



BIG * SKY
CHAMBER OF COMMERCE
CONVENTION & VISITORS BUREAU

Agenda

Board of Directors

Bucks T 4

55 Lone Mountain Trail | Big Sky, Montana 59716

406-995-3000

8:30 AM

February 9, 2016

www.bigskychamber.com

- I. Call to Order Regular Public Meeting
- II. Public Comment
- III. VBS Liaison Report

Presentations

- IV. Wild and Scenic Rivers Designation

<u>Action Items</u>	<u>Responsibility</u>
V. Approve Minutes	DOC
VI. Finance	Paul

Discussion Items

- VII. Director Report
 - a. Lease Update
 - b. Transportation Public Engagement Report
 - c. Housing Update
 - d. Draft Legislative Survey
 - e. Yellowstone Country Vacancies

- VIII. TEDD Update Kevin

Important Dates

- BAH February

Adjourn

Parking Lot:

Meetings With Potential 191 Monument Wall Property Owners



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Meeting Minutes

Big Sky Chapel

Big Sky, Montana 59716

406-995-3000

January 12th, 2015

www.bigskychamber.com

January Board Minutes

Call to Order: 8:57 a.m.

Present: Kevin Germain, David O'Connor, Paul Robertson, Shawna Winter, Sarah Phelps

Teleconference: Bill Simpkins, Brandon Bang

No Public Comment

ACTION ITEMS

Approval of Minutes

- Motion made by Kevin Germain, seconded by Paul Robertson. With all in favor the motion passed.

Approval of Financials

Kitty Clemens/Paul Robertson

- The Chamber's December financials do not reflect a substantial payment from Resort Tax. Once that posts the negative numbers will look much better.
- The Chamber also has nearly \$60,000 in Membership renewals to be billed in January and due in February.
- An amended budget has presented for review and approval. Kitty has done some major trimming on many budget items. Additionally, the original budget for income in the Admin & Operations was \$80,000, but it should have been \$130,000. With the correct number of \$130,000, the amended Chamber budget is in the black at end of the fiscal year.
- Kitty did note the Chamber as waiting for the CPA to assist with its taxes and posting building closing costs. Both Kitty and M'lee will feel more confident as to posting the correct numbers in the system after the CPA has provided the reconciliation numbers.

- Discussion on budget adjustments ensued. The board decided it would be prudent to wait until Kitty can speak with Rich before making a motion regarding the taxes and the number to deposit in a building reserve account.
- The board discussed the line items for registration for the Membership Director conference and the transportation meetings.
- Kevin asked if the Chamber needs to increase membership dues. Kitty mentioned dues increases were discussed at the last meeting. However, Kitty wants the Membership Director to own their position and prices and should have final input on a dues increase.
- Paul feels like there is growth potential in the trade industry in Big Sky is it also could be a good avenue to grow non-dues revenue.
- The Chamber Board will not be approving the final amended budget until the February meeting after Kitty speaks with Rich Lindell.
- \$6,000 dollars will be used for three facilitated meetings in the Meadow, Mountain and Canyon and a report regarding the Chamber's policy for moving forward with positions related to Highway 191 and Highway 64.
- The meetings will be used to receive community feedback. David Kack and the Western Transportation Institute will help the community reach consensus and give the Chamber a report that will inform decisions for next steps for developing short term actions and a plan addressing long range vision regarding our roadway system, including trails, bike paths, and traffic planning.
- A motion to provide up to \$6000 for the public outreach and a report was made by Sarah Phelps and seconded by Shawna Winter.
- Kevin made the motion to approve \$2,500 to send a new membership director to ACCE sales training. The motion was seconded by Paul and with all in favor, the motion passed.

Bank and Building Proceeds

Kitty Clemens, Executive Director

- Kitty asked all three banks in Big Sky and a bank in Bozeman regarding the bank and building proceeds. The American Way Savings from American Bank currently has the highest interest rate at 2.26% for a totally liquid account. David noted the difference is between liquidity vs. yield. The board believes that liquidity is the most important as yield is really minimal.
- Motion was made by Shawna Winter and seconded by Paul Robertson to deposit the proceeds from the Westfork building into American Way savings as per Marla's terms. With all in favor the motion passed.

INFORMATION ITEMS

Parsch and Current Lease

Kitty Clemens, Executive Director

- Brad Parsch came to see Kitty and asked if the Chamber would be interested in becoming a tenant. Kitty told Brad she felt the Chamber would only need the first floor of his building.

