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Great Falls Tourism Business Improvement District
Minutes; Board of Director meeting
10am – January 24, 2013
Holiday Inn – 400 10th Ave. So.

Chair

Secretary/ Treasurer

Date

January 24, 2013

Facilitator: Robert Dompier - Chair

Minutes: Karen Venetz – Administrative & Marketing Director

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

Board members absent: None

Quorum present: Yes

Guests: None

Meeting called to order: 10:10am

Approval of minutes:

- The minutes of December 20, 2012 were reviewed. A motion was made to accept the minutes as presented, the motion was seconded. Motion carried with unanimous consent.
- The minutes of January 17, 2013 were reviewed. A motion was made to accept the minutes as accepted, the motion was seconded. Motion carried with unanimous consent

Approval of financial report:

- The financial report as of December 31, 2012 was reviewed. A motion was made to accept the financial report as presented, the motion was seconded. The motion carried with unanimous consent.
- During review of the financial report the cost of the annual audit was discussed. The Board asked Ms. Venetz to send out an RFP to local accounting firms including the firm that has conducted the past annual audit.

Public comment on agenda items: There was no public comments

Agenda topics:

- Discuss a Reserve Fund for brick and mortar project(s)
 - The Board discussed a Reserve Fund for a brick and mortar project, specifically a multi-purpose center.
 - A motion was made to set aside \$150,000 for a brick and mortar project, specifically a Multi-purpose center to be built in Great Falls. The motion was seconded the motion passed with unanimous consent.
 - Ms. Venetz will research Certificate of Deposits for a \$150,000 deposit for terms one through 5 years and report back to the Board.
 - Ms. Venetz will invite Commissioners Briggs, Weber and Salina to a meeting on Feb. 22nd to discuss the TBID's commitment to a Multi-purpose center and seek the Commissioner's comments

- Website update
 - Ms. Venetz reported on current website updates
 - The new meeting planner was uploaded
 - RFP request form was uploaded
 - Survey for grant recipients was uploaded
 - Summary of grant requirements uploaded
 - Calendar – in progress to be uploaded
 - Working on different navigation
- Calendar update
 - 2013 events have been entered
 - Shortgrass Web Development is working the calendar into the website
 - The calendar will be password protected
- RCMA conference update
 - Ms. Venetz will be in Minneapolis January 28-Feb 1.
 - Everything has been coordinated
- Administrative report
 - Ms. Venetz reported on:
 - the upcoming TAC conference in Helena
 - MSAE and the TBID report she presented
 - Research on Conventions, Service and sales
 - Along with other conferences to attend
 - Meeting planner completion
 - Met with Joann Gogo of the Chamber
 - Governor’s Office on Tourism – sent requests to the CVB and the Chamber to attend the TBID meeting on Sunday in Helena. (March 24 – 4pm to 5:30)
 - CVB
 - Sports events
 - Sales calls
- Open Discussion - none

Checks issued:Checks were issued for room rental and RCMA costs

Meeting adjourned:11:25am

Next meetings:

January 2013	February 2013	March 2013	April 2013
January 24, 2013 @ 10am , Holiday Inn – Board of Director meeting	February 21, 2013 @ 1pm Holiday Inn – Grant Applications and Board of Director meeting February 28, 2013 – no meeting .will be held	March 21, 2013 @ 1pm Holiday Inn – Grant Applications – Western Art Week is 3/13-16 March 28, 2013 @ 10am Holiday Inn – Board of Director meeting	April 18, 2013 @ 1pm Holiday Inn. – Grant Applications April 25, 2013 @ 10am – Holiday Inn Board of Directors meeting