

Great Falls Tourism Business Improvement District Board of Directors Meeting Minutes

Thursday, November 19th, 2015 | 1:00 - 3:00 PM | Great Falls Area Chamber of Commerce Lower Level Video Conference room, Great Falls, Montana

Times are approximate and agenda items may be taken out of order. Any Director with a potential conflict of interest on the agenda should state the conflict at the start of the meeting.

Directors: Scott Shull, Malissa Hollan, Becky Amaral-Miller, Sandra Johnson-Thares, Laurie Price-Manning, Scott Arensmeyer

Staff: Rebecca Engum, Karen Venetz

Guests: Larry Stimac, Steve Malicott, Jerry Jordan

1:06 | Call to Order and Consent Agenda – Scott Shull

The consent agenda is made up of routine day to day items that require Board action, but do not appear to have a significant public impact. Items may be pulled from the consent agenda for separate discussion/vote by any board member.

- a) Accept Excused Absences:
- b) Approve/disapprove minutes of 10-1-2015 and 10-22-2015 Board of Directors Meeting
- c) Accept October Financial Report

ACTION TAKEN

Motion made to move financials out of consent agenda approve consent agenda without financials. Seconded. No discussion. All in favor. None opposed. Motion carried.

ACTION TAKEN

Motion made to accept the financial reports as presented with a recommendation for amendments to be presented by Chair and Director in December. Seconded. No discussion. All in favor. None opposed. Motion carried.

1:05 | Request for Funding – Scott Shull

Presentation from Erica McNamee with City Recreation.

Request from Chris DeMarco with FAST presented by Karen Venetz.

Approve/disapprove funding requests.

ACTION TAKEN

Motion made to approve \$1,500 for Electric City Winter Classic. Seconded. No discussion. All in favor. None opposed. Motion carried.

ACTION TAKEN

Request from FAST was denied for lack of a motion.

1:50 | Executive Director Update – Rebecca Engum

Rebecca Engum provided report.

Mission

To generate room nights for the lodging facilities in the City of Great Falls, Montana by effectively marketing and funding grants to promote our region as a preferred travel destination.

2:00 | Designate Authorized Signatories – Scott Shull
Approve/disapprove adding Rebecca Engum as an authorized signatory on TBID financial accounts at US Bank, Prairie Mountain Bank, Stockman Bank, First Interstate Bank, and Embark Federal Credit Union.

ACTION TAKEN

Motion made to approve Karen writing a letter for authorizing Executive Director to gain access to information to bank accounts. Seconded. No discussion. All in favor. None opposed. Motion carried.

2:05 | Meal Reimbursement – Rebecca Engum
Approve/disapprove meal reimbursement to be made at actual cost with receipt.

ACTION TAKEN

Motion made to approve actual cost of meals for employees in travel status with receipt, with a cap at \$50 per day. Alcohol is not a reimbursable expense. Seconded. No discussion. All in favor. None opposed. Motion carried.

2:10 | Memorandum of Understanding with Cascade County to conduct Expo Park Analysis – Rebecca Engum
Approve/disapprove authorizing Board Chair signing Memorandum of Understanding with Cascade County.

ACTION TAKEN

Motion made to approve authorizing Board Chair signing Memorandum of Understanding with Cascade County. Seconded. No discussion. All in favor. None opposed. Motion carried.

2:20 | Board Development and Board Strategic Planning – Rebecca Engum
Approve/disapprove authorizing Tourism Director to execute contract with consultant for Board Development and Strategic Planning sessions to occur in December and January for up to \$4,999.

ACTION TAKEN

Motion made to approve up to \$5,000 to conduct Alliance Board Development and Alliance Strategic Planning with a specific plan and budget for approval at December Board Meeting. Seconded. No discussion. All in favor. None opposed. Motion carried.

2:35 | Big Sky Trust Fund Application – Rebecca Engum
Approve/disapprove applying for Big Sky Trust Fund Planning Grant to secure Marketing Consultant to assist in developing FY17 Marketing Plan.

ACTION TAKEN

Motion made to approve applying for Big Sky Trust Fund Planning Grant to secure marketing consultant to assist in developing FY17 Marketing Plan. Seconded. No discussion. All in favor. None opposed. Motion carried.

2:45 | Insurance Coverages and Changes – Rebecca
Approve/disapprove adding Forgery and Fund Transfer Coverage with PayneWest
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Approve/disapprove adjusting all policy start/renewal dates to 7/1.

ACTION TAKEN

Motion made to approve adjusting policy start/renewal dates to 7/1. Seconded. No discussion. All in favor. None opposed. Motion carried.

Forgery and Fund Transfer Converge with PayneWest removed for consideration.

2:50 | Looking Forward – Rebecca Engum

Approve/disapprove hosting an open house in December at Great Falls Montana Tourism office.

ACTION TAKEN

Motion made to approve \$400 for an Open House. Seconded. No discussion. All in favor. None opposed. Motion carried.

2:55 | Public Comment – Scott Shull

Opportunity for public comment.

Public request for web address to secure the multi-purpose feasibility study from the TBID website. Address provided along with details regarding the City of Great Falls library resources in accessing the internet.

3:00 | Adjourn – Scott Shull

Chair

Secretary/Treasurer

Date

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