

**Helena Business Improvement District**  
**Board of Trustees Annual Retreat Minutes**  
 Thursday, March 22, 2018, 3:30  
 The Montana Club, 24 West Sixth Ave, Helena, MT 59624

**Board Members Present:** Mark R., Al R., Rex S., Ryan S., Lee S., Steven P.

**Public:**

**Staff:** Micky Z. - HBID Executive Director,

**Agenda**

**Discussion**

**Motion/Action**

Welcome	Work session was called to order by Board Chair Mark Roylance at 3:35 p.m.	
Public Comment	Our new Board Member Steven Potuzak was introduced to other Board members upon each arrival.	
Final Review of Budget Proposal a. Direct Deposit	Micky presented the revised budget proposal showing us in the black by \$64. This includes sponsorships for banner installation from Al Roy.  Micky informed the Board that Direct Deposit is stated in the financial policies and procedures as an option for staff. We are small in size but Micky would like direct deposit.  Micky provided the 2018-2019 updated Work Plan for the City. Micky will present the budget to the City in May.	Action: Board will motion for approval at the May Board meeting with the proposed budget.  Action: Board suggested direct deposit be available for permanent staff only and be administered through QuickBooks. This language will be reflected in the policies and procedures SOP.
Bylaws a. Continue discussion on 5.02 Permanent Committees b. Review edits made from last month	No additional changes to the bylaws from the March work session have been added.  Discussion on Permanent committees commenced.	Action: Permanent committees change from 'beatification' to 'streetscape' was suggested. Lee suggested adding a signature block to the last page. All changes will be updated and the Board will have until Wednesday, May 2, to correct additional changes. Bylaws will then be posted and final amended changes approved for the May 10 Board meeting.  Steven has been added to the Streetscape Committee.
Sponsorships and equipment Rental	Micky informed the Board of the decision to change the current equipment rental form to allow only for the use of the fence and tables.	Action: See attached equipment rental form.
Financial policies and procedures and employee handbook	Micky quickly updated the Board on a couple things to consider when reviewing the current SOP: outstanding checks and procedure for deposit to checking account from reserves.	
Next Meeting	Regular Board meeting May 10 at 4:00; Work session May 31, 3:30.	
Adjourn	Meeting ended at 5:11 p.m.	
Respectfully submitted: Micky Zurcher		