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Great Falls Tourism Business Improvement District

Minutes; BOD meeting

10am, August 29, 2013

Holiday Inn – 400 10th Ave. So.

Draft

Chair	Secretary/Treasurer	Date
August 29, 2013		
Facilitator: Robert Dompier - Chair		
Minutes: Karen Venetz – Administrative & Marketing Director		
Board members present: Robert Dompier, Scott Shull, Malissa Hollan, Becky Amaral Miller, Sandi Johnson Thares, David Buckingham and Ryan Carroll		
Board members absent: None		
Quorum present: Yes		
Guests: Carol Lindseth; Executive Director GF CVB and TBID		
Meeting called to order: 10:02 am		
Approval of minutes:		
<ul style="list-style-type: none">• A motion was made to accept the minutes of June 27, 2013 as presented, the motion was seconded. The motion passed with unanimous consent• A motion was made to accept the minutes of August 22, 2013 as presented, the motion was seconded. The motion passed with unanimous consent		
Approval of financial report:		
<ul style="list-style-type: none">• The June 30, 2013 Finance report was not reviewed as it had not been downloaded• A motion was made to accept the July 31, 2013 Finance Report as presented, the motion was seconded. The motion carried with unanimous consent.		
Public comment on agenda items: There was no public comment		
Agenda topics:		
<ul style="list-style-type: none">➤ Admin Update<ul style="list-style-type: none">○ Ms. Venetz reported on welcome bags for Leisure Marketing and the Calgary Adventure Outdoor show in March of 2014; Leads for Meeting, Convention and Event Sales; meeting to attend for Opportunity Marketing & Community Relations; Leads for Sports Sales & Tournament Retention, including Confero Sports Foundation; and shared an Admin update<ul style="list-style-type: none">▪ Ms. Venetz will invite Lisa Bracco, Cascade County Commissioners, Confero board members, Scott Patera and Roger Lesofski and Gary DeGooyer of the GF Public School to either the October 17th or 24th meeting (whichever one will have the best attendance) to participate in discussion regarding funding and bidding on Sports events for Great Falls facilities.➤ Prairie Mountain Bank account<ul style="list-style-type: none">○ Ms. Venetz had the paper work for Scott Shull – Vice chair and Malissa Hollan – Secretary/Treasurer to sign to open a new account. The Board decided to withdraw \$200,000 from Mountain West Bank checking account and deposit it in Prairie Mountain Bank money market account. The amount keeps all accounts below the \$250,000 FDIC regulatory amount.➤ Delinquent assessments		

- Ms. Venetz reported that it is too late to penalize Greystone Inn on FY-13. Ms. Venetz will draft a letter and share it with City Attorney Sara Sexe. The letter will be served by a process server. The information will be shared with the accountant

- Going on Faith ad opportunity
 - Ms. Venetz shared information on an ad opportunity. The publication targets leisure traveler's not specific religious groups. The board did not think it was a good opportunity.
 - Ms. Venetz also shared information regarding advertising opportunity in the Central Montana travel planner. The Board feels that Great Falls is represented by the CVB's ad placement.
 - Ms. Lindseth said ad placement is in their 2013-2014 budget

- Convention & Event Leads
 - Ms. Venetz shared leads she is working on and developing
 - MSAE meetings begin in Helena on September 18th.

- RFP
 - The board reviewed the final two proposals and found them to meet the criteria put forth in the RFP. The board elected to invite three of the four consultants to participate in the video conference set for Thursday Sept. 26th at 10am in the Chamber of Commerce downstairs conference room. Ms. Venetz will advise each consultant of the Board's decision to move forward with their firm and also advise the firm that was not selected with a letter of decline.
 - Mr. Brett Doney, GF Development Authority will participate on Sept. 19th and 26th.

Open Discussion: There was no open discussion

Checks issued: The checks in need of signature were shared with all board members and signed by those with signature authority

Meeting adjourned: 11:48am

Next meetings:

August 2013	September 2013	October 2013	November 2013
August 29, 2013 @ 10am Board of Director meeting – Holiday Inn	September 19, 2013 at 1pm – grant applications – Holiday Inn September 26, 2013 @ 10am – 2pm Chamber of Commerce meeting room	October 17, 2013 – Grant Applications – Holiday Inn October 24, 2013 – BOPD – 10 am – Holiday Inn	November 21, 2013 – grant application and BOD meeting, 1pm Holiday Inn November 28 th , 2013 – Thanksgiving – no meeting