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**Great Falls Tourism Business Improvement District**  
**Minutes; BOD meeting**  
**Thursday, January 22, 2015 10am Holiday Inn**

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Chair

Secretary/Treasurer

Date

**January 22, 2015**

**Facilitator:** Scott Shull –Chair

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

**Board members present:** Sandra Johnson Thares, Scott Shull, Scott Arensmeyer, David Buckingham, Laurie Price-Manning and Malissa Hollan

**Board members absent:** All board members present

**Quorum present:** Yes

**Guests:** Mike Diekhans, Douglas Wilson Auditor

**Meeting called to order:** 10:03am

**Approval of minutes:** Minutes of December 18, 2014 were presented.

- The minutes of December were presented and reviewed by the Board. A motion was made to accept as presented, the motion was seconded. The motion carried with unanimous consent.

**Approval of financial report:** Finance report as of December 31, 2014 was presented.

- The finances were reviewed. The finances were all in order but the set asides had discrepancies. The set asides will be corrected and presented at the Feb. 26, 2015 meeting along with the Finance report as of January 31, 2015 for approval.

**Public comment on agenda items:** No public comment

**Agenda items:**

1. Annual Audit Report : Mike Diekhans / Douglas Wilson
  - a. Mr. Diekhans followed audit procedures of Governmental Audit Services
    - i. The annual audit was seamless and went well
    - ii. The audit and MD&A received a “clean” opinion
    - iii. Mr. Diekhans said to continue measures as the TBID is doing, as good internal controls are in place and procedures are set up well.
    - iv. Mr. Diekhans said that a formal resolution must be made if a line item increases over the original budget. This is a formal resolution the board makes at a meeting and is recorded in the minutes
    - v. The board discussed bank accounts in financial institutions over \$250,000. Mr. Diekhans said to either obtain additional collateral from the financial institution to insure the deposits over \$250,000 or keep less than that in several financial institutions.
2. Request for funds: Gary DeGooyer
  - a. Mr. DeGooyer submitted a request for funds for the District 10C GBB and BBB to be held in Great Falls, Feb. 18-21, 2015. Expected attendance is 3250 fans from Browning, Sunburst, Valier, Augusta, Cascade, Dutton/Brady, Heart Butte, Simms and GF Central
  - b. A motion was made to approve the request of \$4500, the motion was seconded. The motion carried with unanimous consent.
    - i. In discussion it was made clear that Mr. DeGooyer must provide all costs associated with the tournament. Ms. Venetz will include this in the funding letter.
3. Request for funds: GF Airport Authority – out of market request – revised from last meeting
  - a. Ms. Venetz presented additional information for the out of market media buy that the board of directors had requested. The media plan was supplied by the Wendt Agency.

- i. A motion was made to approve the \$10,000 request for funding. The motion was seconded. The motion failed by lack of a majority vote.
- 4. Board of Director missing meetings
  - a. The board reviewed the By-laws; Section 2.7: Absences; to be clear that the by-laws reflect that missing meetings due to health or a medical excuse are not grounds for removal of board member.
- 5. Great Falls Tourism Alliance
  - a. A motion was made to move forward with the organizational chart as presented. The motion was seconded. The motion carried with unanimous consent.
    - i. Organizational chart: as attached on last page
  - b. A motion was made recommending enlisting the services of LC staffing for the Tourism Director and the Sales/Marketing Director positions at a cost not to exceed \$15,000.00, the motion was seconded. The motion carried.
    - i. Ms. Venetz and Ms. Thares Johnson will inform the GF Tourism Alliance committee of above action.
- 6. Arena – next steps discussion
  - a. How to proceed as a City entity
    - i. Working with the City Attorney to ensure we are taking the correct steps before moving forward
- 7. FY-16 set asides / set asides
  - a. No action taken
- 8. Bank balances: distribution of dollars
  - a. A motion was made to move \$100,000.00 from 1<sup>st</sup> Interstate Bank to Embark Credit Union, the motion was seconded. The motion passed.
    - i. Ms. Venetz prepared a check for signatures and immediate deposit in Embark C. U.

**Meeting adjourned: 11:58am**

<b>February 2015</b>	<b>March 2015</b>	<b>April 2015</b>	<b>May 2015</b>
February 19, 2015 – 1pm funding requests – location Holiday Inn	March 26, 2015 – 10am BOD meeting location – Holiday Inn	April 16, 2015 at 1pm Funding requests – Holiday Inn	May 25, 2015 – BOD meeting 10am Holiday Inn
February 26, 2015 – 10am – BOD meeting – location Holiday Inn		April 23, 2015 at 10am BOD meeting Holiday Inn	