



**Great Falls Montana Tourism Boards of Directors Meeting Agenda  
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 1<sup>st</sup> Avenue N, Great Falls, Montana

- 9:00 | 1. Welcome, Introductions, Call to Order – Brett Doney, Scott Shull
- 9:02 | 2. Public Comment – Brett Doney, Scott Shull  
Opportunity for public comment related to items on the agenda
- 9:07 | 3. Media Services Request for Proposal Presentation – Banik Creative Group
- 9:37 | 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.
- 9:40 | 5. Consent Agenda – Brett Doney, Scott Shull  
Convention and Visitors Bureau Board of Directors  
a) approve/reject 12-20-2018 Minutes  
  
Tourism Business Improvement District Board of Directors  
a) approve/reject 12-20-2018 Minutes  
b) approve/reject 1-7-2019 Minutes
- 9:45 | 6. Convention and Visitors Bureau Finance Report – Scott Lettre  
Convention and Visitors Bureau Board of Directors accept/reject finance report as  
presented
- 9:50 | 7. Tourism Business Improvement District Finance Report – David Buckingham  
Tourism Business Improvement District Board of Directors accept/reject finance  
report as presented.
- 9:55 | 8. Financial Management Policy Update – Rebecca Engum  
Tourism Business Improvement District Board of Directors approve/deny Financial  
Management Policy.
- 10:00 | 9. Executive Director Job Description – Scott Shull  
Tourism Business Improvement District Board of Directors approve/deny Job  
Description for Executive Director Position.
- 10:05 | 10. Organizational Structure Change – Rebecca Engum

Mission

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

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

10:30 | 11. Executive Director Report – Rebecca Engum

10:40 | 12. Public Comment – Brett Doney, Scott Shull  
Opportunity for public comment related to Tourism in Great Falls, Montana

10:45 | 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.

11:00 | 14. Adjourn – Brett Doney, Scott Shull

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