



*MEETING MINUTES*  
**Chamber Board**  
**55 Lone Mountain Trail | Big Sky, Montana 59716**  
**406-995-3000**  
**April `8th, 2014**  
[www.bigskychamber.com](http://www.bigskychamber.com)

**Present:** Shawna Winter, Kevin Germain, Sarah Griffiths, David O'Connor

**Teleconference:** Victor DeLeo

**Staff:** Danielle Miller, Andrew Peterson, Marci Lewandowski, Kitty Clemens

**Call to order:** 8:58 a.m.

**Public Comment:**

Katie Harriman, Owner of Mountain Baby Outfitters

- Mountain Baby Outfitters is a rental equipment business out of Bozeman specializing in baby equipment rentals.
- Katie is hoping to have brochures at the airport and pick up options.
- The board thinks this business is a great addition to the community and the Big Sky Chamber of Commerce.

Cheryl Ridley, Chief of Strategy & Business at Bozeman Deaconess Hospital

- Cheryl has been meeting with several boards to discuss the hospital project as it develops. They are on track to open fall of 2015. The groundbreaking ceremony will be held in June.
- Architectural design has been completed on the 43,000 square foot building and there will be room for expansion.
- Some features of the new hospital include: an outpatient procedure area, emergency services, access roads for emergency vehicles, and an outpatient clinic. As many green features are being added as possible in the building. The goal is to be able to keep patients for up to 48 hours before discharge or transfer.
- The hospital will begin hiring staff four to eight months in advance.
- Bozeman Deaconess plans to build adjacent residential housing units for employees and residents 55 years and older. The housing project aims to be self-sustaining.

## **Financial Report**

Given by Kitty Clemens in John Richardson's absence

- We put extra earnings into a roll over fund which will be used as grant matching funds for future projects.
- Our accountant wrote off a substantial amount of our debt from unpaid membership dues for those members, for example, who were double billed or went out of business during the last fiscal year.
- That roll over must be in a separate bank account to be set up today. Kitty would like the board to discuss a move to create a name for that account as well as approve its use for match grant funding in the future.

## **Membership Report**

Danielle Miller, Membership Sales & Events Manager

- Danielle gave a detailed membership report to the board discussing the increase in membership, ad sales, and other membership benefits in 2013.
- She compared this information to data collected in previous years and discussed the improvements.
- This report will be used as a supplemental report for the Resort Tax application if needed.

## **ACTION ITEMS**

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- **Approval of Minutes**
  - Motion to approve minutes was made by Kevin Germain and seconded by Sarah Griffiths. The motion passes unanimously.

## **Resort Tax Application**

Kitty Clemens, Executive Director

- The budget needs to be finalized and submitted to Resort Tax. Discussion took place on the line items of the current budget. The lights and the wayfinding and roll over funds were discussed.
- After board discussion a motion to approve the budget was made by Kevin Germain and seconded by Shawna Winter. The motion passed unanimously.

## **Final Application Content Edits**

- Kitty needs to look at cash flow in the application. Most revenue comes in February, March and April. Therefore, much of the admin costs in July come from Resort Tax.
- The board reviewed the content of the Housing Plan in the Resort Application. Edits to the content were discussed and made.
- The board made a motion to approve the application as it reads currently with open ended approval for "word-smithing" changes by Kitty. Victor amended the Chamber Resort Tax Application to include an estimate of the lighting ask in the Resort Tax application based on the results of engineers and MDT approval for spacing.

- The board is made a motion to approve the Resort Tax application with the requested amendments made by the board and the approved changes to be made by Kitty. This motion was made by Sarah Griffiths and seconded by Victor DeLeo. The motion passes unanimously.

#### **Rollover Application**

- There is no roll over application apart from the entryway foundation. In regards to the entryway foundation, more real estate related actions will be completed this year. Motion to approve the approved roll over application for the 2014 Resort Tax application was made by David O'Connor and seconded by Kevin Germain. With all in favor, the motion passed.

### **INFORMATION ITEMS**

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#### **Rey Advertising and Chamber Licensing**

- A discussion took place among the board in regards to Mike Rey and Rey advertising and the use of unlicensed Chamber files in his publications. A discussion took place as to whether a private company should not be using maps, logos, or other internal files to produce publications with Resort Tax public funds.
  - A point of discussion requiring board approval for any legal decisions was made. A motion to move as a policy decision that all future decisions that need legal must be passed by the board first. The motion was made by David O'Connor and seconded by Kevin Germain. With no further discussion, the motion passed unanimously.
  - David O'Connor made a motion that Kitty move forward with the licensing agreement. This was seconded by Shawna Winter. With the board in agreement, the motion passed.
  - David moved that we do not response to Mike Rey's legal team. Kevin seconded this motion. More discussion followed and the board suggested that Kristen Brown draft the license agreement.
  - Kevin Germain made a final motion for the executive committee to make an appropriate response to Mike Rey's letter. This was seconded by David O'Connor. With no further discussion, the board resolved the item.
- **Adjourn**
    - Motion to adjourn was made by Sarah Griffiths and seconded by David O'Connor. With no other items to discuss, the meeting adjourned at 11:10 a.m.