

Helena Business Improvement District
Board of Trustees Board Minutes
 Tuesday, September 12th, 2018, 4:00
 Valley Bank

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

Public: Dennis Taylor, Huston Gibson, Cassidy Mercer, Brianna Steele

Staff: Micky Z. - HBID Executive Director

Agenda

Discussion

Motion/Action

Welcome & Introductions	The regular scheduled monthly Board meeting was called to order by Board Chair Mark Roylance at 4:05 p.m.	
Public Comment	None	
Approve of July Board Minutes		Al motions to approve the July Board minutes as presented and Christopher seconds. Motion passes.
Approve August Financials	Micky reviews financials and points out that the cleaning service has been cancelled as Bree will take on the responsibility with her hourly wage.	Al motions to approve the August financials and Rex seconds. Motion passes.
Ed Update a. Wayfinding b. Staffing c. DHI general membership meeting with Robert from Missoula Website changes	<p>Karen Lane with wayfinding grant that encourages active living spoke with Micky regarding location.</p> <p>New staff members Cassidy Mercer and Brianna Steele introduced themselves to the Board and explained their roles and responsibilities.</p> <p>Board members Lee, Rex, and Al attended the DHI general membership meeting in August with Robert Giblin, Director of Finance and Administration with the Downtown Missoula Partnership.</p>	<p>Action: Micky sent an email to the Board with suggestions for location points to be highlighted on the map and Karen will move forward with that email.</p> <p>Action: Robert Giblin will come to the September work session with the Q&A format.</p> <p>Action: Micky reached out to Steffen and he will make some updates to the website.</p>
Committee Reports a. Streetscape b. Marketing/Promotion c. Temporary - Organization	<p>Streetscape reported nothing.</p> <p>Marketing and Promotion – Christopher and Ryan will give any help to Cassidy regarding the Calendar layout. Discussion on logo design but nothing was changed.</p> <p>Organization – Al and Lee discussed graffiti letter and agreed that the policies and procedures manual was ready to be approved with the amended changes. Discussion on renewal process and next steps.</p>	<p>Action: Dennis T. agreed that the City and HBID need to work together with the graffiti.</p> <p>Al makes a motion to approve the policies and procedures manual as currently amended and Christopher seconds. Motion carries.</p> <p>Action: Micky will ask Glen Jorgenson to come to the October 30th works session to help us plan for the 2020 renewal.</p>

<p>New Business</p> <ul style="list-style-type: none"> a. Approval of STIP account authorized representative and finance changes b. Façade research project c. Board member opening 	<p>Micky explained she received a letter in the mail regarding the Board of Investments account and changes to the authorized representative and bank account.</p> <p>Micky and Huston shared their progress on the research project regarding façade grants and their spillover effects.</p> <p>Micky mentioned Steven resigned from the Board and a vacancy has been advertised.</p>	<p>All moves to update the Board of Investments account to make Mark Roylance, Micky Zurcher, and Jody Crane authorized representatives. Ryan seconds the motion and the motion passes unanimously.</p>
<p>Old Business</p>	<p>None</p>	
<p>Next Meeting</p>	<p>October 9th at 4:00 with the DHI Board – meeting discussion is on marketing</p>	
<p>Adjourn</p>	<p>Meeting ended at 5:31</p>	
<p>Respectfully submitted: Micky Zurcher</p>		