

**Cut Bank Area Chamber of Commerce Minutes
June 16 Executive Committee Meeting
Cut Bank Chamber Office – Noon**

Officers Present: Jeff Billman, Steven Hjartarson, LeAnne Kavanagh, Sissy Nygaard.
Executive Director: Amy Overstreet
Directors Absent: None.

Guests Attending: None.

Regular Business:

The Executive Committee met to discuss the “Development of Request for Proposals for the Public Drug Building.” Amy updated the board on her involvement on the project since the pre-award notification of the grant. The official award at the earliest will be in July once all the necessary paperwork is completed. While it has been a time consuming process, with each form taking four to five hours to complete, Amy is nearly done and the official award should be made in early July.

Amy has spoken with Bear Paw Development about administering some of the financial reporting for the grant and is also getting familiar with the federal compliance and reporting guidelines that must be followed.

The Executive Committee decided there is some information we need to find out from our grant manager before developing a Request for Information packet for interested individuals, which will then be followed by the Request for Proposal. Documentation on all aspects of the project are a must. Amy will also visit with Rod Peterson on some legal issues we may need to be aware of in the language of both the RFI and RFP and will try and find templates for these documents and then tailor them to the Chamber’s needs.

The Executive Committee stressed the need for the Chamber to be very clear on its intent to clean up/remediate the property and then selling it as is as the Chamber’s first preference. If no buyer steps forward, the second option will be to find a suitable tenant to lease or rent the space.

The tentative timeline looks like this: Official Award of the Grant; Article in the Paper about the Grant; RFI and Public Meeting; RFP.

Amy will post information about the above on the Chamber website as well.

Due to the time involved to do the work for the Public Drug building, the Executive Committee expressed concerns about Amy continuing to administer the Port Authority. The Chamber’s contract with the Port Authority has now expired and the Executive Committee will recommend to the full board that due to Amy’s time constraints and the importance of staying on top of the grant and reporting requirements for the Public Drug project, the Chamber not renew an administrative contract with the Port Authority at this time. It was suggested Amy contact Sarah Converse (Sweetgrass) to approach Glacier County/Port Authority about providing the service given that Sweetgrass already has a contract for services with Glacier County.

There was no public comment and the meeting was adjourned.

**LeAnne Kavanagh
Secretary/Director**