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Great Falls Tourism Business Improvement District

Minutes; BOD meeting

10am – April 25, 2013

Holiday Inn – 400 10th Ave. So.

DRAFT

April 25, 2013

Facilitator: Robert Dompier - Chair

Minutes: Karen Venetz – Administrative & Marketing Director

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

Board members absent: None

Quorum present: Yes

Executive Director: Carol Lindseth

Guests: None

Meeting called to order:10:05am

Mr. Dompier welcomed Ms. Carol Lindseth to the meeting, made introductions around the table and hoped Carol would be able to continue to attend the Board of Directors meetings.

Approval of minutes:

- Minutes of March 28, 2013
 - A motion was made to accept the minutes of March 28, 2013, the motion was seconded. The motion passed with unanimous consent
- Minutes of April 18, 2013
 - A motion was made to accept the minutes of April 18, 2013, the motion was seconded. The motion passed with unanimous consent
- Minutes of April 19, 2013
 - A motion was made to accept the minutes of April 19, 2013, the motion was seconded. The motion passed with unanimous consent
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Approval of financial report:

- Finance report as of March 31, 2013.
 - A motion was made to accept the finance report as of March 31, 2013 as presented, the motion was seconded. The motion passed with unanimous consent
 - In discussion: Formal letter to all grant recipients, including those that are sports related of a new procedure for procuring funds that is in process.

Public comment on agenda items:

Agenda topics:

- Board of Director Appointments
 - Ms. Venetz shared that Malissa Hollan and Sandra Johnson Thares will be recommended to the City Commission and they will make their decision on June 4, 2013 at the City Commission meeting
- Election of Officers

- Ms. Venetz shared the election of officers will be held the last meeting in June as per the by-laws
- RFP response for Auditor
 - The RFP responses for Auditor were reviewed. All responses met all parameters of the RFP.
 - A motion was made to accept the RFP response of Douglas Wilson and Company, the motion was seconded. The motion carried with unanimous consent
- Certificate of Deposit at Mountain West Bank
 - Ms. Venetz shared the MWB CD expires on May 31, 2013
 - Ms. Venetz will check with MWB regarding current rate, rate of CD and what happens if the CD is retained?
- Website update
 - Ms. Venetz submitted billing for two additional maintenance agreements. The maintenance covers January – March (20 hours) and April plus (20 hours) to complete the sight. Ms. Venetz worked with Shortgrass on website development all winter, but lacked in staying on top of the maintenance agreement(s) costs. Ms. Venetz will send a formal letter with the payments stating that the web developer must maintain a monthly accountability, if the maintenance agreement reaches five hours remaining, that Ms. Venetz must be notified.
- June TAC meeting
 - Ms. Venetz notified the Board she will be traveling to Bozeman for TAC on Sunday, June 2nd – returning on Tuesday, June 4th
- Prize packages for Canadian media campaign
 - Ms. Venetz reported she collected prize packages totaling 33. There were several items in each prize packages
- Superhost
 - Ms. Venetz thanked Carol Lindseth and the CVB for stepping up and taking care of the Superhost program this year. The CVB and the TBID will alternate the program each year

Open Discussion:

- Ms. Venetz reported she has 1000 bags and items for welcome bags donated from Sam's
- Jon Testers Tourism Conference in Bozeman on May 17th – Ms. Venetz will most likely be attending

Checks issued: Checks were signed with appropriate signatures

Meeting adjourned: 11:10am

Next meetings:

May 2013	June 2013	July 2013	August 2013
May 3, 2013 8:30am at the Holiday Inn TBID/County Commissioners	June 20, 2013 @ 1pm at the Holiday Inn – Grant Applications	July 18, 2013 at 1pm – grant applications	August 15, 2013 – reschedule this meeting
May 16, 2013 @ 1pm at the Holiday Inn – Grant Applications	June 27, 2013 @ 10am at the Holiday Inn – Board of Director meeting – last meeting of the fiscal year	July 25, 2013 – Board of Directors meeting	August 22, 2013 –@ 10am Board of Director meeting
May 23, 2013 @ 10 am at the Holiday Inn – Board of Director Meeting			