



BIG * SKY
CHAMBER OF COMMERCE
CONVENTION & VISITORS BUREAU

Agenda
Board of Directors
Big Sky Chamber of Commerce
55 Lone Mountain Trail | Big Sky, Montana 59716

406-995-3000

8:30 AM

May 13, 2014

www.bigskychamber.com

- I. Call to Order
- II. Public Comment

<u>Action Items</u>	<u>Responsibility</u>
III. Approval of Minutes	DOC
IV. Financial Report	John
a. Month End Reports	
V. Annual Meeting, Nominating Committee	DOC
a. Awards	
b. Format	
VI. Big Sky Western Loan Document Updates	

Discussion Items

VII. Resort Tax Process and Board Support	All
VIII. Housing Plan Update and Steps	Kitty
IX. Update on West Fork Building	Kitty

Parking Lot:

- Tourism Master Plan Process



BIG * SKY
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MEETING MINUTES

Chamber Board

55 Lone Mountain Trail | Big Sky, Montana 59716

406-995-3000

April `8th, 2014

www.bigskychamber.com

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

Teleconference: Victor DeLeo

Absent: Bill Simkins, Pat Straub, John Richardson

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. 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

- **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. Victor amended the Chamber Resort Tax Application to include an estimate of the lighting request in the Resort Tax application will be based on the results of engineers and MDT approval for spacing.

- Sarah Griffiths made a motion to approve the Resort Tax application with the requested amendments seconded by Victor DeLeo. The motion passes unanimously.

Rollover Application

- There is an entryway foundation rollover application. In regard to the entryway foundation, more real estate related actions will be completed this year. Motion to approve the 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

Rey Advertising and Chamber Licensing

- A discussion took place among the board in regard to Mike Rey and Rey Advertising use of unlicensed Chamber files in his publications.
 - A point of discussion requiring board approval for any legal decisions was made. A motion to affirm a policy that all future actions requiring legal notice 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.
 - There is no reason for the Chamber to respond to Mr. Ray's attorney. More discussion followed and the board suggested that the executive committee receive counsel from Kristen Brown.
 - Kevin Germain made a final motion for the executive committee to meet with Kristen and take appropriate action after hearing counsels advice. 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.

Parking Lot: Tourism Master Plan

Big Sky Chamber of Commerce
Profit & Loss
April 2014

	Apr 14
Ordinary Income/Expense	
Income	
100 - MEMBERSHIP REVENUES	
105 - Meadow Membership	2,286.25
109 - Lone Peak Membership	3,495.00
111 - Westfork Membership	185.00
Total 100 - MEMBERSHIP REVENUES	5,966.25
130 - EVENTS	
132 - Annual Meeting	2,000.00
134 - Business After Hours	200.00
Total 130 - EVENTS	2,200.00
140 - GOVERNMENTAL SOURCES	
143 - Big Sky CVB Marketing Staff	7,313.19
Total 140 - GOVERNMENTAL SOURCES	7,313.19
170 - NON-DUE REVENUE	
174 - Official Visitor Guide	
174.1 - Advertisement	7,375.00
174.2 - Additional Listing	525.00
174.3 - Highlighted Listing	700.00
174 - Official Visitor Guide - Other	1,035.00
Total 174 - Official Visitor Guide	9,635.00
175 - Promotional Advertising	-1,035.00
178 - Website Advertising	
178.2 - Additional Website Listing	40.00
Total 178 - Website Advertising	40.00
Total 170 - NON-DUE REVENUE	8,640.00
190 - OTHER INCOME	
190.1 - Rental Income	410.00
Total 190 - OTHER INCOME	410.00
Total Income	24,529.44
Gross Profit	24,529.44
Expense	
200 - ADMINISTRATIVE	
205 - Office Administration	
206 - Membership Manager	
206.1 - Membership Manager Commiss...	3,510.21
206 - Membership Manager - Other	2,750.00
Total 206 - Membership Manager	6,260.21
207 - VIC Service Manager	2,666.66
209 - Chamber/VIC Staff	
209.1 - Bookkeeper Wages	3,390.00
209.2 - Marketing Specialist Wages	2,666.66
209.3 - VIC/Office Assistant Wages	640.00
Total 209 - Chamber/VIC Staff	6,696.66
210 - Executive Director Expenses	
212 - Executive Director Salary	6,363.64
Total 210 - Executive Director Expenses	6,363.64
Total 205 - Office Administration	21,987.17
214 - Building Expenses	
214.1 - Info Center Maintenance/Supplie	159.22
214.2 - Mortgage Interest/Principal	2,018.62
214.4 - Rent Information Center	2,790.00
Total 214 - Building Expenses	4,967.84
215 - Computers	
216 - Computer Database Program	89.00
217 - Computer System Maintenance	39.98
219 - Internet Connection Cost	123.50

