



Zoom Meeting 12 noon

Call to Order/ Present: Kathleen, Kris, Meghan, Eric, Tawnya, Kelly

Public comment- None

Scheduled proposals/Grants: None

Old Business

1. Approve Meeting Minutes from July meeting.

- We have not received the video recordings of the June or July Zoom meetings. Meghan will compile her notes and put together a basic set of minutes for approval in September. Approval of meeting minutes has been tabled to September meeting.

2. Status Report from new Executive Director, Kris King.

- EIN has been registered so that TBID can have their own bank account. Physical office address is currently the LBID office address as that was also required for an EIN.
- Kris has set up an account at American Bank with Kathleen as a board signor.
- **The office space is in the Wilmont building, which the Kauls own.**
- The Board authorized a PO Box for \$106/year for an official TBID PO address.
- We will need to consider sharing any wifi and other administrative expenses with the CVB and LBID starting in 2021. To be discussed in September/October.
- Meghan may have more comprehensive meeting minutes. The box Kris received from Leslie was all physical records; minutes, receipts, grant applications, receipts. Eric will reach out to Leslie to see if he can get any files/forms. Kelly also has some digital forms that she will share with Kris.
- Kris secured a phone line for \$20/month and we will need to determine what we would like to have on the recording. It currently goes to her cell phone.
- The email is currently shared with the CVB and LBID. Does the board want our own email address?
- The TBID has already paid **\$3,000** towards a basic website, but it has not been completed. Kris could finish a website for us for around \$1,000-\$2,000 that would be similar to the LBID site. Herman Global is still working with Leslie on the Chamber's website and they could also do a TBID website. The board needs to look at the LBID website and determine if we would like to utilize Kris or go with someone else. Kris will put together a proposal for the September board meeting.



- We need to consider our message and what we want on Facebook and Instagram. Eric spoke up and said he feels we don't really need that kind of exposure of the TBID, and that we should consider a basic site to hold information about our activities and forms, but that we could direct visitors to the CVB Facebook, Instagram, and social media. Something to discuss in September.
- Kris will send out a survey to the board trying to better define our direction, target audience, vision, how we want to market ourselves, downtown vs. interchange, etc. We hope to use that information to hold a special meeting to really dial in our direction and use that for better budgeting in 2021.
- There are no electronic copies of the bylaws, meeting minutes, forms etc. so it would be nice to start compiling them. Meghan had talked about setting up a Dropbox to house them all for easy access by the board and ED. **Meghan has shared her folder from Google Drive with all of the electronic files.**

3. Report from Select Family Travel Conference.

- Kris tried to reach them, but they have not returned calls. She also reported that, even though she has changed the state Tourism mailing address, mail still goes to the Chamber Board Chair.

New Business

1. New Board Member Robert Keeler-EconoLodge.

- Tabled until September if we receive the application in advance.

2. Dadventures Campaign.

- They are shooting footage now. The TBID will have an opportunity to review the footage and consider paying \$1,750 for equal access to the video for marketing purposes. Kris will send out video and a clear proposal for September meeting.

3. Montana Aware Campaign.

- This is a free campaign with access to collateral for any Montana business or community. Statewide campaign that CVB and Chambers are using to spread the message about being safe and aware of COVID related issues within the state. Kris will share the link to the campaign with the board so we can review and determine if we want to participate.

4. Budget Review, including Administrative, Infrastructure and Marketing.

- Cat Moody is an option for accounting service, but there will be an hourly fee. Kris will speak with her about the amount of time it takes for LBID and CVB to get an annual



estimate. Eric will speak with Leslie and get a feel from her and permission to speak with Michelle Jolly as another option. The TBID board will need to decide on this in September.

- It is unclear how administrative and marketing expenses were divided previously. The current budget is very basic. The TBID board will need to spend some time outlining priorities and providing more insight into how each expense item is meant to be spent. We will need to specifically look at the amount of time expected for administration. It would be great to set up a meeting between the chairs and ED from the LBID & TBID to discuss goals and expectations. Once we have our priorities decided then the board can develop our 2021 budget.

5. Long Term Meeting Schedule.

- Kris will send out a Doodle poll to find the best dates and times.

Adjourned at 1:42pm