



# *Helena Civic Center Board*

*PO Box 272, Helena MT 59624*

## **MINUTES OF REGULAR BOARD MEETING** CIVIC CENTER BOARD August 13, 2019

**MEMBERS PRESENT:** Joann Christnacht, Steve Crider, Skip Hatveltdt, Bridget Holland, Judy Kline, Bonnie Lorang, Kathleen Pace, Rick Schlenker, Glenda Seipp, Craig Wilkerson

**MEMBERS EXCUSED:** Brad Culver, Mike DaSilva, Kacey Pilon, Riley Johnson, Trevor Parrish

**OTHERS PRESENT:** City Staff: Byron Dike, Bridget Johnston, Troy Sampson

**CALL TO ORDER:** Board President, Judy Kline called the meeting to order at 4:07PM.

**MEETING MINUTES:** Joann Christnacht motioned to approve the minutes as written, Bridget Holland seconded; motion passed.

**TREASURER'S REPORT:** There were no expenditures to report. Judy said the treasury is now in the hands of the City and that Brad will keep track of the funds as well. Troy stated the funds are there for the board, staff drives it and it is spent and approved based on the Civic Center Board's budget.

### **PRESIDENT'S REPORT**

**PROPOSED ORDINANCE CHANGE:** Judy said she was hoping Kristi would have been here because she wanted to ask her how she plans to have staff from other Parks divisions support the Civic Center operation. Byron said he doesn't know if Kristi needs to be a part of that. Judy asked how Community Facilities helps support Civic Center. Troy responded that Ryan and Steve, maintenance employees for Facilities have knowledge of the Civic Center operation and can help out the Civic Center when needed but would still be paid by Facilities, not Civic Center. Byron said the Civic Center relies on our technical director, Don as well as Troy and our temporary staff. Temporary staff are the people we have hired that come in just to work shows, turnarounds and when we need extra help. Judy commented that it doesn't sound like we rely on Kristi and asked if we are in a bind, do we call on the Parks department. Byron said that these people aren't easy to find, they are specialized. Troy said we need to do more cross-training within the divisions and with new people. Judy told everyone that she thinks we need to go to the Commission meeting one more time. Kathleen said that as an advisory board, she thinks the board should be asked for an opinion when changes are considered. Judy said we need to keep going, be calm and give our advice. Kathleen suggested maybe putting on a different event to bring awareness to the board and raise money. Joann concurred that is a good idea to look into.

**COMMISSION REPRESENTATIVE REPORT:** none

### **STAFF REPORTS**

**COMMUNITY FACILITIES:** Troy reported that the fire alarm project is under way and the electricians should be done in a couple of weeks. He said the Civic Center maintenance crew is working away at a long list of projects. Judy asked what the next big project is and Byron answered that it is the green room enhancements.

**CIVIC CENTER:** Byron stated that staff has been busy booking events and getting users in to plan their events for this fall. The season is coming together nicely. Judy asked Glenda that as a user does she go into the ballroom when she comes for her event planning. Glenda said "always". Judy

asked how staff would handle a move out of the building. Byron said that might be premature but he would make it work. Kathleen asked Troy if he had already moved out of the building to which Troy confirmed. Glenda said as a client of the Civic Center she greatly appreciates the staff's expertise and it would be a huge compromise to undervalue the relationships that vendors have with the staff. Paying a parking ticket doesn't involve a relationship. Paying thousands of dollars to rent the Civic Center does rely on careful, very specific planning and familiarity with the event.

**CHRISTMAS GIFT SHOW:** Kathleen reported about 40 spaces for each show have been filled and the show is on its regular track. Skip will advertise again and stated to just let him know what she wants. Judy will contact your time in the IR. There was discussion about allowing CBD vendors. Glenda said she doesn't allow them at FebFest because of the vendor that was hospitalized the year before. Byron will check with the City Attorney to ask what we should do. The dates are November 9 & 16. Joann will make sign-up sheets and pass out at the next meeting.

**OLD BUSINESS:** Skip asked Byron if the budget was cut \$100,000 this year. Byron stated the general fund support in FY19 was \$470,000 and for FY20 the general fund support is \$360,000. The budget shows that difference (\$110,000) coming out of reserves. He said we aren't sacrificing any service and that it is not a long term solution. Reserves are savings from previous years. When we have years that revenues are higher than expenses, the leftover money goes into reserves. The general fund support is part of that revenue. Byron explained that at the end of FY19, \$140,000 went into the reserve fund. He said his goal is to generate more revenue as pulling \$100,000 out of reserves each year is not sustainable.

**NEW BUSINESS:**

**PUBLIC COMMENT:**

The meeting was adjourned at 4:56 pm. The next meeting of the board is Sept 10 at 4pm.

Respectfully submitted,  
Bridget Johnston, Administrative Assistant III