

**Cut Bank Area Chamber of Commerce Minutes
Sept. 9, 2015 Regular Monthly Meeting
Cut Bank Chamber Office – Noon**

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

Executive Director: Amy Overstreet

Directors Absent: Adrienne Fritz, Pete Hetherington (Both Excused)

Guests Attending: Don Grubb, City of Cut Bank and Glacier Cinema.

Regular Business:

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

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

Balances were reported as follows: \$5,490.31 Chamber Checking Account; \$32,734.14 Economic Development Checking Account; \$8,327.06, Gift Certificate Account; \$7,418.99 Buckle Account; Lewis and Clark Committee-\$ 7,980.00 (checking) and \$11,191.93 (money market).

Sissy and Amy provided recaps of the month's financials. The ED account includes the \$15,000 grant from the Port Authority and the \$3,000 quarterly reimbursement, which Amy was very persistent in pursuing. There will be one more payroll for the Visitors Center to officially closeout the season's payroll expenses.

Pat moved the financial report be accepted with Juanita seconding the motion and all voting in favor of the motion.

Old Business

Committee updates:

Walking Trail Update: The Oktoberfest fundraiser will be Oct. 3 and plans are progressing. Admission is \$20 per person or \$200 per table. Steins will be sold for \$20 each and will include two free drink tickets. Committee members are soliciting silent auction items. The Elks Charitable Foundation donated \$5,000 to the trail, which brings the committee's "checkbook" balance to nearly \$40,000. Pat updated the board on the insurance, easements and committee's hope to recognize those landowners at the Oktoberfest event, which have been agreeable to the trail crossing their properties.

Economic Development-Jeff and Amy discussed the RFP that will be going out for the Public Drug project's QEP. The Chamber is seeking an "adequate number" of proposals, which will be three or four. Two possible QEPs have already expressed interest. Amy stressed the selection process must include an explanation why the successful bidder was chosen. Deadline for RFPs to be post-marked is Sept. 29 and a review by the Executive Committee is set for Sept. 30. Amy reminded the board that the successful bidder does not have to be the low bid.

Steven made a motion, which was seconded by Pat and unanimously approved by the board to approve the task list for the QEP.

Business Appreciation Days: Steven reported the BAD barbeques were held with just a minor glitch, which was the need to reschedule the Browning BBQ due to weather. It was suggested that next year's Browning BBQ be held in conjunction with a Browning-scheduled family fun night.

Shakespeare in the Park: Juanita said attendance in growing for the event thanks to the Chamber's BAD BBQ being held prior to the performance. No problems this year—although there were a few challenges in finding cast housing. The nursing home brought some of its residents and some of the assisted living residents.

Brownsfield Training Conference: Amy told the board the conference she attended included some very good sessions and networking opportunities. Don Grubb was asked to check with city officials of the feasibility of using Park Levy funds for grants for landscaping improvements by businesses.

New Business:

Official Announcement of the Brownsfield Grant, explanation of plans and call for

public comment and concerns: Amy made the official announcement of the Chamber's receipt of the EPA Brownsfield Clean Up Grant in the amount of \$145,833 to clean up the contaminated materials in the Public Drug building. The grant will help the Chamber fund the remediation of the contaminants and the redevelopment of the building as a viable and inhabitable structure in downtown Cut Bank. The board members and public were asked to share any comments or concerns about the project at this time. There being none, the Chamber will publish a "Request for Information" advertisement and article, followed by a Solicitation for Bids, with first priority going to those individuals wishing to purchase the property; second priority will be given to those wishing to rent the property. This is in keeping with the recommendation approved by the Economic Development Committee earlier this summer.

Golf Tournament: Last call for teams for the Cut Bank Chamber Golf Tournament. Tentatively 14 teams have committed and Jeff would like to have 16. The cost is \$250 per team and mulligans are \$25 each, with a max of 4 per team.

Stage Cover: Sissy passed around some options for the proposed stage cover. The favorite was the Kokomo, which will cost \$59,210 plus labor and cement costs, which may cost an additional \$50 to \$100,000. NaturEner is looking to make a sizeable donation to a community project and this may be the project they are looking for. Sissy will continue to work on this.

She added the Lewis and Clark Festival was a financial success, with a net loss of just \$115.65 this year. About \$460 of this year's expenses were for the half-marathon, which was a new event. *(Note: A question arose about the cost of buttons. LeAnne researched this as requested. On the recap provided by Sissy button expense was listed as \$300, but the cost was actually \$707.90 for 1500 buttons. This year's cost of \$1,252 was for 2000 Lewis and Clark buttons at a cost of \$962 and 500 All Class Reunion buttons for \$290.)*

Freezer Purchase: The Chamber is in need of its own small freezer. LeAnne made a motion to purchase an 8 cu.ft. freezer for approximately \$200, seconded by Gail and unanimously approved.

Approval of Non-Discrimination Policy: Steven made a motion, Juanita seconded, and the board unanimously approved the approval of the Chamber's updated non-discrimination policy.

Nominating Committee: Jeff, LeAnne, Steven and Pete will meet and propose a slate of five candidates to the board at the October meeting.

Website Advertising: Amy said letters went out Sept. 8.

Shop Local Promotion: Amy said this will run the same as last year. Letters will go out next month.

Make a Difference Day: This year's project will be helping with the Ice Skating Rink improvement project. Calcie is in charge of this event and will check with Pete on the progress of the project and how the Chamber can help.

Parade of Lights/Holiday Bazaar: This year's events are scheduled for Nov. 14. Amy applied for a tourism grant that will help advertise the events in southern Alberta if we receive it. Volunteers will be needed to help with food and working at the events.

Festival of Trees: This year's event will be held on Dec. 5 and The Crawford Brothers Band will be providing entertainment. Glacier Care Center will be providing appetizers and sponsors will be solicited at the various levels (\$250, \$500, \$1000). Profit designation was discussed that a portion of proceeds going to Skating Rink project but it was not formally decided at this meeting.

Other: Gail said she is getting a bill still from Competitive Timing for \$36 and wanted to be sure it hasn't already been paid by the Lewis & Clark Committee.

Reminders:

The next Chamber Up scheduled is Sept. 29 with Sweetgrass Physical Therapy hosting.

Glacier Monuments will host the October Chamber Up on Oct. 15.

The Chamber Executive Committee will meet on Sept. 30

The meeting was adjourned.

LeAnne Kavanagh
Secretary/Director