

Downtown Helena Inc.
Board of Directors Meeting
 Tuesday, January 14, 2020, 8:30 AM
 Chamber Building

Board Members Present: Riley T., Rex S., Kevin S.
Staff: Micky Zurcher, Eric Gomes, Nick Hawksley

Agenda	Discussion	Motion/Action
Welcome & Introductions	The meeting was called to order at 8:30 a.m. by Executive Director, Micky Zurcher.	
Public Comment	None	
Approval November Minutes		Motion to approve November minutes made by Riley. Seconded by Rex. Motion Passed.
Approve 2020 Financials	<p>Micky discussed the unanticipated park cost for events. In years past, the use of the parks for Alive at Five was free. This cost is anticipated to be \$3620.00.</p> <p>Currently the 2020 budget is projecting a \$11,100.00 surplus. The park rental expenditure will be deducted from this surplus.</p> <p>Micky also informed the board that she has set aside reserve funds to cover the redemption of old gift cards.</p> <ul style="list-style-type: none"> - \$1500 for old gift cards - \$250 for paper gift certificates 	Motion to approve the 2020 financials made by Rex Seeley and seconded by Riley Tubbs. Motion Passed
Event Refund Policy	<p>The question was presented to the board on how to handle event registration refunds.</p> <p>The decision was made to establish a no refund policy when the Vendor/Participant withdraws for any reason. In addition, the decision was made to offer refunds to the Vendor/Participant when the decision to cancel an event is made by DHI.</p>	No motion was needed however the rules were adopted as an administrative action.
MOU	<p>Micky discussed the potential for a MOU between DHI and the City of Helena for the usage of parks and potentially the Civic Center as a backup location for Alive at Five.</p> <p>Kevin Skaalure saw the benefit in exploring this MOU further and added that there may be a cost saving by entering into a multi-year agreement.</p>	Micky will distribute the draft MOU for review and encourages comments/feedback.
Gift Cards	Micky reported that DHI will continue to incur a \$200 per month maintenance fee from EML for the duration of our contract which ends in October 2020. She also stated that we currently have an inventory or roughly 5k un-activated cards of which we will be accessed a 5 cent per card surcharge for all inactivated cards.	

	As of 1/14/2020 there was roughly 90K in gift card in circulation.	
Governance	<p>Riley Tubbs will serve as the DHI President effective January 14th. He will serve a 2-year term that will expire in January of 2022.</p> <p>3 new boards member joining the DHI board are Deb Whitcomb, Andy Onushco and Dan Barry. Their terms will expire January of 2022.</p>	
News and Announcements	We welcomed new staff members Eric Gomes, Membership Coordinator, Carmen Schillinger, Executive Administrative Assistant, Nick Hawksley, Events Coordinator, and Dustin Ackeret Maintenance Coordinator	
Next Board meeting	February 11 th 8:30 a.m. in the chamber conference room, 225 N Cruse Ave.	
Respectfully submitted: Eric Gomes		