



Item: Appointments, Tourism Business Improvement District (T.B.I.D.)

From: City Manager's Office

Initiated By: City Commission

Presented By: City Commission

Action Requested: Appoint members to the Tourism Business Improvement District Board of Trustees

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission reappoint Scott Schull to a four-year term through June 30, 2018, and appoint _____ to fill the remainder of a four-year term through June 30, 2015, to the Tourism Business Improvement District Board of Trustees.

2. Mayor calls for a second, discussion, public comment, and calls the vote.

Recommendation: It is recommended that the City Commission appoint two members to the Tourism Business Improvement District Board of Trustees.

Background: The term of Scott Schull expires on June 30, 2014. Mr. Schull is interested in and eligible for reappointment. Ryan Carroll has resigned from the TBID Board of Directors. Therefore, it is necessary to appoint one member to fill the remainder of his term.

Purpose

The Tourism Business Improvement District was established by Resolution 9792 on December 2, 2008. Its overall purpose is to utilize tax dollars through the T.B.I.D. assessment and direct those monies to be used for the purpose of promoting tourism, conventions, trade shows, and travel to the City of Great Falls. Trustees must be an owner of property within the District or their assignee.

Evaluation and Selection Process

Announcement of the opening was done through a letter sent to the members within the Tourism Business Improvement District.

Continuing members of this board are:

Becky Amaral-Miller
David Buckingham

Robert Dompier
Malissa Hollan
Sandra Thares

Citizens interested in serving:
Scott Arensmeyer

Concurrences: The TBID Board of Directors recommended the appointment of Scott Arensmeyer at its May 22, 2014, meeting and recommended the reappointment of Scott Shull at its March 27, 2014, meeting.

Fiscal Impact: Not applicable.

Alternatives: Seek alternative applications.

Attachments/Exhibits: Application and TBID meeting minutes
(Application not available online; on file in City Clerk's Office.)



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Great Falls Tourism Business Improvement District

Agenda; BOD meeting

1:00 pm – Thursday, March 27, 2014

Holiday Inn – 1100 5th St South

Chair

Secretary/ Treasurer

Date

March 27, 2014

Facilitator: Robert Dompier - Chair

Minutes: Karen Venetz – Administrative & Marketing Director

Board members present: Robert Dompier, Sandra Johnson Thares, Becky Amaral Miller, Malissa Hollan, David Buckingham, Scott Shull

Board members absent: None

Quorum present: Yes

Guests: Carol Lindseth

Meeting called to order: 1:05pm

Approval of minutes: Minutes of February 20, 2014 to be reviewed

- The minutes of February 20, 2014 were presented. A motion was made to accept the minutes as presented, the motion was seconded. Motion carried with unanimous consent.

Approval of financial report: Finance report as of February 28, 2014 to be reviewed

- The finance report as of February 28th, 2014 was presented. A motion was made to accept the report as presented, the motion was seconded. The motion carried with unanimous consent.

Public comment on agenda items: None

Agenda items:

- **Presentations**
 - 1:00 – James Parker Shield – Little Shell Chippewa Pow-wow
 - Mr. Shield presented his plan for a much upgraded Pow Wow to be held at the 1st Peoples Buffalo Jump. This will be the third year for the event and Mr. Shields has been working on growing it and bringing in dancers and attendees from out of town and state
 - A motion was made to fund the event with a \$1500 grant, the motion was seconded. The motion carried with unanimous consent
 - Mr. Shields needs to understand that all hotels need to be included in the promotion.
 - 1:15 – John Faulkner – GF International Airport
 - Mr. Faulkner presented figures regarding Delta airlines and the need to place a guarantee such as was make to secure Frontier airlines. He requested that \$25,000 be withdrawn from the \$100,000 that is being held for a Frontier guarantee. Frontier is strong and solvent in our market is his opinion.
 - A motion was made to fund \$25,000 for a Delta guarantee. The money is to be taken out of \$100,000 set aside for the Frontier guarantee. The motion was seconded. The motion carried with unanimous consent.
 - The \$100,000 that has been set aside for Frontier is in the FY-13 set asides carried over to FY-14 as a separate line item. This balance is now \$75,000.
 - Wendt Advertising
 - Wendt did not attend the meeting but instead had information regarding a Fall Canadian campaign. The TBID BOD decided that the request should come from the CVB

and that the CVB should see the material first. The CVB is welcome to request funding for a Fall Canadian campaign.

