



Helena Civic Center Board

PO Box 272, Helena MT 59624

MINUTES OF REGULAR MEETING CIVIC CENTER BOARD January 8, 2019

MEMBERS PRESENT: Tim Andridge, Joann Christnacht, Steve Crider, Brad Culver, Mike DaSilva, Skip Hatveldt, Riley Johnson, Judy Kline, Bonnie Lorang, Kathleen Pace, Trevor Parrish, Rick Schlenker, Glenda Seipp

MEMBERS EXCUSED: Kacey Pilon, Craig Wilkerson

MEMBERS UNEXCUSED: Kendall Stewart

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

CALL TO ORDER: Board President, Judy Kline called the meeting to order at 4:01 PM.

MEETING MINUTES: Riley Johnson moved to approve the minutes as written; Trevor Parrish seconded the motion; the minutes were approved as written.

TREASURER'S REPORT: Brad Culver presented the treasurer's report. Joann Christnacht moved to approve the checks, Trevor Parrish seconded. Riley Johnson moved to accept the treasurer's report, Rick Schlenker seconded. Both motions passed.

PRESIDENT'S REPORT: Judy Kline stated the date for the board social on March 12 at Free Ceramics is not available. She will go back to the drawing board to see what will work. There will be a regular board meeting on March 12.

COMMISSION REPORT: There was not a commissioner in attendance.

STAFF REPORTS:

- Byron Dike reported that the Civic Center finished off 2018 with a Christmas Eve Service by Narrate Church. Staff got a lot of work done around the building and also took advantage of the opportunity for some time off. He said last night there was a Montana Chamber of Commerce event in the ballroom with about 500 legislative folks. This coming weekend will be Cabin Fever Antique show and then on the 16th the City will have a public meeting in the ballroom to discuss marijuana dispensaries. The Bridal Fair comes up the following weekend and the Civic Center has rented a booth in the fair to promote the Civic Center. On the 22nd, Billy Graham Evangelical Association is having a kickoff breakfast for a larger event in Helena later this year. The Civic Center is a potential venue for that event as well. The month will end with a banquet for Valley Bank and a Symphony concert. February is a bit busier and then March gets really busy.
- Byron told the board the events the Civic Center is bringing in received good press with a front page Your Time article. Vitaly, An Evening of Wonders is in March. Wynonna & The Big Noise is also in March and has sold over 500 tickets thus far. The Pink Floyd Laser Spectacular that has been rescheduled to April is picking sales back up since the date change. Home Free, the acapella group that won the show The Sing Off has already sold well over 1000 tickets and the show is not until late April. Aaron Watson will perform in May. It has been noticed that people from all over the state are buying tickets to the shows.

- Byron reported there have been staffing changes. Ryan Wardell has moved departments and is now working at the City County Building which is a good development opportunity for him. Management has been evaluating the filling of his spot and due to a low maintenance tech pool in the area, has decided to advertise for a slightly different position. The new position title is Event Services Technician which still has all the responsibilities of working events and doing the janitorial piece of the job. It takes out the maintenance aspect of the job and adds an emphasis on support for administrative such as concessions, box office and office help. Don Phillips will be out for about six weeks starting in February and staff is working on a plan to cover that. The new City Manager, Ana Cortez will start January 23 and one of her first actions is to introduce herself to all City employees with a meeting held in the Civic Center auditorium.
- Byron informed the board that the City budget process has begun with the first meeting of the budget season beginning this Thursday.
- Troy Sampson reported the department has been focused primarily on the Law and Justice Center, getting it staffed and ready for move in. It should be occupied by the end of the month. He stated he has been thinking ahead to spring and has plans to make repairs to the roof and gutter at the south entry. He said people can expect to start seeing the new LED lights appearing in hallways, offices and the ballroom in the next couple of months.

FEB FEST: Glenda Seipp reported there are 65 out of a total 89 vendors currently registered for the show. She found it interesting that about half of the vendors are new to the show and the other half are returning. Glenda said she has completely turned the Facebook advertising over to Kacey and Kathleen because they do a great job with it. Skip has contacted the Independent Record and Montana Radio for ads. Glenda stated due to the issue last year, she has turned away all hemp product vendors away. Glenda said she will be out of town next week and Brad will be in charge during that time. She hopes to have the show full before then with a waiting list in place.

OLD BUSINESS:

- Helena Citizen's Council/Commission Meetings: Judy stated there had been a letter to the editor in the IR from an HCC member asking the community for members. She said she feels that the board should let the HCC do what they are going to do and the Civic Center Board should keep on track with what it is doing. She said we have taken what we can from the Cultural Planning Group study and have implemented what was suggested. She asked if anyone was interested in attending Commission meetings on the chance the Civic Center is a topic of discussion. She also asked if anyone had any comments. There were none.
- Concessions: Byron said the French Club has taken a step back and Civic Center staff has used this opportunity to use temporary employees to work concessions. The Civic Center budgeted for \$3K in revenues and as of the end of December (half way mark) has already hit \$8K. With continued improvements to product offerings, staffing and appearance, we have really seen it take off. The same can be said for beer and wine sales by the Montana Club. There have been little spills and ticket holders are appreciative of the choices they now have when they come to a show.
- Website: Kathleen said that Kacey had asked previously for feedback on the website but that she has not received any. Judy said she would like it if Kacey could send the link to everyone to look at. Bridget said the City IT department can put together a website for the board and they can support it for us. She said her and/or Kacey can work with David Anson, the City's web developer to develop the site. There will be no cost to the board or the Civic Center. She also stated that she was told by David that he can set up non-City employees to be administrators of the website, which would mean Kacey and anyone else that needs access to add or delete on the site will be able to do so. The consensus from the board was that having the City build and maintain the site would allow for continuity, support and no cost. Brad asked if the only cost would be to have the domain name to which Bridget replied that it would.
- Christmas Gift Show: Kathleen reported there is a final report in the packet. The net income for the shows was \$21,691.59 which was an increase of over \$3,700 from last year.
- Committees: Judy reminded everyone there is a special problems committee meeting on January 30 at 3:30pm to discuss the Civic Center Board budget and the Civic Center Projects 5-year plan. Judy said there are two standing committees. The special problems committee is comprised of Chairperson Joann Christnacht, Brad Culver, Skip Hatveldt, Mike DaSilva, Judy

Kline, Rick Schlenker and Riley Johnson. The Publicity Committee is comprised of Chairperson Skip Hatveldt, Kacey Pilon, Kathleen Pace, Glenda Seipp and Judy Kline. Judy said that the committee meetings are open to all members and encouraged anyone that wants to attend, to do so.

NEW BUSINESS: None

PUBLIC COMMENT: None

The meeting was adjourned at 4:46 pm. The next meeting is scheduled for Tuesday, February 12, 2019.

Respectfully submitted,
Bridget Johnston, Administrative Assistant III