

**Cut Bank Area Chamber of Commerce Minutes
July 8, 2015 Regular Monthly Meeting
Cut Bank Chamber Office – Noon**

Directors Present: Jeff Billman, Adrienne Fritz, Steven Hjartarson, Gail Hofstad, LeAnne Kavanagh, Juanita Meeks, Sissy Nygaard, Pat Murphy and Matt Waller.

Executive Director: Amy Overstreet

Directors Absent: Matt Waller, unexcused; Calcie DeZort and Pete Hetherington, excused.

Guests Attending:; Don Grubb, City of Cut Bank and Glacier Cinema. Mayor Doug Embody, City of Cut Bank.

Regular Business:

The meeting was called to order by President Jeff Billman. The minutes from June regular board meeting were presented for approval. Gail moved to accept the minutes as emailed and Pat seconded the motion. Being no further discussion, the minutes were approved as emailed. The minutes from June Executive Committee meeting were presented for approval. Pat moved to accept the minutes as emailed and Gail seconded the motion. Being no further discussion, the minutes were approved as emailed.

The financial reports from June 2015 were reviewed. See attached.

Balances were reported as follows: \$8,081.34 Chamber Checking Account; \$16,440.50 Economic Development Checking Account; \$9,877.05, Gift Certificate Account; \$7,418.99 Buckle Account; Lewis and Clark Committee-\$ 3,455.96 (checking) and \$11,191.93 (money market).

Sissy and Amy provided recaps and explanations of the financials, including the recent reimbursement received from the Port Authority but not recorded for the advertising for Dr. Bailey. The board expressed its appreciation for the new reports which are easier to understand. Juanita moved the financial report be accepted with Gail seconding the motion and all voting in favor of the motion.

Old Business

Committee updates:

Walking Trail Update: Amy reminded the board and guests of the official \$25,000 check presentation by State Farm at the Lewis and Clark Festival on July 25 at 5:30 p.m. The Cut Bank Trails group will be doing a 50/50 and the winner will be drawn at the same time. They will also man a booth in the park that weekend. Amy also reported there have been a few grants applied for recently, one of which requires a “hard match” of 14%. Pat is continuing to work on easements and insurance. The final feasibility study is also completed, informed Amy.

Economic Development-Amy informed the board she is working on the policies and procedures required under the Brownsfield Grant and is also working with Bear Paw Development to finalize the aspects of the project/grant they will be assisting with. Jeff suggested proceeds from the Chamber golf tournament could be used for grant match money for the project. Sissy wondered if the Chamber will need to access the GEC revolving loan which had been approved earlier and Amy noted it is good to have access to that line of credit should it be needed. Jeff asked Amy to prepare the annual Economic Development donation letter and to be sure and include the progress/grant for Public Drug building.

Lewis and Clark Festival: Sissy updated the board on the festival happenings, including passing around a sign up sheet for workers in the beer booth. There was some discussion on possible activities for kids while parents are at the Bop-a-Dips and Don Grubb said they will be showing two kid-friendly movies at Glacier Cinema.

Business Appreciation Days: Steven reported the BAD barbeques will be held on Aug. 3 in Sunburst; Aug. 4 in Valier; Aug. 5 in Cut Bank in conjunction with Shakespeare in the Park; and Aug. 6 at the Charging Home Stampede Park. There was some discussion on how to attract the “target audience” the BBQs used to attract but no final decisions were made. As of the meeting, 18 businesses had paid their dues for the 2015 BAD BBQs.

Shakespeare in the Park: Juanita reported everything was set and donations to date

totaled \$1,900. Hosts were still needed for the cast, she said.

New Business:

Discussion and Approval of Policies and Procedures Relating to Brownsfield Grant: Amy presented the Code of Conduct, Procurement and Travel policies and procedures to the board, all of which had been emailed to the directors and then discussed. Pat moved to accept the policies and procedures, seconded by Juanita and approved unanimously.

Holiday Bazaar: Work has already begun on the bazaar, reported Adrienne. Letters to the vendors were going out July 9. Prices have been revamped and a \$4,000 grant was applied for with the Montana Office of Tourism to help with advertising in Alberta. The bazaar is set for Nov. 14 and the board will be expected to help with the event again this year.

Port Authority: Amy explained the executive committee's reasoning in recommending to the Economic Development Committee and board of directors why Amy should not serve as the administrator of the Port Authority. With her increased responsibilities due to the Brownsfield Grant it just is not feasible. Mike Bruch and LeAnne resigned their seats on the PA Board and will be replaced by Bill McCauley and Mayor Embody. Pat also provided an update on the goings on at the last meeting.

Chamber Up: The next Chamber Up that is scheduled for July 14 with Ray Christiaens and DTJ hosting; Edward Jones Chamber Up on Aug. 11; GCHC in September.

Comments: Doug confessed he thought he was at the Lewis and Clark Committee meeting.

Reminders: Lewis and Clark Festival July 23-26; Relay for Life July 31; Shakespeare in the Park Aug. 5; BAD barbecues Aug. 3-6.

Motion to adjourn was made by Juanita, seconded by Gail and approved.

LeAnne Kavanagh
Secretary/Director