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**Great Falls Tourism Business Improvement District
Minutes; BOD meeting
Thursday, March 26, 2015 10am Holiday Inn**

Chair	Secretary/Treasurer	Date
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March 26, 2015

Facilitator: Scott Shull –Chair

Minutes: Karen Venetz – Administrative & Marketing Director

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

Board members absent: None

Quorum present: Yes

Guests: Dege and Richard from the Holiday Inn

Meeting called to order: 10:05am

Approval of minutes: Minutes of Feb. 19 and 26, 2015 to be reviewed

- A motion was made to accept the minutes of Feb. 19 & 26, 2015 to as presented, the motion was seconded. The motion carried with unanimous consent.

Approval of financial report: Finance report as of Feb.28, 2015 to be reviewed

- A motion was made to accept the Finance Report as of Feb 28, 2015 as presented, the motion was seconded. The motion carried with unanimous consent
 - Note – a difference of \$1.50 between Assets/ Liabilities & Equity
 - Note - The budget line items had been adjusted per January 22, 2015 board of director meeting

Public comment on agenda items:

Agenda items:

1. GF Historic Trolley
 - a. The DGFA requested \$100 towards purchase of signage for one year on the Trolley.
 - i. A motion was made to purchase the ad space, the motion was seconded. The motion carried with unanimous consent
2. Assessment report
 - a. Ms. Venetz reported that she had left messages for the County Treasurer but had not heard from her regarding delinquent assessments
3. Smith Travel Report summary
 - a. Ms. Venetz presented the options available to purchase the STR report.
 - i. A motion was made to purchase the weekly, monthly and historical data for a total of \$4075.00 for one year. The motion was seconded. The motion carried with unanimous consent.
4. Great Falls Tourism Alliance
 - a. After discussion regarding the Alliance it was decided to request the Chamber Board provide statement of their commitment to tourism and where it is on their priority list. Ms. Venetz will share this with Steve Malicott.
 - b. Ms. Thares reminded Ms. Venetz that the MOA will need to be reviewed and approved by the City Attorney. Ms. Venetz will be sure to take care of this.
 - c. The board voted to agree to the rent the smaller space.

- d. A motion was made to support the proposed smaller rental space of 825 sq. ft., the motion was seconded. The motion carried with unanimous consent.
 - e. The lease term for rental space was discussed. The term cannot be longer than 3 years as that will end the first 10-year term of the GF TBID.
 - f. Parking
 - i. Can this be improved
 - g. Organizational chart
 - i. Agree to as presented
 - h. Administrative assistant
 - i. A motion was made to recommend hiring a part-time admin person, the motion was seconded. The motion carried with unanimous consent
 - i. Agreed upon that the new number would be the Chamber number
 - j. A motion was made to work to have the Alliance in place by June 1st with the new director beginning by July 1, 2015. The motion was seconded. The motion carried with unanimous consent.
5. Business Plan for Alliance
 - a. The Chamber requested a business plan
 - b. Ms. Venetz said she would write one and have to the Chamber by April 20, 2015
 6. Marketing plan comments for FY-16
 - a. There were no comments. Ms. Venetz will move forward with FY-16 planning and budgeting. A EC committee will work on the budget with Ms. Venetz
 7. Bank statements – 2nd copy to Sec/ Treasurer
 - a. Ms. Venetz sent requests to all banks requesting the 2nd statement be sent to David Buckingham as the Secretary/ Treasurer
 8. Superhost Training scheduled for Friday, May 22 – 9a to noon
 - a. Ms. Venetz has the training session set up. The CVB will pay for the refreshments per the agreement.

Meeting adjourned: 12:22am

March 2015	April 2015	May 2015	June 2015
March 26, 2015 – 10am BOD meeting location Holiday Inn	April 16, 2015 at 1pm Funding requests – Holiday Inn April 23, 2015 at 10am BOD meeting Holiday Inn	May 28, 2015 - 10am – BOD meeting Holiday Inn	June 18, 2015 – 1pm – Funding Requests – Holiday Inn June 25, 2015 – 10am BOD meeting – Holiday Inn End of Fiscal Year