- Having only a year lease is a challenge for our organization. The organization does need to have advanced warning in order to have everything moved before the summer season. Kevin asked what the historical rent increase has been. The rent was \$2400 and now it is \$3000.
- Based on the MAIA appraisal the Chamber received, the Chamber pays more per square foot than other businesses in the Canyon and even in the Meadow.
- Kevin understands Kitty wanting certainty regarding a long term lease. However, he mentioned if the Chamber is only receiving nominal increases, then perhaps it is better for our organization to stay at its current location.
- Kitty expressed concern on not having multiple year extensions with solid rent expenses identified. She also feels the analysis done by Bridger appraisals is spot on in terms of what others are paying in the canyon for the same quality space.,
- Kevin thinks that the best location for the Chamber of Commerce is in its current location.
- Kitty also pointed out the sight lines for the Parsh location allows for very good visibility from the highway as well.
- David asked if there was any discussions with Brad Parsch regarding lease hold improvements. Kitty stated the cost she discussed with Brad would be 30% less than the Chamber currently pays for the same square footage.
- Bill believes the Chamber's current location is the ideal spot. David mentioned that the conditions and risk in staying in this building have not changed. David suggests we do need hard answers from Brad on lease hold improvements.
- David thinks it would be great if we can sign a lease at the next meeting to ensure our organization's location. David believes Brad needs to put a lease offer on paper.
- Kevin believes Shawna should speak with Brian and put an offer together on paper so that we can compare the two leases.
- Shawna agreed to contact Brian regarding the lease.
- Kitty will wait to see if Shawna can lock down an answer from Brian.
- The board will discuss the lease issue at the February meeting.

Subpoena from Galik Law Firm

Kitty Clemens, Executive Director

- Kitty discussed the Subpoena the Chamber received from Galik Law Firm. As a point of clarification, the Preliminary Architectural Report is not a Chamber Project, it is a county project.
- All materials regarding the report are posted online at bigskychamber.com.
- Kitty stated she was disappointed a law firm that works with the Chamber on the TEDD is on the other hand causing the Chamber additional budget burdens. There is no collusion between the Chamber of Commerce and land owners related to the completion of the PAR. An open ended survey was available for anyone to respond.
- The Chamber did not select the land in question for the PAR, the consultants selected a different parcel of land independent of the Chamber.
- Kitty further expressed the Chamber has nothing to do with a lawsuit between to land owners, especially since the land in question did not come out as the preferred location.
- The Chamber effort, along with the CDBG grant administered by the County is completely transparent. All materials are posted online at bigskychamber.com/news/housing.

- Cost to respond to the attorney will require legal fees the Chamber did not budget and it cannot be expensed to the grant income.
- Kitty hopes that the county will continue to give the Big Sky community grants after this issue.

PAR and Next Steps

Kitty Clemens, Executive Director

- Another grant needs to be submitted around April. This grant will be submitted for construction. The housing committee agreed that HRDC should act as the developer on the demonstration project.
- HRDC hired a second housing developer from Park City. Park City was one of the projects the Chamber used in the housing power point when we received the funding for the EPS study.
- HRDC has been receiving a lot of requests from other communities in Montana. Therefore, the grants will be more competitive. However, Big Sky is ahead of the game since the PAR is complete.
- The housing rollover we have on hand at this point can be used in relationship to securing a site.
- We need to have site control before going forward with a second grant request.
- The Chamber will not be part of meetings related to land or prices. Only the consultants will work directly with the land owners.

TEDD Update

Bill Simpkins, Board of Directors

- In Kevin's absence, Bill gave a short TEDD update. Bill noted the TEDD subcommittee is working with the Madison County zoning board. Kitty discussed an article written in the *Madisonian* and Janet Cornish's involvement in the TEDD.

Transportation Public Engagement Dates and Locations

Kitty Clemens, Executive Director

- David Kack and his team chose three preferred dates for the transportation meetings. Dates include: January 22 and February 17 & 18.
- The board discussed dates for the meetings. Sarah stated the 17 & 18 is the ski week after President's Day and will be a very busy week.
- David suggested perhaps all meetings should be held at the Big Sky Chapel. Sarah agrees it is a good idea for consistency.
- David believes asking David Kack the week before Valentine's Day might be a better option for our community.
- To summarize the board discussed the following dates pending availability at the Big Sky Chapel: January 22 and January 26 with the February meeting before February 10.

Business Days at the Capitol

Kitty Clemens, Executive Director

- Kitty is going to Business Days at the Capitol tomorrow. She will be gathering information regarding legislative information.

Important Dates

Kitty Clemens, Executive Director

- January Business After Hours will be located at Gallatin River Task Force. Women In Action will be co-hosting. Typically the Chamber does not allow co-hosting. However, because WIA in another non-profit that shares the building with Gallatin River Task, we did allow a co-hosting option.

Parking Lot

Kitty Clemens, Executive Director

- Legislative Survey: Kitty is still working on the legislative survey of our members. David believes this survey should be drafted after Business Days at the Capitol.
- 2016 Annual Meeting: Sarah mentioned the Chamber should start thinking about a speaker for the Annual Meeting now in order to have a very engaging keynote speaker like we have had in years past.

Adjourn

The meeting lost a quorum at approximately 10:15.

