

## Helena Business Improvement District

### Board of Trustees Board Minutes

Thursday, May 10th, 2018, 3:30

Valley Bank

**Board Members Present:** Mark R., Al R., Rex S., Christopher T.

**Public:** Commissioner Ed Noonan, Guest Speaker Karen Lane

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

### Agenda

### Discussion

### Motion/Action

<u>Agenda</u>	<u>Discussion</u>	<u>Motion/Action</u>
Welcome & Introductions	The regular scheduled monthly Board meeting was called to order by Board Chair Mark Roylance at 4:00 p.m. Introductions were made.	
Public Comment	Micky requested to add f. staffing and g. HBID/DHI equipment ownership to New Discussion.	
Guest Speaker: Karen Lane - Wayfinding	Karen began her PowerPoint presentation at 4:04 p.m. Presentation was on the Greater Helena Area Active Living Wayfinding System. Karen left at 4:33 p.m.	Action: Karen requested the Board give direction in the next 6-8 weeks regarding what area map designation we would like stating 1. You Are Here and 2. the area it will showcase.
Approval of March Board Minutes		Motion to approve the March Retreat Board Minutes was made by Al and seconded by Christopher. Motion passed unanimously.
Committee Reports	<p>Discussion on who and what are the committees was clarified as it relates to our amended bylaws.</p> <p>Streetscape: Rex updated the Board about banners and researching new flower baskets and flower designs. Mark shared the update on the 300 Block coffin replacement with trees. Micky and Mark are in conversations with Gardenwerks and Craig at the City.</p> <p>Marketing and Promotion: Christopher says he has drawn up a few sketches for a new HBID logo. Micky updated the Board on the joint marketing committee meeting that took place two weeks ago with Rick, Steve, Ryan, and Jeremy.</p> <p>ED report: Micky shares with the Board the nice email from Rus Jandt regarding is appreciation to serve HBID over the last 19 years as our IT guy.</p> <p>Ad Hoc: Al informs the Board he and Lee met last Friday.</p>	Action: Streetscape Committee is Rex and Steven; Marketing and Promotion is Christopher and Ryan; Executive Committee is Mark and Al. An Ad Hoc Organization Committee with Lee and Al.
Finance Report a. Approve March and April Budgets b. Approve 2018-2019 Budget	<p>Discussion regarding the budget, specifically designated revenue. Ed asks how we are going to end up for the year. Micky will present the 2018-2019 budget to the City on May 30<sup>th</sup> at 2:00 p.m.</p> <p>Board suggested we move our checking account to Valley Bank from Wells Fargo as Julia noticed we get a service charge for our account being less than \$3000.</p>	<p>Action: Executive Committee will meet next Thursday and dig into the budget.</p> <p>Motion to approve the March financials was made by Al and seconded by Rex. Motion passes unanimously.</p> <p>Motion to approve the April financials was made by Al</p>

		<p>and seconded by Rex. Motion passes unanimously</p> <p>Al motions to approve the proposed 2018-2019 budget, Rex seconds. Motion passes unanimously.</p> <p>Micky will investigate changing the Wells Fargo account to Valley Bank and present at the Work Session at the end of the month.</p>
<p>Old Business</p> <ul style="list-style-type: none"> <li>a. Approve Amended by-laws</li> <li>b. Insurance policy change</li> <li>c. Bike rack location</li> <li>d. Façade grant applications</li> </ul>	<p>Board would like a few more clarifications on insurance policy and asked that it be discussed at the May work session.</p> <p>Micky and Rex update the Board on the use of the bike racks. The Roll and Stroll event is next week and the bike racks will be moved for this event.</p> <p>Micky updates the Board on the façade grant award winners: The Sage and Oats Trading Post \$5000, The Painted Pot \$5000, and Kohrs Project \$10,000.</p>	<p>Rex motions to approve the amended bylaws. Al seconds. Motion passes unanimously. Board members present sign the Bylaws.</p>
<p>New Business</p> <ul style="list-style-type: none"> <li>a. Marketing Plan for Renewal</li> <li>b. Homelessness</li> <li>c. Trolley MOU</li> <li>d. Summer Hours</li> <li>e. MZ out May 25-29</li> <li>f. Staffing</li> <li>g. BID/DHI equipment</li> </ul>	<p>Micky quickly ran through the new business item agenda list. Marketing Plan for Renewal is schedule for the next work session. Trolley MOU was signed earlier this month. Summer hours are posted. Micky referred mostly to Julia on staffing and Julia shared with the Board that tomorrow is her last day. Julia has offered to help out with trash and Alive @ Five throughout the summer once her wedding is over. Dan W. and Micky will be going around tomorrow morning for Dan to show Micky what his duties have been. Dan also provided Micky with a list of job functions. Micky mentioned that at yesterday's DHI meeting a brief discussion on who owns what equipment took place. The Generator is in need of repair in the thought is this is a BID expense.</p> <p>Ed talked about Homelessness as a follow-up from the Joint quarterly meeting last Tuesday. Mayor Collins is requesting a neighborhood public meeting. Micky spoke with Alison from United Way and she has been collecting research over the last three years regarding this concern. Alison has been invited to join our June Board meeting.</p>	
Next Meeting	June 14 <sup>th</sup> at 4:00 at the Valley Bank	
Adjourn	Meeting ended at 5:48 p.m.	
Respectfully submitted: Micky Zurcher		