



Great Falls Tourism Business Improvement District Board of Directors Meeting Minutes

Thursday, August 30th, 2016 | 10:00 AM – 11:30 AM | Great Falls Area Chamber of Commerce Upstairs Conference Room, Great Falls, Montana

Signature: _____

Date: 9-26-16

Board: Scott Shull, Scott Arensmeyer, Robert Dompier, Laurie Price-Manning, Becky Amaral-Miller

Staff: Rebecca Engum, Vanessa Hayden

Guests: Jamie McGraw

10:00 | 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: Sandra Thares-Johnson
- b) Approve minutes of 7-28-2016 Board of Directors Meeting

ACTION TAKEN

Motion made to approve 7-28-2016 minutes Board of Directors Meeting. Seconded. No discussion. All in favor. None opposed. The motion passed.

10:05 | Executive Director Report – Rebecca Engum

Rebecca Engum provided report

10:15 | Performance Dashboard – Rebecca Engum

Rebecca Engum provided update on the performance dashboard

10:25 | Financial Review – Rebecca Engum

Accept July Financials

ACTION TAKEN

Motion made to accept July Financials. Seconded. No discussion. All in favor. None opposed. The motion passed.

10:35 | Request for Proposal Contract Execution – Rebecca Engum

Approve/reject Executive Director execute contract from Request for Proposal process for Bid #1 Marketing Strategy, Research, Creative Development, Design, Media Buying, Marketing Partnerships and Performance Reporting and Bid #2

Mission

To passionately promote Great Falls Montana as a preferred destination for travelers, tourists and conventions to visit, stay, experience, and return.

Website Design and Development with finalist with the highest combined total from the written responses and the oral interview.

ACTION TAKEN

Motion made to approve Executive Director execute contract from Request for Proposal process for Bid #1 Marketing Strategy, Research, Creative Development, Design, Media Buying, Marketing Partnerships and Performance Reporting and Bid #2 Website Design and Development with finalist with the highest combined total from the written responses and the oral interview.

10:45 | Voices of Montana Tourism Invoice Approval – Rebecca Engum
Approve/reject \$5,000 annual investment in Voices of Montana Tourism.

ACTION TAKEN

Motion made to approve \$5,000 annual investment in Voices of Montana Tourism. Seconded. No discussion. All in favor. None opposed. The motion passed.

10:43 | 3-Year Audit Services – Rebecca Engum
Approve/reject Executive Director executing contract for 3-Year Audit Services to begin in FY17.

ACTION TAKEN

Motion made to approve Executive Director executing for 3-Year Audit Services to begin in FY17 with Douglas Wilson. Seconded. No discussion. All in favor. None opposed. The motion passed.

10:49 | New Tourism Project Application for Funding – Rebecca Engum
Approve/reject new Tourism Project Application for Funding.

ACTION TAKEN

Motion to approve new Tourism Project Application for Funding. Seconded. No discussion. All in favor. None opposed. The motion passed.

10:58 | Packages Discussion – Rebecca Engum
Discuss package development and promotion. Take action as deemed necessary.

NO ACTION TAKEN

11:17 | Public Comment – Scott Shull
Opportunity for public comment.

NO PUBLIC COMMENT.

11:17 | Adjourn – Scott Shull

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