**Downtown Helena Inc.**

Board of Directors Meeting

Tuesday, May 14, 2019, 8:30 AM

Chamber Building

|  |  |
| --- | --- |
| **Board Members Present:** | Sean M., Kevin S., Trevor P., Rex S., Riley T., Kiki M.  |
| **Public:** | N/A |
| **Staff:** | Micky Zurcher |
| **Agenda** | **Discussion** | **Motion/Action** |
| Welcome & Introductions | DHI Board President Kevin S. called the meeting to order at 8:35 a.m. |  |
| Public Comment | N/A |  |
| Approve March Minutes |  | Motion by Rex to approve the March minutes. Seconded by Kiki. Motion passes. |
| Approve March and April Financials | Micky updated the Board that Jody and she found an error in the DHI budget. D&O insurance was not calculated in the FY19 budget but needs to be a DHI expense not BID. The approximate amount is $1300. Discussion regarding Spring Art Walk and Alive at Five budgets. Micky stated the Alive at Five committee recommended raising the wristbands from $1 to $2. Board stated the price of water and soda should also be $2. Helena Young Professionals was brought up as folks to reach out to if we need beer pourers for Alive at Five. | Motion by Rex to amend the FY19 budget to show the D&O expense on the P&L. Seconded by Sean. Motion passes.Action – Micky will correct budget with Jody. |
| New Business1. Articles of Incorporation
2. Bylaws
3. Shop Local
 | Micky explained that Kiki and Sean began to look at the DHI Bylaws when Sean identified we (DHI) are operating under old Articles. Sean handed out the current Articles and Bylaws from the Secretary of State. To clear up this discover, Sean will work with us to correct the error and get our organization articles and bylaws to spec. Micky indicated she would like this done by January when new board members are elected at the annual membership appreciation social.Kevin handed out the ‘shop local’ marketing campaign the radio is doing.  | Motion by Rex to pay Sean, Morrison Law Firm PLLC, to do the work needed to file correct Articles of Incorporation and Bylaws for DHI and pay up to $2500 for this service. Seconded by Riley. Motion Passes. Sean abstains.  |
| Old Business1. Welcome Packet
2. Calendar
3. Summer Staff Update
 | Micky showed the Board the coffee mug and sticker for the new brand/marketing work. She reviewed the rest of the product design proposal by A&M marketing and indicated tee-shirts for board members should be here this week and the bag should be here by the end of the month. Not yet ordered is the field guide. Sean pointed out the population on the field guide. A recommendation to change the population to the 2010 Census or to add the letters MSA. Currently it states POP. 80,797.Micky informed the board she is still hopeful Valley Bank will jointly sponsor the calendar. Micky informed the board that she hired a summer intern to continue work on marketing pieces and website design. Kelsey will start on May 28 and be trained to work the front desk on Wednesday’s. Ana Cortez has let Micky know she hired an intern to do RFP’s, but Micky needs more details. Maintenance assistant starts next Tuesday, May 21 and flowers baskets are going up on May 22. | Action: Micky will ask Allie from A&M marketing if she can change the POP. portion of the field guide mockups. |
| Committee Reports1. Joint marking committee
2. Membership committee
3. Events committee
4. ED Report
5. Membership and marketing Coordinator Report
 | Discussion regarding Alive at Five rain out. Micky indicated if the Shriner’s location doesn’t work to approach the breweries and shut the music off at 8:30 a.m.97 members to date with over $29,000 received which is over the estimated budget.Spring Art Walk was a success and Cassidy and Bree visited all businesses on Friday night taking pictures. Bree was interviewed on TV and Sean suggested we get the footage if possible. Roll N Stroll is this weekend. Bike helmets and a boys and girls bike will be gift giveaways. |  |
| News & Announcements | 1. Micky out May 23-27
2. Office closed May 27 for Memorial Day
3. Summer office hours start May 27
 |  |
| Next Board meeting | June 11th, 8:30 a.m. - Chamber |  |
| Adjourn |  | Motion to adjourn the meeting was made at 9:34 a.m. by Rex, seconded by Trevor. |
| Respectfully submitted: Micky Zurcher |  |  |
|  |