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Great Falls Tourism Business Improvement District
Minutes; Board of Director meeting
10am – June 28, 2012
Holiday Inn – 400 10th Ave. So.

Chair

Sec/Treasurer

Date

June 28, 2012

Facilitator: Robert Dompier - Chair

Minutes: Karen Venetz – Administrative & Marketing Director

Board members present: Robert Dompier, Sandra Johnson-Thares, Scott Shull, David Buckingham, Malissa Hollan

Board members absent: Pam Volk and Ryan Carroll

Quorum present: Yes

Guests: Loren Stensland; JCCS, Craig Glogowski and John Koppelman; GFDA

Meeting called to order: 10:10am

Approval of minutes:

- A motion was made to accept the minutes of May 24, 2012 as presented. The motion was seconded. Motion carried with unanimous consent.
- A motion was made to accept the minutes of June 21, 2102 as presented. The motion was seconded. The motion carried with unanimous consent.

Approval of financial report:

- A motion was made to accept the Finance report as of May 31, 2012 as presented. The motion was seconded. The motion carried with unanimous consent.
 - Discussion: Should the minutes include acceptance of the finance report with the inclusion of “approval of pending audit?” Ms. Venetz will request input from the accountant and report at next BOD meeting on July 26, 2012.

Public comment on agenda items:

Agenda topics:

New Business:

- JCCS – Loren Stensland
 - Mr. Stensland reported on the TBID assessment cycle, change in balance sheet to reflect governmental fund page of audit.
- Great Falls Development Authority
 - Mr. Glogowski and Mr. Koppelman presented a very through summary of the GFDA Forward Great Falls 2012-2017
 - The GFDA is requesting a five-year commitment from the TBID specifically for the Branding campaign that is currently in place.

- A motion was made to commit \$5000/year for 5-years (re-evaluated each year) for investment in the Branding Campaign only. The motion was seconded. The motion carried with unanimous consent.
 - Worksafe MT
 - Worksafe MT has scheduled a Safetyfest in Great Falls July 17-19, 2012 and requested funding to assist with the event.
 - A motion was made to fund the event with a \$500 grant. The motion died for lack of a second.
 - Election of Officers
 - Article IV – Officers – Section 4.2:
 - Officers shall be elected annually by the Board by the last regular meeting of the fiscal year. Upon approval by the Board, an officer may sign all official documents on behalf of the organization, and shall have such other duties as the Board may direct.
 - Article IV – Section 4.3:
 - The term of the office of chair shall be for one year or until his /her successor is elected.
 - A motion was made to reappoint Mr. Dompier as Chair of the TBID Board of Director’s for FY-13, upon approval of reappointment by the City of Great Falls on July 3, 2012 at the City Commission meeting. The motion was seconded. The motion carried with unanimous consent.
 - A motion was made to appoint Ms. Hollan as Secretary/Treasurer for FY-13 to the TBID Board of Directors. The motion was seconded. The motion carried with unanimous consent.
 - A motion was made to appoint Mr. Shull as Vice-Chair for FY-13 to the TBID Board of Directors. The motion was seconded. The motion carried with unanimous consent.
 - Ms. Venetz will arrange new signature cards with Mountain West Bank. Signatures on file will be Mr. Dompier and Ms. Hollan. Ms. Sandra Johnson-Thares will be removed as signatory.
- **Old Business:**
 - By-law revisions –
 - Article VI-Administrative and Financial Provisions
 - Added section; Collection of Assessments 6.9 a through e and Section; Assessment Payment 7.0 a through b.
 - Ms. Venetz spoke with the City Attorney on June 22, 2012. Mr. Santoro did a quick review and said all was ok and to move forward. Mr. Santoro agreed the new information should be included with request for assessment reports.
 - A motion was made to accept the By-law revisions as presented. The motion was seconded. The motion carried with unanimous consent.
 - Ms. Johnson-Thares signed and dated the revised By-laws
 - Ms. Venetz will send a courtesy copy to Ms. Kuntz at the City of Great Falls
 - Administrative & Marketing Director review of monthly report
 - Ms. Venetz presented a summary of the past month and requested a review of the current Independent Contractor contract. The Board will review and made recommendations in the near future.

Checks issued: Checks were signed by Ms. Thares and Mr. Dompier

Meeting adjourned: 1pm

Next meetings: Please review meeting dates below

July 2012	August 2012	September 2012	October 2012
July 19, 2012 @ 1pm – Holiday Inn	August 16, 2012 @ 1pm – Holiday Inn	September 20, 2012 @ 1pm – Holiday Inn	October 18, 2012 @ 1pm – Holiday Inn
July 26, 2012 @ 10am – Holiday Inn	August 23, 2012 @ 10am – Holiday Inn	September 27, 2012 @ 10am – Holiday Inn	October 25, 2012 @ 10 am at the Holiday Inn