



Board of Trustees Retreat

Thursday, February 21, 2019 – 8 a.m. - 5 p.m.
Max Baucus Room Silver Star

Board of Trustees

Mark Roylance, Chair
Rex Seeley
Lee Shubert - absent
John Grant - absent

Al Roy, Vice-Chair
Ryan Stavnes
Christopher Taleff
Micky Zucher, Executive Director

Agenda

8:00-8:45 a.m.	I. Icebreaker - facilitated by Brian Elliott, SOVRN a. Breakfast
8:45-9:20 a.m.	II. Business Meeting (agenda on backside)
9:20-9:30 a.m.	III. Break
9:30-10:30 a.m.	IV. Q&A with City Manager Ana Cortez
10:30-10:45 a.m.	V. Break
10:45-11:30 a.m.	VI. Budget with Bill and Jody Crane a. Reserve Policy b. Capital Reserves line item in budget c. Parking Passes
11:30-12:30	VII. Lunch provided by Silver Star
12:30-1:00 p.m.	VIII. 300 Block, LCG from Neil to Lyndale trees (Craig Marr, Interim City Parks Director)
1:00-1:30 p.m.	IX. Joint Marketing Plan – presented by Christopher Taleff, Sean Morrison, and Cassidy Mercer (Cassie Parr, Allie Reynolds, Anna Strange, Brian Elliott)
1:30-5:00 p.m.	X. Strategic Plan facilitated by Paul Lachapelle, Montana State University Extension & Local Government Center a. How to conduct an effective Board meeting – 30 minutes i. Roberts Rule of Order b. Review last year’s strategic plan – 15 minutes c. Renewal strategic plan – 60 minutes i. Master Plan successes (handout) ii. 501c3 d. 2019/2020 strategic plan – 90 minutes i. 2020 Renewal
5:00 p.m.	XI. Adjourn

ADA Notice – Helena Business Improvement District is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. HBID will not exclude persons with disabilities from participation at its meetings or otherwise deny them HBID’s services, programs, or activities.

Persons with disabilities requiring accommodations to participate in the HBID meetings, services, programs, or activities should contact the HBID office as soon as possible to allow sufficient time to arrange for the requested accommodation at the following: 406-447-1535 or info@helenabid.com.

Board of Trustees Business Meeting

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Micky Zurcher, Executive Director

- I. Welcome
- II. Public Comment
- III. Approve January minutes
- IV. Approve January financials
- V. Committee Reports
- VI. New Business
 - a. Location of meetings
 - b. Governance Calendar to-do's
 - i. Members sign conflict of interest policy
 1. Please bring signed copy to meeting and hand to Micky
 - ii. Review by-laws
 - iii. Review financial policies & employee handbook
 - iv. Review insurance policy
 - v. Edits to Governance Calendar
 - c. Elect Officers
 - d. BID present at DHI events and other happenings Downtown
 - e. Legal memo for role in politics
- VII. Old Business
 - a. Camera's on LCG
 - b. Wayfinding
 - c. Graffiti
 - d. Work sessions
 - e. Amend by-laws for Vice-Chair responsibilities
 - f. Gift Cards
 - g. Trolley
- VIII. News & Announcements
- IX. Next meeting: March 12, 2019 – Location TBA
- X. Adjourn

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