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Great Falls Tourism Business Improvement District
Minutes; Board of Director meeting
Thursday, 1pm - October 1, 2015
Great Falls Area Chamber of Commerce – downstairs meeting room

Chair	Secretary/Treasurer	Date
October 1, 2015		
Facilitator: Scott Shull –Chair		
Minutes: Karen Venetz – Administrative & Marketing Director		
Great Falls Tourism Director present: Rebecca Engum		
Board members present: Becky Amaral Miller, Sandra Johnson Thares, Scott Shull, Scott Arensmeyer, Malissa Hollan and Laurie Price-Manning		
Board members absent: Ryan Carroll		
Quorum present: Yes		
Guests: Steve Malicott, Larry Stimac and Dale Johnson		
Meeting called to order: 1:02pm		
Approval of minutes: Minutes of July 23, August 4, August 20 and August 24, 2015.		
<ul style="list-style-type: none">A motion was made to approve all minutes listed above as presented, the motion was seconded. The motion carried with unanimous consent.		
Approval of financial report: Finance report as of August 31, 2015.		
<ul style="list-style-type: none">A motion was made to approve the Finance report as of August 31, 2015 as presented, the motion was seconded. The motion carried with unanimous consent.<ul style="list-style-type: none">Note: The finance report as of July 31, 2015 was not reviewed at the board meeting as was stated it would be in the August 20th minutes. The approval of the August report fully encompasses the July report.		
Public comment on agenda items:		
<ul style="list-style-type: none">Mr. Stimac and Mr. Johnson attended the TBID meeting regarding the proposed Multi-purpose building and Expo park expansion. Both Mr. Stimac and Johnson are very interested in building a dance hall facility on the Expo park grounds. Both parties shared the opportunities that a dance hall would bring to Great Falls and also an idea of what a facility might look like.		
Agenda items:		
<ul style="list-style-type: none">Welcome Rebecca Engum<ul style="list-style-type: none">Mr. Shull welcomed Ms. Engum and congratulated her on the new position as Tourism Director with the GFACofC, CVB and TBID.Delinquent taxes update<ul style="list-style-type: none">Mr. Shull reported that all properties reported for all quarters for the past year. He also reported that reports are still missing from previous years from one property.Administrative and Marketing Director end date<ul style="list-style-type: none">Ms. Venetz agreed to and would be happy to stay on as the TBID Administrative and Marketing Director through mid- December to assist Ms. Engum in her new position.Proposed Multipurpose center update<ul style="list-style-type: none">Ms. Thares and Mr. Shull reported on a meeting with the Expo Park Advisory board in September. The board was in favor of further discussion regarding the proposed multipurpose building and additional expansion ideas. The Advisory board will submit a report to the County Commissioners. The TBID and County Commissioners will meet on Oct. 20 at 2pm.		

- Annual Audit
 - Ms. Venetz handed out the annual audit. Mr. Diekhans from Douglas Wilson Accounting will be invited to an upcoming board meeting to report on the findings. The City of Great Falls has received their copy of the audit.
- City of Great Falls Public meeting requirements
 - Ms. Venetz handed out the public meeting requirements to ensure all members had received them.
- City of Great Falls blog article
 - Ms. Venetz handed out the Great Falls blog article recently written about on Johnny Jet; the Travel Insider blog.
- Calgary Woman' show
 - Ms. Venetz reported that Ms. Engum will be attending the show October 24 and 25.
 - They will work together to prepare
- Montana Lodging & Hospitality annual meeting including the state-wide TBID meeting
 - Ms. Engum reported she will attend the TBID state-wide meeting on Monday, October 26th in Kalispell. She will travel from Calgary to Kalispell. Ms. Engum plans to return to Great Falls on the 26th, unless weather or other circumstances keep her in Kalispell.
- Great Falls Tourism Alliance
 - New Tourism Director
 - Ms. Engum supplied the GFACofC, CVB and TBID with a fantastic email complimenting those in tourism and the steps made to date. She went on to talk about Organization Management, Fiscal Management and Marketing Management. Ms. Engum has hit the floor running on her first day!
 - Ms. Engum reported she will concentrate first on the CVB and Visitor Information Center, since the organization does not have paid staff and continue working with Ms. Venetz to learn about the TBID as time permits since Ms. Venetz will continue to work into December.
 - Next steps
 - Continue to give Ms. Engum all the tools she needs regarding the TBID and other tourism information.
- Open Discussion:
 - Mr. Malicott reported on the progress of the Tourism office. The office should be complete in 45 days.
 - Ms. Engum said she would like to arrange a time for the Executive members of all the boards to meet. Ms. Engum will arrange for the week of October 12th.
 - Ms. Venetz suggested a retreat should be scheduled with the Chamber, CVB and TBID – Ms. Engum will work on dates and locations.
 - Ms. Venetz suggested an open house in December so all interested parties could see the new office and meet Ms. Engum.
- Checks: Checks were signed by appropriate individuals.

Meeting adjourned: 2:09pm

October 2015	November 2015	December 2015	January 2016
October 15 @ 1pm Chamber meeting room – BOD meeting	November 19 @ 1pm at the Chamber meeting room – BOD meeting	December 17 @ 1pm at the Chamber meeting room – Funding and BOD meeting (may need to be rescheduled due to children's Christmas	January 21 @ 1pm at the Chamber meeting room – Funding meeting
October 22 @10am at the Holiday Inn – funding			January 28 @ 10am at the Chamber meeting room –

meeting		programs) December 24 – No Mtg.	BOD meeting
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