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Great Falls Tourism Business Improvement District
Minutes; BOD meeting
Thursday, November 6, 2014 10am Holiday Inn

November 6, 2014

Facilitator: Scott Shull – Acting Chair

Minutes: Karen Venetz – Administrative & Marketing Director

Board members present: Sandra Johnson Thares, Becky Amaral Miller, Malissa Hollan, Scott Shull

Board members absent: Scott Arensmeyer and David Buckingham

Quorum present: Yes

Guests: Laurie Price Manning

Meeting called to order: 10:05am

Approval of minutes: Minutes of October 23, 2014 will be reviewed

- The minutes of October 23rd were reviewed. A motion was made to accept the minutes as presented, the motion was seconded. The motion passed with unanimous consent

Approval of financial report: Finance report will not be reviewed

Public comment on agenda items:

Agenda items:

- **10:05 am to 10:20am**
 - Board of Director applicant
 - Gary Sears has withdrawn his application, citing leaving the BW Plus Heritage Inn for new employment. Ms. Price Manning was the remaining applicant and joined the meeting for a brief period.
 - Ms. Price Manning and the board discussed the vacant board position. Ms. Manning excused herself from the meeting. The meeting continued.
 - A motion was made to accept Ms. Price Mannings application and recommend to the City of Great Falls that she be placed on the TBID board of directors through June 30, 2016. The motion was seconded. The motion carried with unanimous consent.
 - Board of Directors vote for board positions
 - Vacant Chair position
 - Discussion between the board members that were present and a phone call to David Buckingham, it was agreed that the following will serve through June 30, 2015 as:
 - Scott Shull will serve as Chair
 - Malissa Hollan will serve as Vice-chair
 - David Buckingham will serve as Secretary/Treasurer
 - Sandra Johnson Thares will serve as TBID spokesperson, along with Chair and Administrative and Marketing Director
 - A motion was made to accept the new positions and spokesperson's duties as listed above, the motion was seconded. The motion carried with unanimous consent.
- Location of meetings
 - The Dec. 18th meeting will be held at 10 am at the Holiday Inn. At that meeting it will be discussed if meetings will be continued to be held at the Holiday Inn or at another venue.

- CM Russell Museum and L & C Interpretive Center funding request
 - Continued discussion from October 23rd meeting
 - Discussion will be tabled until a full board is present at the Dec. 18th meeting. Ms. Venetz will ask the parties to re-present for the board and to bring a more specific marketing plan.
- Proposed Multipurpose Center
 - Next steps
 - Meet with the County in January 2015 to be clear what both side are expecting and to share what the TBID's commitment to the project is.
- Western Art Week budget approval
 - Ms. Venetz presented the proposed 2015 WAW budget.
 - A motion was made to accept the budget of \$14,649.40 as presented, the motion was seconded. The motion carried with unanimous consent.
 - In discussion Ms. Venetz was directed to contact City Keyosk and inquire about 30 days of visibility for the FREE transportation on the front page of the keyosk.
- Western Art Week hosting plan
 - Ms. Venetz explained that Inkfish Creative/Josh Rowe had been paying the hosting fee for the past year and submitted an invoice. Mr. Rowe will inquire on changing the ownership to the TBID and ask for an annual payment plan.
- Audit complete – select date for auditor to present to the TBID BOD's
 - Ms. Venetz will invite Mike Diekhans/Douglas Wilson to attend and present at the January 22nd meeting to present the FY-14 audit.
- Next meeting date – conflict with Christmas programs?
 - The date of Dec. 18th remains the same the time will be at 10am
- GF Tourism Alliance Update
 - Ms. Thares updated the board on the Alliance. In discussion was staffing, co-marketing plan between the CVB & TBID, location, Exc. Director position, financial commitment and approved Ms. Venetz to work on combining the FY-15 CBE & TBID marketing plans to see where they over-lap to begin conversation for FY-16 plans
- VIC make over update
 - Ms. Venetz let the board know a design firm has volunteered to move forward on a design and will meet with the VIC team on Nov. 25th.

Meeting adjourned: 12:45pm

November 2014	December 2014	January 2015	February 2015
November 6 at 10am at the Holiday Inn – BOD applications	December 18 th at 1p – most likely to be rescheduled to accommodate Christmas programs Grant requests and BOD mtg	January 22 nd at 10am – BOD meeting – Location TBD	February 19, 2015 – 1pm funding requests – location TBD February 26, 2015 – 10am – BOD meeting – location TBD