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Great Falls Tourism Business Improvement District
Minutes; Board of Director meeting
10am – August 23, 2012
Holiday Inn – 400 10th Ave. So.

Chair	Secretary/Treasurer	Date
August 23, 2012		
Facilitator: Robert Dompier - Chair		
Minutes: Karen Venetz – Administrative & Marketing Director		
Board members present: Robert Dompier, Sandra Johnson-Thares, Scott Shull, Malissa Hollan, Becky Amaral-Miller, David Buckingham and Ryan Carroll		
Board members absent: All members present		
Quorum present: Yes		
Guests: Kelby Donnelly, JCCS		
Meeting called to order: 10:09am		
Approval of minutes:		
<ul style="list-style-type: none">• Minutes of July 26, 2012 – a motion was made to accept the minutes as presented. The motion was seconded. Motion carried with unanimous consent.• Minutes of August 16, 2012 – a motion was made to accept the minutes as presented. The motion was seconded. Motion carried with unanimous consent.		
Approval of financial report: Financial report as of July 31, 2012 – a motion was made to accept the Finance report as presented. The motion was seconded. The motion carried with unanimous consent.		
Public comment on agenda items: None		
Agenda topics:		
New Business:		
<ul style="list-style-type: none">• JCCS – Kelby Donnelly<ul style="list-style-type: none">○ Ms. Donnelly presented an illustration of the Assessment cycle that will be filed in all binders and available for all stake holders and new board members.○ The roll-over (non-committed funds) was calculated at \$273,000 at the beginning of the new fiscal year• GFALA – September 11, 2012 meeting – TBID report<ul style="list-style-type: none">○ Ms. Thares suggested the TBID should share a report of the FY-13 work plan and budget with the GFALA members and also send an invitation to the stake holders to join the meeting on Sept. 11th. In the stake holders invitation Ms. Venetz will include the FY-13 work plan, budget and accomplishments from FY-12• Maintenance contract with Shortgrass Web Designers<ul style="list-style-type: none">○ Ms. Venetz presented two maintenance contracts<ul style="list-style-type: none">▪ \$600 for 10 hours - \$75/hr▪ \$1100 for 20 hours - \$55/hr▪ Neither contract expires<ul style="list-style-type: none">• A motion was made to accept the \$1100/20 hour maintenance agreement. The motion was seconded. The motion carried with unanimous consent.• Confero Sports Foundation Fund Raiser		

- Ms. Venetz shared the upcoming Confero Sports Foundation fund raiser information with the Board.
- Canadian Radio campaign
 - Ms. Venetz shared she is looking for coupons for discount rates to use as added value coupons for the Canadian Radio Campaign. She explained the on-air personalities share this information between music sets, adding excitement to the radio campaign.
- Audit
 - Ms. Venetz reported the information requested for the audit was submitted three days in advance of the due date of August 20, 2012
- Central Montana Consumer Show support
 - Ms. Venetz reported that the CVB will attend the Bay Area consumer show with Central Montana and send support material to the Chicago, Portland and Denver shows.
- TBID sales person
 - The Board discussed a C & E sales person
 - The person will be full-time
 - The person will be an Independent contractor
 - Ms. Venetz will work to put together a DRAFT contract and scope of work for review of the Board
 - When all is in place ads will run statewide, MSAE and other appropriate avenues.
- Electronic Transfer
 - Ms. Venetz, Ms. Hollan and Mr. Dompier signed paper work changing the dates of Ms. Venetz electronic transfer from the TBID account to her account for Administrative and Marketing Director/ Independent Contractor services.

Old Business:

- Administrative & Marketing Director review of monthly report
 - Ms. Venetz reported on the TBID, Montana Coaches Association, Confero Sports Foundation, Great Falls CVB, and Central Montana Travel region, DAA, Chamber of Commerce, GFALA and the GFDA.
- Mr. Carroll reminded Ms. Venetz to look in the back of the Sports Events magazine for specific sporting events.
- Ms. Venetz reminded the Board there will not be a meeting on September 20, 2012. Ms. Venetz has alerted the City and the Holiday Inn regarding room space.

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

Meeting adjourned:

Next meetings: Please mark your calendars to reflect upcoming meetings.

September 2012	October 2012	November 2012	December 2012
September 20, 2012 @ 1pm – Request for Funds - Holiday Inn This meeting has been cancelled; RFF's will be reviewed on Sept. 27 th .	October 18, 2012 @ 1pm – Request for Funds - Holiday Inn	November 15, 2012 @ 1pm – Request for Funds - Holiday Inn	December 20, 2012 @ 1pm – Request for Funds – Holiday Inn
September 27, 2012 @ 10am – Board of Director - Holiday Inn	October 25, 2012 @ 10am – Board of Director - Holiday Inn	November 22, 2012 @ 10am – Board of Director - Holiday Inn – this meeting will be cancelled or rescheduled due to Thanksgiving.	December 27, 2012 at 10am Board of Director meeting – Holiday Inn -