tourism Rally
  - Ms. Venetz reported on the success of the Tourism Rally held in conjunction with the GF Visitor’s Information Center Chamber Business After Hours. The attendance was approximately 75 with area legislatures in attendance, to collect tourism facts.
- Superhost update
  - Ms. Venetz reported on the success of both Superhost sessions. The sessions were well received by the attendees.
- Administrative & Marketing Director report
  - Ms. Venetz reported on Convention & events status

**Checks issued:** Mr. Dompier signed checks; Ms. Venetz will hold checks until Mr. Thares is available to sign checks.

**Meeting adjourned:** The meeting adjourned at 11:48 am

**Next meetings: Please review meeting dates below**

May 2012	June 2012	July 2012	August 2012
	June 21, 2012@ 1pm at the Holiday Inn – Request for Funds meeting	July 19, 2012 @ 1pm – location TBD	August 16, 2012 @ 1pm – location TBD
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	August 23, 2012 @ 10am – location TBD