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Great Falls Tourism Business Improvement District

Minutes; Board of Director Meeting

10am – October 28, 2011

10 am at the GF Community Ice Foundation Hockey Rink – 4001 29th St. SW – located on Gore Hill behind Flying J

10:45 – Crystal Inn – 3701 31st St. SW

October 28, 2011

Facilitator: Robert Dompier - Chair

Minutes: Karen Venetz – Administrative & Marketing Director

Board members present: David Buckingham, Pam Volk, Robert Dompier, Ryan Carroll and Scott Shull

Board members absent: Malissa Hollan and Sandra Thares

Guests: Scott Arensmeyer; Town House Inn – Great Falls

Meeting called to order: 10:36am (Toured the GF Ice Plex from 10am to 10:25am)

Approval of minutes: Minutes of August 25, September 15 & September 28th, 2011

- Mr. Shull motioned to accept the August 25th minutes as presented. Ms. Volk seconded the motion. The motion passed unanimously
- Mr. Shull motioned to accept the September 15th minutes as presented. Mr. Carroll seconded the motion. The motion passed unanimously.
- Mr. Buckingham motioned to accept the September 28th minutes as presented. Mr. Carroll seconded the motion. The motion passed unanimously.

Approval of financial report: Finance report as of September 30, 2011

- Mr. Buckingham motioned to accept the September 30th financial report as presented. Mr. Carroll seconded the motion. The motion was carried unanimously.

Public comment on agenda items; there was no public comment

Agenda topics:

Old Business:

A. By-laws

- a. Bylaw changes reflect the addition of Administrative & Marketing Director where appropriate
- b. Addition of Section 3.8 – Room rental for Board meetings
- c. Board approval to move election of officers from calendar to fiscal year. This is dependent on the City Commissioners decision on changing Resolution 9806
- d. If the election of officers is changed from calendar to fiscal this will affect the terms. This too will be decided by the City Commissioners
 1. Mr. Dompier requested Ms. Venetz find out what the other TBID's say about term limits
 - ii. Ms. Volk motioned to accept the revised By-laws of October 28, 2011 in favor of the election of officers to fiscal year, dependent on the City Commissioners decision
 - iii. Mr. Shull seconded the motion.
 - iv. Discussion occurred to make sure all understood the changes
 - v. The motion was carried with unanimous consent

B. Fire Fighters Testing Consortium

- a. The Fire Fighters Testing Consortium is moving from Bozeman and taking place in Great Falls May and June of 2012
 - b. Ms. Venetz will compose a letter of thanks to Fire Chief McCamley and Assistant Chief Steve Hester. Mr. Dompier will sign.
- C. Tourism Partner Retreat summary
 - a. Comments on the retreat led to discussion regarding protocol on lead generation. The Board felt it would be best for Great Falls if all organizations followed the same system.
 - b. Ms. Venetz will compile a fact sheet will all pertinent questions that might need to be asked/answered if a request for an event came in. The sheet will be circulated to all TBID Board members.
 - c. It was also discussed that a mini-meeting be called that would include the players. The City, County, CVB and TBID.

New Business:

- D. Delinquent assessments
 - a. All assessments are paid and up to date
 - b. Mr. Dompier requested Ms. Venetz ask the other TBID's how they collect delinquent assessments
- E. Board of Director terms
 - a. Depends on the City Commissioners decision on Resolution 9806
 - b. Mr. Dompier requested Ms. Venetz find out what the other TBID's say about term limits
- F. Consumer show updates
 - a. Ms. Venetz presented the schedule of shows she will be attending representing the TBID. Ms. Venetz showed a comparison on a flight to Salt Lake City and car rental. Ms. Venetz requested she be allowed to fly instead of drive as the costs were almost identical. The Board agreed, this does not require a vote.
- G. FY-11 Audit
 - a. I am assured by the auditor that the FY-11 audit is going well. They hope to complete it by October 31st but it may be Nov. 15th due to all of the new regulations.
- H. Russell Country Ad request
 - a. Mr. Dompier suggested Ms. Venetz seek the costs of the other MT Countries for ads. Why advertise in Great Falls when the person is already here.
- I. Mt. Expo Park banner
 - a. The Expo Park produced a beautiful banner that is 6'x2' for the Quarter Horse show in June. The TBID can have it for \$130
 - i. The Board said the purchase was fine. This does not require a vote
- J. Tribune interview
 - a. Ms. Venetz arranged for a TBID interview with Peter Johnson on November 8th at 9am. The article will appear in the January issue of the Business Section.
 - b. Mr. Dompier will join Ms. Venetz in the interview
- K. November 24th meeting – Thanksgiving
 - a. There will not be a BOD meeting held on November 24th due to the holiday. The November 17th meeting will begin at 11am so Board business may be conducted followed by presentations at 1pm. Ms. Venetz will forward the changes to the City of GF
- L. Report from the Administrative and Marketing Director
 - a. Ms. Venetz reported on her current convention and event business and on all meetings she attends

- b. Checks issued; GF CVB; Vision West, Shortgrass Web Development, Karen S. Venetz
(reimbursement for MLHA conference and Calgary Consumer Show booth)

Meeting adjourned:

Next meetings:

November meetings	December meetings	January meetings
November 17 at 11am – BOD meeting & Request for Funding – Holiday Inn November 24 ^t – Thanksgiving No meeting due to holiday	December 15 @ 1pm – Request for Funding – Holiday Inn December 22 @ 10am – Board of Director meeting – Holiday Inn	January 19 @ 1pm – Request for Funding – January 26 @ 10 am – Board of Director meeting. May consider moving this. Ms. Venetz will be at a Consumer Show