

**Livingston Tourism Business Improvement District  
Board Meeting Minutes September 16th, 2020**



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Zoom Meeting 11am

Eric called the meeting to order at Call to Order/ Present: Kelly, Kathleen, Meghan, Kris, Tawnya, Eric

**Public comment-**

**Scheduled proposals/Grants:** None

**Old Business**

1. Approve Meeting Minutes from June, July, and August meetings.

Kathleen moved to approve

Tawnya second

All in Favor

2. Status Report and Update from Executive Director.

- 501(c)6 status, bank account, logo, accountant, office

We do not have the 501c6 status yet and Kris is trying to figure out if there is a benefit to having this status. State has an issue with TBID tagging on to CVB status, but TBID might be able to fall under LBID.

-Looking at finances for accountant and administration services. If we aren't going to in person meetings an office would not be that important. Kris and Eric are looking at sharing these expenses with CVB and LBID. Eric did not follow up with Leslie to get more financials to get an idea of what admin expenses looked like. We are going to just move forward with a clean slate and not worry about the past.

-The TBID needs to be in compliance and post meeting minutes, agendas, grant application, and other documents so the public can access the information if they want. Meghan volunteered to create a simple landing page with mentioned information.

Kathleen motions to have Meghan create a one page site that holds meeting minutes, agenda, and meeting dates/times, and forms.

Eric seconds

Discussion: Kelly asked about previous discussion on having Kris build a TBID website. Eric saw no reason to have a fancy website. Board should support the CVB having a



beautiful website for visitors to go to for information on Livingston. Board agrees.  
All in favor

-Many of past checks were made out to LBID. Kris is in the process of updating the form so that it reads to make checks payable to TBID.

-Eric will look back at a previous report from Leslie that showed what properties were delinquent prior to the change in executive director.

### **New Business**

1. New Board Member Robert Keeler-Econo Lodge.

Kathleen motions to approve.

Tawnya seconds

Discussion: Kelly would like to know how he plans to participate in board meetings when we have Zoom calls. Kris will let him know that he needs to find a way to make the meetings, even when on Zoom or other electronics. There is a maximum of 3? meetings a board member is allowed to miss. We want to make sure he is able to commit to attending via Zoom or otherwise. Kris will follow up with him.

All in favor

2. Discussion between CVB/LBID Chair, TBID Chair, and ED on 9/9/20.

- Website, office expenses, marketing, grants, etc.

Currently LBID is paying for rent, utilities, Zoom account and other administrative invoices. We will need a WIFI hotspot in the office as Zoom requires more than. We have a separate PO Box for the TBID. As we put together the new budget we need to plan on sharing some of these expenses.

Eric didn't want to speak for the board but felt we didn't need to spend funds on a website, social media or otherwise. We don't need to be recreate the wheel. Those functions aren't needed for a TBID and we can support the CVB in those functions.

TBID is not looking at getting into bookings for the hotels.

A new logo is being created for the TBID.

We will be reaching out the fairgrounds and schools to see how we can bring more events to the area.

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CVB is putting funds into safety signage for COVID-19. Most hotels already have plenty of signage and don't need more.

Beautifying the corridor was also discussed. Meghan asked if this would be considered infrastructure. Eric thought it would depend on the project. For example, Billings TBID helped sponsor welcome boulders at the entrance to the city.

2. CVB Board member vacancy.

This is a 3 year term. The CVB would like a member of TBID to be on the CVB. Kelly would like to volunteer.

3. Budget Process.

There is a lot of work to do. Starting from scratch but would like to have it completed by October to present to the city in November.

4. TBID Survey

Please complete your survey sooner rather than later as that will feed into our future budget discussions. Joel is the only board member that needs to complete the survey. Joel has also missed enough meetings to consider removing from board. Eric will talk with him to see where Joel is at.

5. Long Term Meeting Schedule.

Third Wednesday of the month, 11-noon.

There is an invite to a half hour overview through the MSU extension and is open to the LBID CVB & TBID. Great meet and greet opportunity. Kris will resend to the board.

Kathleen motions to adjourn

Kelly seconds.

All in favor.

Adjourned at 11:57am