

**Cut Bank Area Chamber of Commerce Minutes  
January 4, 2017, Regular Monthly Meeting  
Cut Bank Chamber Office – Noon**

**Directors Present:** Jeff Billman, Adrienne Fritz (outgoing), Calcie DeZort, Ryan Eney, Juanita Meeks, Pat Murphy, Toni Altenburg, Sissy Nygaard (outgoing), Jess Waldner (incoming), Ric Beals (incoming), Michelle Nygaard (incoming), Don Grubb (incoming).

**Executive Director:** Amy Overstreet

**Directors Absent:** LeAnne Kavanagh excused (outgoing); Matt Waller, excused; Steven Hjartarson, excused (outgoing).

**Guests Attending:** Peter Hamilton, Cut Bank High School.

**Regular Business:** The meeting was called to order by President Jeff Billman. The minutes from the December 7th meeting were presented for approval. Pat moved to accept the minutes as presented with Adrienne seconding the motion. Being no further discussion, the minutes were approved as emailed.

The financial reports from December 2016 were reviewed. See attached. Balances were reported as follows: \$15,467.68 Chamber Checking Account; \$1.13 Economic Development Checking Account; \$4,091.41 Gift Certificate Account; \$7,463.99 Buckle Account; Lewis and Clark Committee \$5,527.11 (checking) and \$14,197.88 (money market).

Sissy and Amy provided some additional information regarding some of the month's transactions, including the transfer of \$1,000 in the economic account to pay for taxes. Jeff also noted that the expense of \$2,280.04 to Billman's Inc. for the Parade of Lights is the purchase of the Angel in memory of Marsha Luedtke. Sissy recapped that we are slowly seeing some donations coming through from membership applications. Pat moved to accept the financial report with Juanita seconding the motion and all voting for the motion.

Sissy presented a preliminary Budget for 2017 and asked the board to review and report back with possible changes/questions.

**Old Business**

**Committee updates**

**Economic Development/Public Drug Update:** Amy updated that the first portion of the Newfields grant has been completed and the grant cost match requirements have been met. Amy applied for and received a grant increase of \$54,000 from the EPA Brownfields program, and the Chamber will need to come up with an in-kind grant match of \$10,800. The structural analysis will begin in the next couple months.

**Stage Cover Update:** Amy and Sissy updated that we had been awarded the Montana Office of Tourism Infrastructure Grant For \$99,000. With the awarded funds progress on the stage cover has moved forward with the City of Cut Bank putting the project out for bid. Informal discussion about applying for a Town Pump Grant to allow for an additional handicap accessible ramp to be put in place was discussed. Moving forward the board would like to raise funds for a professional sound system.

**Mercantile Update:** Amy updated that progress is moving forward with the demolition of the Mercantile. Abatement of the building is almost complete, and the final asbestos in the roofing will be abated immediately prior to or with the demolition of the building. Amy stated that she is moving forward with the Hi-line Arts Project grant. If awarded the grant along with the Make a Difference Day funds will be used to create an art-scape throughout the newly renovated parking lot.

**Shop Cut Bank Campaign Recap:** Amy reported that the Shop Cut Bank Campaign was finished as of Wednesday, January 4. All remaining tickets were being picked up, and the grand prize winner of the \$200 would be chosen that afternoon. Jeff stated that many businesses were happy with the Shop Cut Bank Campaign as it brought customers into each business participating.

**Membership Drive:** Amy stated that at this time we are currently at a 102 renewed memberships. Amy stated that an email reminder had been sent on January 3rd and next month directors will be asked to reach out and visit with non-renewals.

**Banquet Discussion:** Jeff and Amy reported the The Max out of Bozeman had a scheduling conflict, so they were unable to be the entertainment for this year's banquet. Amy stated that she had contacted Sho-down asking of their availability but had not received a response from them yet. Jeff detailed that tentatively this year's banquet is slated for April or May and by next meeting, the banquet committee will have a date and entertainment selected.

### **New Business**

**Appointment of New Directors:** Jeff welcomed and congratulated new directors Ric Beals, Jess Waldner, and Michelle Nygaard to the board. A motion was made by Sissy, seconded by Pat, and unanimously approved to appoint the 3 directors.

**Accept LeAnne Kavanagh's Resignation:** Amy reported that after several years of dedicated service the Cut Bank Chamber of Commerce LeAnne has decided to step down. Her resignation was effective as of December 31, 2016. Her remaining term will need to be filled by a replacement director of the Chamber's choosing.

**Appointment of Replacement Director:** Pat made a motion to appoint Don Grubb with the City of Cut Bank as the replacement director for LeAnne's open position. Junatia seconded the motion with all voting in favor to unanimously approve the motion.

**Appointment of Financial Auditor:** Junaita made a motion to ask Elaine Mitchell with Utterback Accounting to perform the audit for the 2016 fiscal year. Toni seconded the motion, and the motion was unanimously approved.

**2017 Election of Executive Committee:** Pat made a motion to appoint President Jeff Billman, Vice President Ric Beals, Secretary Calcie DeZort and Treasurer Ryan Eney to the executive committee. Juanita seconded the motion, and the motion was unanimously approved.

**2017 Committee Appointments:** After much discussion committee assignments for 2017 were determined, they are as follows: Banquet-Jeff and Jess; Bazaar-Adrienne, Juanita, and Gail; Budget-Ryan; Business Appreciation Days-Jeff, Pat, and Matt; Business Recognition Award-Jeff; By-Laws Revision-Ric; Chamber Up-Pat and Jess; Christmas Lights-Jeff, Don, and Pat; Economic Development-Jeff; Festival of Lights Social-Juanita and Matt; Festival of Tress-Calcie, Jess, and Michelle; Glacier Country-Amy; Golf Tournament- Jeff, Jess, and Pat; Lewis and Clark Festival-Ryan and Toni; Make a Difference Day-Calcie; Membership-Jeff and Ryan; Shakespeare in the Park-Juanita; Nominating-TBA; Port Authority-Pat; Tournament-Gail; Website-Ryan; Welcome-Toni.

**2016 Committee Report Reminder:** Jeff reminded all committee chairs that annual reports were due to Amy or himself by February 1 for the February 22 annual meeting.

**2017 Budget Discussion and Review:** Sissy did a review over the upcoming 2017 budget. See attached. After further discussion and review from the board, Pat made a motion to approve the proposed 2017 budget. Calcie seconded the motion with all voting in favor to unanimously approve the motion.

**Basketball Tournament Sponsorship:** Peter Hamilton with Cut Bank schools was in attendance to discuss the upcoming Class B Boys and Girls Distract tournament as well as the Class B Boys Divisional Tournament. After further discussion from the chamber board, Jess made a motion to approve \$500 sponsorship to help offset the costs of the upcoming Class B basketball tournaments. Pat seconded the motion with all voting in favor to unanimously approve the motion.

**Shakespeare in the Parks Date:** Juanita updated that Shakespeare in the Parks is tentatively scheduled for August 9th or 10th in congruence with Business Appreciation Days.

**Reminders:**

- Chamber Up –
- Next Chamber Board Meeting – February 8, 2017
- Annual Meeting-February 22, 2017 12-1pm Glacier Electric Cooperative

With no further business, the meeting was adjourned.

**Calcie DeZort**  
**Secretary/Director**