



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; BOD meeting**

**10am – March 28, 2013**

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

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**Chair**

**Secretary/Treasurer**

**Date**

March 28, 2013

**Facilitator:** Malissa Hollan, Acting chair

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

**Board members present:** Malissa Hollan, Ryan Carroll, David Buckingham and Sandra Johnson Thares

**Board members absent:** Robert Dompier, Scott Shull and Becky Amaral Miller

**Quorum present:** Yes

**Guests:** None

**Meeting called to order:** 10:15am

- Mr. Dompier was present to sign checks and banking material. After which Mr. Dompier had to step out for the remainder of the meeting. Mr. Shull, Vice-chair was unable to attend. This placed Ms. Hollan, Secretary / Treasurer as the acting Chair. Mr. Ryan; director acted as secondary signature.

**Approval of minutes:** Minutes of Feb. 21, Feb. 22, Feb. 28 and March 21, 2013.

- A motion was made to accept the minutes of Feb. 21, 2013 as presented, the motion was seconded. The motion carried with unanimous consent
- A motion was made to accept the minutes of Feb. 22, 2013 as presented, the motion was seconded. The motion carried with unanimous consent
- A motion was made to accept the minutes of Feb. 28, 2013 as presented, the motion was seconded. The motion carried with unanimous consent
- A motion was made to accept the minutes of March 21, 2013 as presented, the motion was seconded. The motion carried with unanimous consent

**Approval of financial report:** Finance report as of February 28, 2013.

- A motion was made to accept the finance report as of 2-28-13 as presented, the motion was seconded. The motion carried with unanimous consent

**Public comment on agenda items:** None

**Agenda topics:**

- Voices of Montana Tourism
  - This topic was tabled until the April 18, 2013 meeting.
  - Three board members were missing. Ms. Thares recused herself due to conflict of interest
- Team Trolley
  - The TBID Board is excited to see the Trolley continue to exist and with such a vibrant group.
    - A motion was made to fund the trolley with a \$1000 grant, the motion was seconded. The motion passed with a majority vote.
- Feasibility study
  - Referencing the February 28, 2013 TBID minutes – agenda topics – Brick & Mortar project.
    - Before moving forward on an RFP and a Feasibility Study for a multi-purpose center the TBID board thought it would be best to broach the subject to all the TBID members. An invitation was sent to the TBID members to attend the GFALA luncheon/meeting on Tuesday, March 12, 2013. During discussion the majority of all members present thought moving forward was in everyone's best interest. With that, it was decided the TBID board would vote at the next TBID BOD meeting on March 28, 2013.
      - A motion was made to move forward preparing a RFP and Feasibility Study. The motion was seconded. The motion passed with unanimous consent.
      - Discussion: Ms. Venetz will work with the City Attorney to review the RFP
- Bank deposits

- Ms. Venetz shared the current balances at Mountain West Bank, the new CD at 1<sup>st</sup> Interstate bank and asked for a motion for the amount of money to place in Stockman Bank to comply with FDIC insurance regulations of a maximum balance of \$250,000.00.
  - A motion was made to place \$200,000.00 in an account at Stockman bank, the motion was seconded. The motion passed with unanimous consent.
- Collinson opportunities – Trade show opportunities
  - Ms. Venetz shared three trade shop opportunities with the Board. Denver, CO, Milwaukee, WI and Salt Lake City, UT. The Denver and Milwaukee shows were extremely expensive, and could be revisited if a multi-purpose center was constructed. Ms. Venetz will continue to do some fact finding on the SLC show and research other sports related trade shows that fit our facilities.
- Leisure Group Travel – opportunity- the CVB is going to place ads
  - The GF CVB will move forward on this project
- Becky – Leadership GF / speaking opportunity / May 2<sup>nd</sup>
  - Ms. Venetz shared that she will be speaking at the Leadership GF meeting on May 2<sup>nd</sup>.
- FY-14 marketing plan and budget
  - Ms. Venetz will begin working on the FY-14 budget, work plan and marketing plan. She will contact the Executive board for input.
- TBID Board of Director terms that expire on June 30, 2013
  - Since the full board was not in attendance this topic will be discussed at the April 18<sup>th</sup> meeting
- Administrative & Marketing Director contract
  - Ms. Venetz pointed out that her contract expires June, 30, 2013. Ms. Thares remarked the discussion could take place between Ms. Venetz and the Executive Board or any board member that would like to participate. Ms. Venetz pointed out that if the Board met as a quorum to discuss, the City should be notified 48 hours in advance and an agenda should be sent to Joyce Thares in the City Manager’s Office
- Hands free – cell phone ordinance
  - Lodging properties are finding that many of their guests are caught unaware of the hands free cell phone law.
  - Ms. Venetz will contact the GF CVB and the City of see what can be done
- Admin report
  - Ms. Venetz shared Sports and association sales call.
  - Meeting with Mark Willmarth for speech preparation
  - Meeting with lodging property sales staff
  - Tribune press for and regarding the TBID
  - Banking – to comply with FDIC regulations
  - Calendar
  - Website
  - Travel to Helena for the ML&HA and TBID statewide meetings held prior to the Governor’s Conference on Tourism

**Open Discussion:** None

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

**Meeting adjourned:**11:40am

**Next meetings:**

| April 2013  | May 2013  | June 2013  | July 2013                                     |
|---|---|--|---|
| April 18, 2013 @ 1pm<br>Holiday Inn – Grant<br>Applications                     | May 16, 2013 @ 1pm at the<br>Holiday Inn – Grant<br>Applications          | June 20, 2013 @ 1pm at the<br>Holiday Inn – Grant<br>Applications  | July 18, 2013 at 1pm – grant<br>applications  |
| April 19, 2013 – Meet with<br>County Commissioners at<br>9am at the Holiday Inn | May 23, 2013 @ 10 am at<br>the Holiday Inn – Board of<br>Director Meeting | June 27, 2013 @ 10am at the<br>Holiday Inn – Board of<br>Director meeting – last<br>meeting of the fiscal year | July 25, 2013 – Board of<br>Directors meeting |
| April 25, 2013 @ 10am,<br>Holiday Inn, Board of<br>Director meeting             |   |  |   |