5:07 PM
05/07/14
Accrual Basis

Big Sky Chamber of Commerce
Profit & Loss
April 2014

	Apr 14
222 · Credit Card Processing Fees	42.75
Total 215 · Computers	295.23
225 · Conferences	
226 · Conference - Governor's	398.66
232 · Travel Reimbursements	237.56
Total 225 · Conferences	636.22
235 · Employee Benefits Program	
236 · Group IRA	273.40
235 · Employee Benefits Program - Other	435.00
Total 235 · Employee Benefits Program	708.40
240 · Insurance	
242 · Group Health Insurance	750.00
Total 240 · Insurance	750.00
245 · Office Supplies	
246 · Copies/Reproduction	171.81
247 · Postage (mailings)	271.62
248 · Telephone Expense	200.00
245 · Office Supplies - Other	210.22
Total 245 · Office Supplies	853.65
250 · Payroll Taxes	
251 · Payroll Expenses-Work Comp	136.53
250 · Payroll Taxes - Other	1,781.26
Total 250 · Payroll Taxes	1,917.79
255 · Professional Fees	
256 · Accounting	1,750.00
255 · Professional Fees - Other	50.00
Total 255 · Professional Fees	1,800.00
Total 200 · ADMINISTRATIVE	33,916.30
300 · ADVERTISING & PROMOTION	
330 · Community Development	5,820.00
332 · Official Visitor Guide	313.00
355 · Membership Appreciation	20.51
Total 300 · ADVERTISING & PROMOTION	6,153.51
900 · UTILITIES	
905 · Old Location Electricity	82.50
908 · New Location Electricity	806.66
910 · Garbage	56.07
915 · Water/Sewer	120.12
Total 900 · UTILITIES	1,065.35
Total Expense	41,135.16
Net Ordinary Income	-16,605.72
Net Income	-16,605.72

5:09 PM
05/07/14
Accrual Basis

Big Sky Chamber of Commerce
Balance Sheet
As of April 30, 2014

	Apr 30, 14
ASSETS	
Current Assets	
Checking/Savings	
Grant Match Fund	38,825.00
BSW/ - Operating	103,436.68
Total Checking/Savings	142,261.68
Accounts Receivable	
Accounts Receivable	28,046.77
Total Accounts Receivable	28,046.77
Other Current Assets	
Visit Big Sky/ New Organization	10,969.23
Total Other Current Assets	10,969.23
Total Current Assets	181,277.68
Fixed Assets	
Accumulated Depreciation	-69,811.00
Building - Information Center	200,000.00
Equipment	27,617.55
Total Fixed Assets	157,806.55
TOTAL ASSETS	339,084.23
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	5,500.00
Total Accounts Payable	5,500.00
Credit Cards	
Staples/ Credit Card	129.93
Total Credit Cards	129.93
Other Current Liabilities	
Payroll Liabilities	6,745.68
Prepaid Liabilities	
Prepaid Events/Shows 20...	-189.28
Total Prepaid Liabilities	-189.28
Simple IRA Payable	565.45
Total Other Current Liabilities	7,121.85
Total Current Liabilities	12,751.78
Long Term Liabilities	
Consolidated Loan	46,452.12
Total Long Term Liabilities	46,452.12
Total Liabilities	59,203.90
Equity	
Net Assets	204,618.42
Net Income	75,261.91
Total Equity	279,880.33
TOTAL LIABILITIES & EQUITY	339,084.23