**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

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| **Board Members Present:** | Mark R., Al R., Rex S., Ryan S., Lee S., Christopher T. | |
| **Public:** | Terri Palmer | |
| **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 | Micky mentioned the amount of sponsorship and equipment usage inquiries and feels there needs to be a better system set up that is consistent with the BID mission. Further discussion will be on the April work session meeting.    Rex mentioned that he and Micky had been at a meeting regarding bike racks in downtown. |  |
| Conclude 2018-2019 Budget Proposal | Micky picked up the conversation from the annual meeting on the 2018-2019 budget. Areas of deeper discussion included line item legal (lawyer on retainer), installation (banner), and replacement hardware for banners. Further discussion regarding the relationship with the city commenced with no action. Mark suggested the legal line item be lowered to $500 from the proposed $2500 and used for contingency purposes.  Al said he would like to sponsor the $4000 installation budget line item “Installation”. The Board is looking to hire Tabbert to install banners as well as maintain them.  Board members discussed that Dan, maintenance, is looking for a steel weed whacker for landscaping needs. The budget has a proposal for $300 for Dan to make that purchase. | Action – legal lowered to $500 from $2500 in budget proposal.  Action - Rex will follow up with Tabbert on Banner installation. Micky and Rex will follow up with Gov. Cup banners with BCBS.  Action – Micky will make changes to the budget and have ready for the April work session for final review before Board approves at the May meeting. |
| Presentation by Terri Palmer on employee health insurance benefits | Terri arrives at 3:59 p.m. and briefs Board Members on alternate BCBS or Pacific Source insurance for staff. Terri leaves at 4:10 p.m. | Action – Board requested Terri provide Micky with alternate quotes. |
| Computer Services | Micky informed the Board that she spoke with ITC, Justin, earlier in the week. Rus Jandt will be installing new Anti-Virus onto the computers next week. | Action – Board will stay with Jandt Services. Rus will show Micky and any Board member how to check our backups which will eliminate Rus from coming in weekly to service our hardware. Micky will work with Rus and Board members to find a convenient date. |
| Façade Grant Update and committee members | Micky informed the Board the Façade Grant application opened on Tuesday and closes on April 16. At the DHI membership meeting on Wednesday, Micky made an announcement. Cindy has shared it on FB and it is also shared on the website. There are two applicants from the 2017 application who have been contacted and are still interested in the grant funds. An application has been given to a new business opening in June, Sage and Oats Trading Post. | Action – Committee members include Mark, Micky, Lee, and Ryan. Micky will reach out to Amy T. and Sharon H. at the City to see if they are interested. |
| By-Laws (review and standing committee) | Micky opens the conversation requesting any edits or suggestions to the amended bylaws.    Rex points out 3.06 “lack of sympathy” is vague. Rex states under 4.11 that the Board are trustees not directors.  Al pointes out 3.06 language “at any regular or special meeting….” No action was recommended.  Mark leaves at 5:00 p.m.  The Board continues conversation from Al’s comment regarding confidentiality and that an executive session is indeed confidential.  Micky adds the language under 5.02 is currently not how we operate. Further discussion on what our permanent committees should be will be approached at the joint DHI/BID meeting in April and then discussed further at the April work session. | Action – The board suggested a new term for “lack of sympathy” to be antithetical to…  Action – Micky will change directors to trustees in the four locations. |
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| Next Meeting | Micky discussed the change in the upcoming meetings. The Board will meet with DHI the second Wednesday, April 11, at 8:15 at the Valley Bank instead of the following Thursday. The next work session will be at 3:30 on April 26. |  |
| Adjourn | Al adjourned the meeting at 5:15 p.m. |  |
| Respectfully submitted: Micky Zurcher | | |