Respectfully Submitted,
Marci Lewandowski
Visitor Services Manager

4:20 PM
02/08/16
Accrual Basis

Big Sky Chamber of Commerce
Profit & Loss
January 2016

	<u>Jan 16</u>
Ordinary Income/Expense	
Income	
100 - MEMBERSHIP REVENUES	31,184.39
170 - NON-DUE REVENUE	<u>2,800.00</u>
Total Income	<u>33,984.39</u>
Gross Profit	33,984.39
Expense	
200 - ADMIN & OPERATIONS	18,754.66
300 - ADVERTISING & PROMOTION	5,396.89
400 - DUES TO OTHER ORGANIZAT...	625.00
600 - EVENTS/ PUBLIC AFFAIRS	636.66
900 - UTILITIES	<u>1,496.04</u>
Total Expense	<u>26,909.25</u>
Net Ordinary Income	<u>7,075.14</u>
Net Income	<u><u>7,075.14</u></u>

Big Sky Chamber of Commerce Legislative/Citizen Engagement Survey

Over the past few years the Big Sky Chamber of Commerce has addressed several large community-wide issues affecting their members. How policy on issues such as economic development, transportation and housing are ultimately developed should be a collaborative effort between the business community, citizens of Big Sky and our elected officials.

The Chamber developed the following survey to help us better understand who our members know and where they vote. We ask that you help us with the following survey as we begin to develop the framework and context in which the Chamber will advocate for coordinated investments in areas of mutual interest to our membership during the next legislative session and beyond.

Company name: _____

Primary contact: _____

Business Physical Address: _____

I am registered to vote in _____ (County) _____ district _____

House District _____ Senate District _____ School District _____

I do _____ do not _____ know my House Representative

I do _____ do not _____ know my State Senator

I do _____ do not _____ know Congressman Zinke

I do _____ do not _____ know Senator Daines

I do _____ do not _____ know Senator Tester

I do _____ do not _____ know Governor Bullock

I do _____ do not _____ know my County Commissioners

I know the following staff members of our elected officials:

Name _____ Works for _____

I do not know the district or precinct for my home address and would like someone to contact me with additional information so I may be better informed _____yes _____no

I am comfortable calling my elected representatives to ask for support on issues important to me and my fellow Chamber members _____yes _____no

I am comfortable providing testimony in a public hearing _____yes _____no

I am interested in the following policy topics:

___ Growth and Development

___ Public Transportation

___ Qualified Labor

___ Workforce Housing

Other (please specify) _____

I am interested in serving on a Chamber legislative issues committee _____yes _____no

I would consider making a targeted financial contribution to fund a Chamber supported legislative issue _____yes _____no

I would consider informing my employees about legislative policies the Chamber advances _____yes _____no.

I would consider supplying the Chamber with a zip code census of where my employees live for the development of housing policy _____yes_____no.

Thank you for your time answering the survey. Please use the space below to provide additional input to the Chamber Board of Directors.

2-8-2016

Yellowstone Country Montana, Inc.

The Board of Directors of Yellowstone Country Montana Inc., (YCMI), one of six non-profit Montana tourism regions designated to promote the tourism industry, announces the following current vacancies and upcoming openings on the volunteer Board of Directors:

Current Vacancies:

- **Representative At-large for Sweet Grass County (two-year term in progress: May 01, 2015-April 30, 2017)**
- **Representative for City of Big Timber (three-year term in progress: May 01, 2015-April 30, 2018)**
- **Representative for Unincorporated Communities of Park County (three-year term in progress: May 01, 2015-April 30, 2018)**
- **Representative for Unincorporated Communities of Gallatin County (three-year term: May 01, 2016-April 30, 2019)**
- **Representative for Unincorporated Communities of Stillwater County (three-year term in progress: May 01, 2014-April 30, 2017)**

Upcoming Open Seats (current terms are ending April 30, 2016):

- **Representative for Unincorporated Communities of Sweet Grass County (three-year term: May 01, 2016-April 30, 2019)**
- **Representative At-large for Park County (three-year term: May 01, 2016-April 30, 2019)**
- **Representative for City of Bozeman (three-year term: May 01, 2016-April 30, 2019)**
- **Representative for City of Belgrade (three-year term: May 01, 2016-April 30, 2019)**
- **Representative for City of West Yellowstone (two-year term: May 01, 2016-April 30, 2018)**
- **Representative for Unincorporated Communities of Carbon County (three-year term: May 01, 2016-April 30, 2019)**
- **Representative At-large for Stillwater County (three-year term: May 01, 2016-April 30, 2019)**

Prospective board members must have a personal or business residence in the city or county of representation, and must first attend a YCMI board meeting as a guest before submitting an application.

For more information on how to apply for a seat on the YCMI board of directors, contact Executive Director Robin Hoover: (406) 556-8680 or robin@yellowstonecountry.net.