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**Great Falls Tourism Business Improvement District**  
**Approved Minutes; Board of Director meeting & Presentation meeting**  
**12:30pm – September 27, 2012**  
**Holiday Inn – 400 10<sup>th</sup> Ave. So.**

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Chair	Secretary/Treasurer	Date
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September 27, 2012

**Facilitator:** Robert Dompier - Chair

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

**Board members present:** Robert Dompier, Ryan Carroll, David Buckingham, Sandra Johnson-Thares, Scott Shull, Malissa Hollan, and Becky Amaral-Miller

**Board members absent:** All present

**Quorum present:** Yes

**Guests:** Jim Lawrence – Special Olympics of Montana

**Meeting called to order: 12:35pm**

**Approval of minutes:** Minutes of August 23, 2012 were presented by the Administrative & Marketing Director. 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 August 31, 2012 was presented by the Administrative & Marketing Director. A motion was made to accept the financial report as presented, motion was seconded. Motion carried with unanimous consent.

**Public comment on agenda items:** None

**Agenda topics:**

**Presentation:**

- Special Olympics at 1pm
  - Mr. Lawrence presented the request for funding for the upcoming November 2012 basketball tournament.
    - A motion was made to support the SOMT with a \$2500 grant
    - The motion died for lack of a second
    - Discussion: The Board felt the SOMT come to the TBID for support to late in the campaign to include all of the hotels in the campaign promotion. The SOMT had also recommended only four lodging properties on their collateral material. Ms. Venetz will encourage the SMOT to consider requesting a grant next year, but a minimum of 120 days in advance.

**New Business:**

- Sales contractor
  - The Board discussed the Sept. 25<sup>th</sup> meeting with Ms. Venetz
  - Ms. Venetz concurred with the Boards discussion in realigning the scope of work to be more targeted to event sales.
  - Ms. Venetz was prepared with recommendations for event sales and sports facility sales collateral pieces and a list of potential meeting/conventions leads.
  - In discussion a “Sales Retreat” will be held with the area lodging properties that have a sales person on staff and include the Expo Park and the Civic Center.

- Central Montana
  - Central Montana invited the TBID to purchase an ad in the Travel Planner. The board did not feel it was an advantage to the TBID to purchase an ad, as the CVB is already featured and promoting Great Falls
- ML&H - US General Services Admin (GSA)
  - Ms. Venetz presented information showing that Great Falls did not receive the approval to increase Federal room rates they requested in February 2013.
- Ad Club – thank you
  - Ms. Venetz presented the “Thank you” from the Ad Club for support of Colors of Fall art show
- Canadian Prize packages
  - Ms. Venetz reported she had collected prize packages worth approximately \$3000 to be given away on the four different radio stations during the radio campaign
- Frontier Update
  - Ms. Venetz shared the most current Chamber of Commerce update. The update showed a very promising report. It appears likely that the investment dollars will remain intact without a withdrawal.
- Website development
  - Ms. Venetz reported she met with Shortgrass Web developer and will report at the next board meeting on the upcoming updates.
- Calendar development
  - Ms. Venetz reported she is working on the calendar and with Shortgrass on the best way to set up and administer.
- Convention & Event collateral piece / Sports Facility collateral piece
  - Ms. Venetz presented a rough draft of the proposed sales piece. The Board recommended moving forward and getting estimates
- Revised request for funding form
  - Ms. Venetz presented a draft of a revised request for funding and will input the suggested changes and place on the website a.s.a.p.
- Audit and MD&A (Management Discussion & Analysis)
  - Ms. Venetz reported that the MD&A was complete and with the auditor and that the auditors will present their findings at the October 25<sup>th</sup> meeting.
- Delinquent tax assessments
  - Ms. Venetz reported she visited with the City of Great Falls and the State of Montana. Both said they have no jurisdiction over any late assessments and to follow the protocol that has been set in place in fiscal 2013.
- Certificate of Deposit
  - This was not discussed
- TBID contractor – general and D&O insurance – proof of purchase per contract
  - This was not discussed, but proof of the insurance was provided in the Board packets handed out at the meeting.

**Other business:**

- GFALA – signatures needed
  - Mr. Dompier and Ms. Sandra Johnson-Tharessigned the check Ms. Venetz had preped

**Old Business:**

- Administrative & Marketing Director monthly report
  - The meeting extended past the time that most of the Board members were able to stay. The report was included in the Board packet received at the meeting.

**Checks to be issued:**

- Ms. Hollan and Mr. Dompier signed the checks Ms. Venetz had prepared

Meeting adjourned: 2:05pm

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

October 2012	November 2012	December 2012 –	January 2013 – Happy New Year
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	January 17, 2013 @ 1pm – Request for Funds – 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 -	January 24, 2013 at 10am Board of Director meeting – Holiday Inn -