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Great Falls Tourism Business Improvement District

Agenda; BOD meeting

10 am – Thursday, June 26, 2014

Holiday Inn – 1100 5th St South

DRAFT AS OF 6-27-14

Chair

Secretary/Treasurer

Date

June 26, 2014

Facilitator: Robert Dompier - Chair

Minutes: Karen Venetz – Administrative & Marketing Director

Board members present: Robert Dompier, Becky Amaral Miller, David Buckingham, Scott Arensmeyer, and Scott Shull

Board members absent: Malissa Hollan and Sandra Johnson Thares

Quorum present: Yes

Guests: Carol Lindseth, CVB Exc. Director

Meeting called to order: 10:05am

Approval of minutes: Minutes of June 10 and 19, 2014 to be reviewed

- A motion was made to accept the minutes of June 10, 2014 as presented, the motion was seconded. The motion carried with unanimous consent
- A motion was made to accept the minutes of June 19, 2014 as presented, the motion was seconded. The motion carried with unanimous consent

Approval of financial report: Finance report as of May 31, 2014 to be reviewed

- Ms. Venetz presented the financial report as of May 31, 2014.
 - A motion was made to accept the financial report as presented, the motion was seconded. The motion carried with unanimous consent.

Public comment on agenda items: None

Agenda items:

- **Election of officers; Chair, Vice-chair and Secretary/Treasurer**
 - Current Officer Positions:
 - Chair; Robert Dompier
 - Vice-Chair; Scott Shull
 - Secretary/Treasurer; Malissa Hollan
 - A motion was made to retain the current officer positions as is, the motion was seconded. The motion passed with unanimous consent
- **Approval to sign Constant Contact 1-year agreement**
 - Ms. Venetz requested funding for one year with Constant Contact to send emails to TBID members, stake holders and various other emails.
 - A motion was made to pay up to \$180.00 for a one-year commitment to Constant Contact, the motion was seconded. The motion carried with unanimous consent
- **Website partnership – approval to move forward with discussion with the CVB**
 - Ms. Venetz approached the TBID BOD's about moving forward with the CVB to join the two websites together. This way Ms. Lindseth will be able to bring the subject up with her BOD's and move the website discussion forward. The board was in agreement to move forward with the discussion

- Calgary Travel and Adventure Show – agree to attend to be in Montana section
 - Ms. Venetz requested attending the Calgary and Adventure show March 21 & 22, 2015. A motion was made to fund purchase of booth space at a cost of \$1785.00 (10x10 booth with accessories). The motion was seconded. The motion passed with unanimous consent.
 - Ms. Venetz will return to the board for a request for travel expenses to the show

- GF Tourism Alliance – July 14th – 10am to noon – Holiday Inn
 - Ms. Venetz let the board know the date, time and location had been set up and that she had extended invitations to the CVB, Chamber of Commerce and the GFDA
 - Ms. Venetz will share the contact information of the other joined CVB/TBID/Chambers in the state for Mr. Wilmarth to use as research/reference.

- FEASIBILITY STUDY – NEXT STEPS
 - The discussion regarding the analysis was to submit the comments and suggested revisions passed out at the meeting. Those changes will be applied by CSL and re-submitted to the TBID to assure accuracy. Once approved the Final report will be completed. This report will take 2 to 3 weeks for completion. Ms. Venetz will send the comments and revisions to CSL and request the date for the Final analysis.
 - Ms. Venetz will contact the arenas that are featured in the draft analysis and request information on hiring an individual to lead the charge in in planning and developing a new facility. She will also probe for their challenges, successes and funding options they used.

Checks issued: Checks were signed by those with signature approval

Meeting adjourned: 11:55am

Next meetings:

June 2014	July 2014	August 2014	September
June 19, 2014 – grant request 1pm at the Holiday Inn	July 17, 2014 – grant request 1pm @ Holiday Inn	August 21, 2014 – grant request 1pm @ Holiday Inn	September 18, 2014 – grant application 1pm @ Holiday Inn
June 26, 2014 – BOD meeting at 10am at the Holiday Inn Final FY-14 meeting	July 24, 2014 – BOD meeting at 10am @ Holiday Inn	August 28, 2014 – BOD meeting at 10am @ Holiday Inn	September 25, 2014 – BOD meeting at Holiday Inn