

Helena Business Improvement District

Annual Retreat Agenda

Thursday, March 1, 2018 from 8 a.m. – 5 p.m.

The Montana Club, 24 West Sixth Ave, Helena, MT, 59624

Board of Trustees

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|-------------------------|-----------------------|
| 1. Mark Roylance, Chair | 4. Ryan Stavnes |
| 2. Al Roy, Vice Chair | 5. Lee Shubert |
| 3. Rex Seeley | 6. Christopher Taleff |

Agenda

- I. Welcome
- II. Business Meeting
 - a. Approval of Jan./Feb. Minutes
 - b. Public Comment
 - c. Old Business
 - i. Committee Reports
 - ii. MOU & Contract for Services with DHI
 - iii. 501c3
 - d. New Business
 - i. Election of officers
 - ii. Complete Conflict of Interest disclosures
 - iii. Quarterly meetings with DHI and part of the Annual Meeting
 - e. Adjourn by 9:00 a.m.
- III. Presentation by Tash Wisemiller of Montana Main Street – 9:15-10:45
- IV. Break – 10:45
- V. Budget Presentation by Bill Crane – 11:30-Noon
 - a. Proposed budget 2018-2019 discussion after break
- VI. Lunch – 12:00 – 12:45 with Staff
- VII. Presentation by Paul Lachapelle of Montana State University Extension – 12:45-1:45
 - a. Board Governance
 - i. By-Laws
 - ii. Title II
- VIII. Developing our Annual/Action Work Plan – Facilitated by Paul – 1:45-3:15
- IX. Break 3:15 – 3:30
- X. Conclusion of Action Plan – 3:30-4:00
- XI. Review and Revision of Documents – 4:00-5:00
 - a. By-Laws
 - b. Code of Conduct
 - c. Whistleblower Policy
 - d. Policies and Procedures Manual
 - i. Direct Deposit
- XII. Adjourn

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