



**Great Falls Montana Tourism Boards of Directors Meeting Minutes
Great Falls Convention and Visitors Bureau Board of Directors & Great Falls
Tourism Business Improvement District Board of Directors**

Thursday, January 17, 2019 | 9:00 AM – 11:00 AM | Great Falls Area Chamber of
Commerce Lower Level Video Conference Center, 100 1st Avenue N, Great Falls, Montana

TBID Board: Scott Shull, David Buckingham, Robert Dompier, Laurie Price, Sandra Johnson-Thares

CVB Board: Wayne Thares, Peggy O'Hare, Kaylene Kershner, Scott Lettre, Patty Reardan, Michelle Dahl, Brett Doney

Staff: Jake Bash, Rebecca Engum

Guests: Eric Heidle, Stefanie Brown, Heather Burcham

9:02 | 1. Welcome, Introductions, Call to Order – Brett Doney, Scott Shull

9:03 | 2. Public Comment – Brett Doney, Scott Shull
Opportunity for public comment related to items on the agenda

9:05 | 3. Media Services Request for Proposal Presentation – Banik Creative Group

9:27 | 4. Media Services RFP Review Committee Update – Brett Doney, Scott Shull
Convention and Visitors Bureau Board of Directors approve/deny awarding a one-year contract with Banik Creative Group, with an annual renewal of up to six additional years.

ACTION TAKEN

Motion made to approve awarding a one-year contract with Banik Creative Group, with an annual renewal of up to six additional years. Seconded. Discussion about the process, scoring details, and commitment to Great Falls. All in favor. None opposed. The motion passed.

9:37 | 5. Consent Agenda – Brett Doney, Scott Shull
Convention and Visitors Bureau Board of Directors
a) approve/reject 12-20-2018 Minutes

CVB ACTION TAKEN

Motion made to approve consent agenda. Seconded. No discussion. All in favor. None Opposed. The motion passed.

Tourism Business Improvement District Board of Directors

a) approve/reject 12-20-2018 Minutes

Mission

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

b) approve/reject 1-7-2019 Minutes

TBID ACTION TAKEN

Motion made to approve 12-20-2018 and 1-7-2019 Minutes. Seconded. No discussion. All in favor. None Opposed. The motion passed.

9:45 | 6. Convention and Visitors Bureau Finance Report – Scott Lettre
Convention and Visitors Bureau Board of Directors accept/reject finance report as presented

CVB ACTION TAKEN

Motion made to approve finance report as presented. Seconded. No discussion. All in favor. None Opposed. The motion passed.

9:47 | 7. Tourism Business Improvement District Finance Report – David Buckingham
Tourism Business Improvement District Board of Directors accept/reject finance report as presented.

TBID ACTION TAKEN

Motion made to approve finance report as presented. Seconded. No discussion. All in favor. None Opposed. The motion passed.

9:49 | 8. Financial Management Policy Update – Rebecca Engum
Tourism Business Improvement District Board of Directors approve/deny Financial Management Policy.

TBID ACTION TAKEN

Motion made to approve update to Financial Management Policy with the addition of “board approval for opening and closing of bank accounts” wording to the policy and removal of draft items j3 and j4. Seconded. Discussion regarding authority for open and closing and duplicative wording. All in favor. None Opposed. The motion passed.

9:55 | 9. Executive Director Job Description – Scott Shull
Tourism Business Improvement District Board of Directors approve/deny Job Description for Executive Director Position.

TBID ACTION TAKEN

Motion made to approve Job Description for Executive Director Position with removal of salary and benefits information. Seconded. Discussion related to hiring job description, actual duties and listing of salary and benefits. None Opposed. Motion passed.

10:00 | 10. Organizational Structure Change – Rebecca Engum

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Tourism Business Improvement District Board of Directors approve/deny removing Tourism Assistant position and adding Content and Social Media Director position.

TBID ACTION TAKEN

Motion made to remove Tourism Assistant position and add Content and Social Media Director position. Seconded. Discussion related to budget impact, potential candidates and advertised salary. None Opposed. Motion passed.

10:27 | 11. Executive Director Report – Rebecca Engum

Rebecca Engum provided report.

10:34 | 12. Public Comment – Brett Doney, Scott Shull

Opportunity for public comment related to Tourism in Great Falls, Montana

Public Comment made regarding HB81, City of Great Falls Street Assessments, City of Great Falls Parking Increase proposal, and Expedia Workshop hosted by Great Falls Area Lodging Association.

10:53 | 13. Executive Director Evaluation – Brett Doney, Scott Shull

Convention and Visitors Bureau Board of Directors and Tourism Business Improvement District Board of Directors will go into Executive Session to discuss the annual performance review of Executive Director. After Executive Session, Tourism Business Improvement District Board of Directors will take action as deemed necessary.

CVB ACTION TAKEN

Motion made to close meeting for Executive Session. Seconded. No discussion. All in favor. None opposed. The motion passed.

TBID ACTION TAKEN

Motion made to close meeting for Executive Session. Seconded. No discussion. All in favor. None opposed. The motion passed.

CVB ACTION TAKEN

Motion made to reopen meeting at 11:25. Seconded. No discussion. All in favor. None opposed. The motion passed.

TBID ACTION TAKEN

Motion made to reopen meeting at 11:25. Seconded. No discussion. All in favor. None opposed. The motion passed.

11:30 | 14. Adjourn – Brett Doney, Scott Shull

Signed

Date

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