

Helena Business Improvement District
Board of Trustees Work Session Minutes
 Thursday, July 28th, 2018, 3:30
 Valley Bank

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

Public: Eric Seidensticker

Staff: Micky Z. - HBID Executive Director

Agenda

Discussion

Motion/Action

Welcome & Introductions	The regular scheduled monthly work session was called to order by Board Chair Mark Roylance at 3:38 p.m.	
Public Comment	Eric Seidensticker presented to the Board regarding the August 5 th pint night at Ten Mile. MBAC and HBID are partnering to help promote façade improvement, downtown revitalization, business development, historic preservation, and economic development. \$1 of every pint sold from 5-8 p.m. on Sunday, August 5 th will go to MBAC/HBID partnership in supporting efforts from the list above.	Action: The Board will showcase the three current façade's taking place in downtown. Micky will get Mark the info for him to create the poster boards.
Approval of June Work Session Minutes	No minutes were taken. The Board worked in the Bat Cave and fixed fence.	
Rex update on Wayfinding location	Per the June Board meeting, Rex agreed to follow up with First Interstate Bank on placing our wayfinding sign near the bank. No agreement was made and so the Board has proposed a different location.	Micky will follow up with Parks and see about putting the sign in the Park on the corner of Neill and N park Ave (Yund Park).
Move Board meetings from Thursday to Tuesday	Micky was accepted into the 2018-2019 Leadership Helena class. Meetings for this are on Thursday's from Sept.-May when the Board would meet. The Board voted to move the Board meetings and Work Sessions back to Tuesday's beginning on September.	Motion: Rex moved to change Board meetings and work sessions to Tuesday's at 4:00 p.m. and Tuesday's and 3:30 p.m. respectively, beginning in September. Christopher seconds the motion, motion passes unanimously.
Christopher showcases new logo designs	Christopher drafted four new logo designs for the Board to review. Board gave suggestions and recommendations for Christopher.	Action: Christopher will update per suggestions from the Board and bring new designs to the August Work session.
Postcard to Property owners	The Board reviewed the postcard draft to go out to property owners.	Action: Board made their corrections and Micky will follow up with Action Print to change them. Once new changes are complete, Micky will submit the order.
Trolley MOU	Discussion at the July Board meeting regarding BID being the middle man for the Trolley. Micky followed up with Al Roy at the Trolley and learned that through a grant, we need to be the middle man.	Action: When a new logo is designed, we would like the logo to be on the Trolley.
Equipment Rental Update	Discussion at the July Board meeting on the equipment rental led to Micky providing some numbers regarding this program and a new draft of a solution to operate in the black.	Action: Board suggested to combine the fee/delivery pick up columns and raise the prices to even numbers. Locations of rentals will be

		updated and the Board will officially accept the new version beginning in 2019 at the next Board meeting.
Policies and Procedures Handbook	Board was giving an opportunity to review the “financial & risk management policies and procedures and employee handbook”	Action: Board made suggestions and recommendations on a few areas including vacation time off allotment, two signers for checks over \$5000, Holiday’s. Micky will check with the City and review their handbook. Further discussion will commence at the August meeting.
Added – Photographers Contest	Micky proposed the photographers calendar contest to the Board.	Action: Board suggested the price we changed from \$25 to \$10.
Adjourn	Work session adjourned at 5:40 p.m.	
Respectfully submitted: Micky Zurcher		