



P. O. Box 648 Great Falls, MT 59403 406-868-5610 [director@gftourismbid.com](mailto:director@gftourismbid.com) www.gftourismbid.com

Great Falls Tourism Business Improvement District

Minutes; BOD meeting

10am – May 23, 2013

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

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**Chair**

May 23, 2013

**Facilitator:** Scott Shull, Vice chair

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

**Board members present:** Ryan Carroll, Becky Amaral Miller, Malissa Hollan and Scott Shull

**Board members absent:** Robert Dompier, Sandra Johnson Thares and David Buckingham

**Quorum present:** Yes

**Guests:** Carol Lindseth

**Meeting called to order:** 10:06am

**Approval of minutes:**

- Minutes of April 25, 2013
  - A motion was made to accept the minutes of April 25, 2013 as presented, the motion was seconded. The motion carried with unanimous consent
- Minutes of May 3, 2013
  - A motion was made to accept the minutes of May 3, 2013 as presented, the motion was seconded. The motion carried with unanimous consent
- Minutes of May 16, 2013
  - A motion was made to accept the minutes of May 16, 2013 with changes to the Allegiant Fund Raiser request, the motion was seconded. The motion carried with unanimous consent
    - Changes include: To fund the event with the \$750 up front and \$25 per team for each team outside a 90 mile radius

**Approval of financial report:** Finance report as of April 30, 2013.

- A motion was made to accept the Finance report with changes, the motion was seconded. The motion carried with unanimous consent
- Changes consist of: Reconciliation Detail – check # 1255, change from Hockey in the Rockies to Holiday Inn
- Set Asides FY-13 – change pre-authorized sweep for wages; change wages to Administration contract and all other set asides where this entry occurs
- Ms. Venetz shared an email from the GF Airport/Lara Tait with changes to the Allegiant Hawaii flight. The 2013 set aside was changed from \$50,000 to \$25,000 and moved the 2014 set asides

**Public comment on agenda items:** None

**Agenda topics:**

- MWB Certificate of Deposit matures May 31, 2013
  - A motion was made (if allowable) to transfer the balance of the MWB CD to the 1<sup>st</sup> Interstate CD – if that is not allowable – retain the MWB CD and allow to roll-over for another 2-year CD. The motion was seconded. The motion carried with unanimous consent
    - The 1<sup>st</sup> Interstate CD is a no-load CD, the MWB CD was retained for another two-year CD at 0.60 APY. Balance = \$10,251.56
- FY-14
  - Review work plan, marketing plan, budget
  - The FY-14 work plan was reviewed; a motion was made to accept the work plan as presented with spelling corrections, the motion was seconded. The motion passes with unanimous consent
  - The FY-14 marketing plan was reviewed; a motion was made to accept the marketing plan as presented with spelling corrections, the motion was seconded. The motion passes with unanimous consent
  - The FY-14 budget was reviewed; a motion was made to accept the budget with the following changes;
    - Reduce Hawaii Allegiant Flight set-aside to \$25,000 as discussed in the Finance report
    - Change wages to Admin Contract
  - The motion was seconded. The motion carried with unanimous consent
- FY-13
  - The FY-13 accomplishments were reviewed. A motion was made to accept the accomplishments as presented, the motion was seconded. The motion carried with unanimous consent
- RFP and Feasibility Study update
  - Ms. Venetz shared she had met with the City Manager/ Greg Doyon to review the RFP. Mr. Doyon is excited that the TBID is moving forward. He will review the RFP with the interim City Attorney and reply the week of May 20 or 27th
- Administrative and Marketing Director update
  - Ms. Venetz reported on Electronic Marketing, Leisure Marketing, Meeting and convention sales, Opportunity and community relations, sports sales, admin and goals.

**Open Discussion:** Ms. Lindseth shared information regarding signage in Great Falls regarding the current cell phone ordinance. There are 15 signs in the GF area notifying drivers talking on cell phones is prohibited.

**Checks issued:** Required signatures were collected

**Meeting adjourned:** 11:52am

**Next meetings:**

June 2013	July 2013	August 2013	September 2013
June 20, 2013 @ 1pm at the Holiday Inn – Grant Applications	July 18, 2013 at 1pm – grant applications	August 15, 2013 – reschedule this meeting	September 19, 2013 at 1pm – grant applications
June 27, 2013 @ 10am at the	July 25, 2013 – Board of	August 22, 2013 –@ 10am	September 26, 2013 @ 10am –

Holiday Inn – Board of Director meeting – last meeting of the fiscal year	Directors meeting	Board of Director meeting	Board of Director meeting
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