- **Other agenda items**

- Additional request from Inkfish Creative
 - Mr. Rowe is requesting additional funds for work done for WAW. The Board requested him to make the request in person. Mr. Rowe will be asked to attend a April meeting
- Embark Credit Union
 - Ms. Venetz updated the BOD on the Money Market accounts available at C.U.
 - The board elected to deposit \$50,000 in a money market account and an additional \$25.00 in a savings account as is required by the C. U.
 - Ms. Venetz will move forward with the deposit as the paper work has been completed
- Cruzin' the Drag
 - A motion was made to fund the event with a \$100 grant, the motion was seconded. The motion carried unanimously.
 - Mr. Venetz will see if the TBID can hang a banner at the event
- Feasibility Study
 - Ms. Venetz updated the board on study and reminded them that April 24th will be a long day. CSL will present to the BOD's at 10 am and then to the public at 1pm – all meeting will be held at the Holiday Inn
- TBID vacant BOD position
 - Ms. Venetz updated the board on the vacancy created by Ryan Carroll's resignation. Ms. Venetz will send out applications to all of the TBIDS properties. The applications are due to the City on May 13th. The applicants will be invited to the May 22nd meeting.
 - Scott Shull's board position is fulfilled on June 30, 2014. Mr. Shull expressed interest in remaining on the board for another 4-year term. The board accepted Mr. Shells request with unanimous consent.
- Visitor Information Center
 - Ms. Venetz updated the Board or the VIC. A meeting is scheduled at the GF Development Authority on Thursday April 3rd at 1pm to discuss proposal to go before the City. Ms. Venetz will send agenda to the City notifying them of the special meeting.
- Greystone Inn
 - Ms. Venetz updated the Board on the status of the Greystone. Ms. Venetz has met with JCCS (Kelby Donnelly) and the City finance department (Judy Burg) to set up moving forward with following the TBID by-laws of properties that do not comply to TBID assessment reports and payments.
- WAW update
 - Brief discussion regarding the WAW comprehensive coverage of the recent event. Ms. Thares recommended sending out a survey to the hotels to request occupancy this year verses last year.
- Calgary Women's Show
 - Ms. Venetz informed the Board of the Calgary Women's show that takes place May 4 & 4, 2014 and October 25 & 26, 2014. Kalispell attends the fall show and the TownHouse group attends the spring show. Ms. Venetz recommends attending the fall show. More discussion to take place
- FY-15 Marketing Plan and budget committee
 - The meeting ran long and this item was not discussed
- Administrative report and leads
 - Ms. Venetz handed out her monthly report and list of leads.

Checks issued: Checks were signed by those with signature authority

Meeting adjourned: 3:00pm

Next meetings:

March 2014	April 2014	May 2014	June 2014
March 20, 2014 – no meeting, Calgary and WAW March 27, 2014; 1pm at the Holiday Inn – BOD meeting	April 3, 2014 – 1pm at the GF Development Authority April 17, 2014 – grant requests, 1pm at the Holiday Inn April 24, 2014 – Board of Director meeting – 10am at the Holiday Inn – 1pm at the Holiday Inn	May 15, 2014 – grant requests 1pm at the Holiday Inn May 22, 2014 – BOD meeting at 10am at the Holiday Inn.	June 19, 2014 – grant request 1pm at the Holiday Inn June 26, 2014 – BOD meeting at 10am at the Holiday Inn Final FY-14 meeting



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Great Falls Tourism Business Improvement District
Minutes; BOD meeting
10am – Thursday, May 22, 2014
Holiday Inn – 1100 5th St South

May 22 2014

Facilitator: Robert Dompier - Chair

Minutes: Karen Venetz – Administrative & Marketing Director

Board members present: Robert Dompier, Becky Amaral Miller, Malissa Hollan, David Buckingham

Board members absent: Sandra Johnson Thares and Scott Shull

Quorum present: Yes

Guests: Carol Lindseth

Meeting called to order: 10:02am

Approval of minutes: Minutes of May 15, 2014

- The minutes of May 15, 2014 were reviewed
- A motion was made to accept the minutes as presented, the motion was seconded. The motion carried

Approval of financial report: Finance report as of March 31, 2014 and April 31, 2014

- The financial report for April 31, 2014 was reviewed.
- A motion was made to accept the minutes as of April 31, 2014 as presented. The motion was seconded. The motion carried
- Since everything reconciled in the April report the March report was not reviewed. Ms Hollan signed the un-audited April report in place of Scott Shull

Public comment on agenda items:

Agenda items:

- Nomination of board of director to fill vacant seat
 - The board of directors reviewed the application received for the vacant director position
 - A motion was made to accept the application of Scott Arensmeyer and recommend to the City Commission that Scott Arensmeyer be appointed to fill the vacant position through June 30, 2015. The motion was seconded. The motion carried with unanimous consent.
- Review of FY-15 marketing plan and budget
 - The board of directors reviewed the draft plan. Since two members were absent the board decided to call a special meeting to review in further detail. Ms. Venetz will send out a request to the board members for a special meeting to review the plan in detail. Ms. Thares had emailed her spell check and grammar corrections.
 - A motion was made to accept the correction Ms. Thares had recommended. The motion was seconded. The motion carried.
 -

Checks issued: Checks were signed by those with signature privilege.

Meeting adjourned: 11:15am

Next meetings:

May 2014	June 2014	July 2014	August 2014
May 15, 2014 – grant requests 1pm at the Holiday Inn	June 19, 2014 – grant requests 1pm at the Holiday Inn	July 17, 2014 – grant requests 1pm location TBD	August 21, 2014 – grant requests 1pm location TBD
May 22, 2014 – BOD meeting at 10am at the Holiday Inn.	June 26 th – BOD meeting 10am at the Holiday Inn – last meeting of FY-14	July 24, 2014 – BOD meeting 10am – location TBD	August 28, 2014 – BOD meeting 10am location TBD