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Great Falls Tourism Business Improvement District
Minutes: Board of Director Meeting
10am – May 26, 2011
Holiday Inn – 400 10th Avenue South, Great Falls, MT

Chair	Secretary/Treasurer	Date
<p>May 26, 2011</p> <p>Facilitator: Robert Dompier - Chair</p> <p>Minutes: Karen Venetz – Administrative & Marketing Director</p> <p>Board members present: Robert Dompier, David Buckingham, Sandra Thares, Scott Shull, Ryan Carroll, Malissa Hollan and Pam Volk</p> <p>Board members absent: All members present</p> <p>Guests: No guests in attendance</p> <p>Meeting called to order: 1:07pm</p> <p>Approval of minutes:</p> <p>Ms. Thares moved to accept the minutes of Aprils 28, 2011 as presented by Ms. Venetz. Mr. Carroll seconded the motion. The motion carried unanimously.</p> <p>Ms. Thares moved to accept the minutes of May 19th with the correction in spelling of Mr. Robitaille’s name corrected. Mr. Shull seconded the motion. The motion carried unanimously.</p> <p>Approval of financial report:</p> <p>Ms. Thares moved to accept the finance report dated May 26, 2011 as presented by Karen Venetz, Mr. Shull seconded the motion. The motion carried unanimously.</p> <p>Public comment on agenda items – no public in attendance</p> <p>Agenda topics:</p> <p>Old Business:</p> <ul style="list-style-type: none">A. Application for Certificate of Deposit<ul style="list-style-type: none">a. Ms. Venetz provided the paperwork for Mr. Dompier and Ms. Thares to be completed to open a CD at Mountain West Bank in the amount of \$10,000 at 1.25% interest for a two year term. Mr. Dompier and Ms. Thares provided the required signatures, and Mr. Dompier spoke with MWB regarding transferring the money from the checking account to the CD account.B. FY-11 Audit information<ul style="list-style-type: none">a. Ms. Venetz reported that she had email correspondence with Mr. Capps (Hamilton Misfeldt) regarding the Response to Fiscal Year 2010 Audit Report received form the State on March 21, 2011.b. Mr. Capps read the letter from the State and compared it to the information in the financial statement. No further actions are required on your part. The finding is one that will continue until you become a CPA or until the profession changes the required disclosures.c. Ms. Venetz had requested a date for FY-11 audit – it will be scheduled the week of Sept. 12, 2011. HM will put together a list of items to have ready and get over to them as their schedule permits.C. General Liability InsuranceD. Mr. Venetz presented the policies from Western Insurance & Payne Financial.E. Ms. Thares motioned to accept the policy from Payne Financial – Liberty Northwest at an annual fee of \$250 and meeting all the requirements of MCA 7-12-1143. The motion was seconded by Mr. Shull. The motion was carried unanimously. Ms. Venetz will follow through to completion.F. Ms. Venetz will continue to look into D & O insurance for the TBID B of D.		

- G. FY-12 Budget & work plan review
 - a. The TBID board reviewed the information that had previously been created to confirm the information was correct. Ms. Venetz will apply the changes.
- H. TBID By-laws review
 - a. Ms. Venetz reminded the Board to review the by-laws for any changes or additions that they wish to make.
- I. State Soccer cup program ad
 - a. Ms. Thares presented the ad she designed for the State Soccer Cup program. She suggested a headline change, the Board agreed. Ms. Thares will email the ad to Tony Malisani and Ms. Venetz May 26th.
- J. Superhost
 - a. Ms. Venetz reminded the Board of the Superhost training session on June 9, 2011. Ms. Thares suggested Ms. Venetz contact all of the hotel properties to ensure their knowledge of the event.

New Business:

- A. New board member press release
 - a. Ms. Venetz presented a draft of the PR for Scott Shull. Ms. Venetz will apply the changes, forward to Mr. Shull for final review and then to the GF Tribune for release. Mr. Shull will provide a photo for the release.
- B. Canadian campaigns
 - a. Ms. Venetz presented plans from the DGFA, RC and the CVB. The Board will review the plans, making a decision at the June 23rd B of D meeting.
- C. Tourism Partner retreat
 - a. The Board will continue to formulate a plan for a half day session with the GF Tourism partners.
 - b. Ms. Venetz will record all ideas as the Board moves forward.
- D. GF Development Authority – Calgary trade mission
 - a. Ms. Venetz shared the GF Tribune clipping regarding the GFDA travelling to Calgary on a trade mission.
 - b. Ms. Venetz will coordinate with the GFDA to see if the TBID could participate in the mission.
 - c. The trade mission takes place in Calgary August 10-12, 2011
- E. Report from Administrative & Marketing Director
 - a. Ms. Venetz highlighted the projects and committees she is participating in.

Meeting adjourned: 12:00 pm (noon)

Next meetings:

June 16, 2011 – 1pm at the Holiday Inn
June 23' 2011 – 10 am at the Holiday Inn

July 21, 2011 – 1pm at the Holiday Inn
July 28' 2011 – 10 am at the Holiday Inn

August 18, 2011 – 1pm at the Holiday Inn
August 25, 2011 – 10 am at the Holiday Inn