

**Great Falls/Cascade County
Historic Preservation Advisory Commission
Minutes from the November 4, 2015 Meeting**

Members Present: Sandra French, Paivi Hoikkala, Ruthann Knudson, Kelly Parks, Kenneth Robison, Kristi Scott

Members Absent: Ken Sievert, Ryan Smith, Carole Ann Clark

Staff Present: Ellen Sievert, Gregory Gordos

Ex-Officio Present: Joan Redeen, Robert Milford, Carol Bronson

HPAC Chair Sandi French called the meeting to order at 12:01 PM. Gregory Gordos was appointed as secretary for this meeting only. Sandi French requested approval of the October 14th minutes. Ken Robison made the motion & Kristi Scott seconded. With no corrections, the minutes were approved unanimously.

HPO Report: Ellen reported that the October 19th Grant Writing Workshop provided by the Montana History Foundation was successful. Attendees benefitted from getting to know members of the MHF and how they interpret successful grants. Lunch was provided by Electric City Coffee. Ellen also mentioned continued efforts to redevelop the Belt Theater.

Brief Updates: Gregory Gordos reported that the three required solicited bids for re-printing walking tour brochures for the River's Edge History Tour have been received by staff. However a letter to the Business Improvement District on behalf of the HPAC has yet to be sent.

Ellen, Ken, and Warren Kukay met with Joe Petrella at the Vinegar Jones Cabin to discuss sign locations for markers denoting the history of the cabin and the effort to preserve it. The template for these signs are the existing signs that are currently stored in the cabin. Ken provided these sign designs to Gregory Gordos who made design adjustments and improved the photo quality of some of the images. Ryan Smith researched manufacturing the sign posts. HPAC members noted that "Montanans for Michigan" should be removed from the new signs; discussion on potential sign sponsors followed.

Ellen brought to the meeting the prototype of the 2015 Holiday Ornament: The Charlie M. Russell Cabin. Inserts were being printed soon. The HPAC board consensus after passing around the ornament was very favorable. Discussion soon turned to the cost of each ornament: the 2015 ornaments will cost \$15 comparable to all other years. Ellen disputed the wholesale cost of each ornaments as described on the Excel spreadsheet inventory. Wholesale price was agreed upon to be seven dollars and fifty cents.

Paris Gibson Square received a collection of two hundred 2013 ornaments for wholesale, but the amount the Square intended to sell was revised to fifty (50). Kristi Scott presented a check for \$350 to Ellen Sievert for this initial sale. Discussion on who consisted of the "Marketing Committee" for all HPAC ornaments followed as it was not reflected on previous month's minutes. This subcommittee would meet after this event to determine how many 2015 ornaments to order. Ellen noted that a yearly article in the Great Falls Tribune often advertises the beginning of availability of each year's ornaments. Discussion of selling complete sets of ornaments included using the Winter Stroll, Small Business Saturday events.

The upcoming Christmas Party for the HPAC required the membership to agree on both a date and location for the party. Potential locations included the reception room at the CMR Museum or Paris Gibson Square before agreeing upon the Gibson House, per Kelly Parks invitation. The time was agreed upon for approximately 5:30-7:30 p.m. on December 3rd. Invites to be distributed via email by Ellen.

Robert Milford requested that Fort Shaw be considered for the 2016 holiday ornament. The next year's ornament will likely be manufactured before summer rather than the usual fall design; ornament themes are to be placed on a future spring 2016 HPAC agenda. It was reported that the copper roof on the Cascade County courthouse contains asbestos and therefore cannot be used in on any future ornament.

Ellen mentioned to the attendees the desire for an updated HPAC logo; Sherry of the holiday ornaments was named as a possible designer. Discussion on the use of old HPAC letterhead followed. There is no deadline to conclude this suggestion and this item shall be placed on future (spring) agendas.

The Nominating Committee is responsible for selecting officers to be elected at the January 2016 meeting. Regarding attendance, Kelly Parks requested the date that she would term-out from the HPAC. Sandra French requested a leave of absence from January through March of 2016. No formal action was required and the request was accepted by the members. Volunteers for this years' Nominating Committee are Kelly Parks, Ken Robison, and Paivi Hoikkala. This nomination did not require formal action or vote. Announcements of potential officers will be provided at the December holiday party, to be published by the City.

Announcements/Other Business/Public Comment: Kristi Scott thanked the national heritage area group (UMRHAPC) for inspiring a TBID grant for regional tourism. The TBID plans to sponsor billboards in Conrad and Clancy, Montana. Discussions on the design, typeface of billboards followed.

Joan Redeen provided a report on Team Trolley including positive financial returns, charter costs and upcoming Luminari tours sponsored by the Downtown Great Falls Association. The Downtown Development Partnership will be having their annual meeting on November 19th at Dark Horse Wine Snug.

Ruthann provided an update on the national heritage area planning efforts. Themes and subthemes have been defined by the Board of Directors, and the nonprofit name has officially changed to the Upper Missouri River Heritage Area Planning Commission. The Board is currently searching for new members.

Next Regular Meeting: December 3, 2015 (holiday party). The meeting adjourned at 1:13 PM
Submitted, Gregory Gordos staff