



# *Helena Civic Center Board*

*PO Box 272, Helena MT 59624*

## **MINUTES OF REGULAR MEETING** CIVIC CENTER BOARD March 12, 2019

**MEMBERS PRESENT:** Joann Christnacht, Brad Culver, Mike DaSilva, Skip Hatveldt, Riley Johnson, Judy Kline, Bonnie Lorang, Kacey Pilon, Rick Schlenker, Glenda Seipp

**MEMBERS EXCUSED:** Kathleen Pace, Trevor Parrish, Craig Wilkerson

**MEMBERS UNEXCUSED:** Tim Andridge, Steve Crider

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

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

**MEETING MINUTES:** Rick Schlenker moved to approve the minutes as written; Skip Hatveldt seconded the motion; the minutes were approved as written.

**TREASURER'S REPORT:** Brad Culver presented the treasurer's report for January and February. Mike DaSilva moved to approve the checks, Riley Johnson seconded. Riley Johnson moved to accept the treasurer's report, Skip Hatveldt seconded. Both motions passed.

**PRESIDENT'S REPORT:** Judy Kline thanked Mayor Collins for appointing himself to the Civic Center Board and welcomed him. Judy also announced that Dr. Craig Wilkerson, Skip Hatveldt, Glenda Seipp and Kacey Pilon were all reappointed by the Commission for another 3 year term. Judy thanked them for their continued service.

**COMMISSION REPORT:** There was no report.

### **STAFF REPORTS:**

- Byron Dike reported that February was a little quiet but had busy weekends. He said the Air Force Band presented a free concert with about 500 attendees. The band was very pleased with the crowd and Civic Center staff's work in getting people here, the crowd was much bigger than the other play dates they did in the state. He stated we made it through a triple event weekend of Ducks Unlimited, CASA and Princess Tea. CASA (Court Appointed Special Advocates) of Lewis and Clark and Broadwater Counties is a new event. They were pleased with the staff and facility and have booked out the next three years. Byron mentioned that it would be great financially if we could maintain 3 events a weekend but it is taxing and tough on our small crew. Vitaly, An Evening of Wonders, which was a show the Civic Center bought and promoted went well. The Civic Center netted about \$2,000 and grossed almost another \$1,000 in concessions. There were 450 attendees and lots of happy folks impressed with the show.
- Next Wednesday is the Wynonna & the Big Noise concert. Byron reported this is the first of five touring concerts the Civic Center is bringing in for this spring. This was a big effort on behalf of Civic Center staff and we are excited to get these shows. April is just around the corner and is proving to be another busy month.
- Byron informed the board that there is still a vacancy in the operations staff. The first round of interviews were unsuccessful so he is looking to put out a little different job description to see if the pool of applicants can be improved.

- Troy Sampson reported the three main projects left for this fiscal year are in the works. The Fire Alarm is still in progress, costs for the LED lighting project have been received and is in the process of being scheduled and we are now focusing on preparing for engineering of the north parking lot.

**FEB FEST:** Glenda Seipp thanked everyone and said collectively we all did a great job. She stated the bad weather contributed to 18 last minute cancellations but the attendees were in good spirits and buying product despite the weather. Brad said people wanted to get out and do something and were happy have something fun to attend. He also stated that playing music through the new sound system made for a happy mood, Glenda said she saw vendors dancing and having a good time. Although attendance was a bit lower due to the weather, the increase of \$5 for booths and \$1 for attendance made up for it. Glenda said it was a good year to implement those increases and she didn't hear any complaints. Everyone appreciated Trevor's signs with the \$3 admission notice.

**WEBSITE:** Bridget Johnston reviewed the progress of the new website that is being hosted by the City IT department. A handout showing images of each tab was distributed. There is now a tab for a meeting calendar which lists board meeting dates and the Christmas Gift Show and FebFest dates. There is also now an area for meeting agendas, minutes and other board related documents. Bridget reported the site is ready to go live, with the exception of the email addresses listed. The IT department informed Bridget that the helenaciviccenterboard.org email addresses are not in our outlook account and would have to be added which is an extra cost. Another option is to use Gmail accounts on the website. Glenda stated she is fine with using the Gmail account she created previously for FebFest. Bridget will check with Kathleen about the Christmas Gift Show account.

**CIVIC CENTER BOARD BUDGET AND CIVIC CENTER 5YR PROJECTS PLAN:** Joann Christnacht reported the committee met and that they need to have another meeting which is scheduled for April 2 at 3:30. Byron reported the committee discussed some plans for Centennial upgrades to certain areas of the building. He said after looking at some real costs he thinks it would be prudent to reprioritize the projects. It took decades to build the reserves in the budget and feels the need to pump the brakes a little and take a closer look at the remodel.

**OLD BUSINESS:** Bonnie Lorang raised a concern of liability with employees working concessions. Byron explained the people working concessions are City employees, not board employees, and are vetted through the City hiring process. Troy Sampson explained that this is a common thing among other departments as well such as golf and parks. The boards are not liable for employees. Byron mentioned that City Manager Cortez has asked him to look further into an alcohol license and other revenue streams. Riley commented that staff needs to be sure it is covered for serving of alcohol. Byron said that everything will be done to the requirements of the law.

**NEW BUSINESS:** None

**PUBLIC COMMENT:** None

The meeting was adjourned at 4:56 pm. The next meeting is scheduled for Tuesday, April 16, 2019.

Respectfully submitted,  
Bridget Johnston, Administrative Assistant III

Civic Center Board  
**Transactions by Account**  
As of February 28, 2019

Type	Date	Num	Name	Memo	Split	Paid Amount	Balance
First Interstate Bank							37,718.98
Bill Pmt -Check	02/03/2019	1572	Independent Record	Feb Fest Advertising	Accounts Payable	-196.50	37,522.48
Check	02/07/2019	1571	Karen Aschenbrener	refund Feb Fest booth	Feb Fest booth refund	-75.00	37,447.48
Deposit	02/11/2019			Deposit	Feb Fest Booths	375.00	37,822.48
Deposit	02/11/2019			Deposit	Door	2,487.05	40,309.53
Deposit	02/11/2019			Deposit	Feb Fest expense	1,400.00	41,709.53
Bill Pmt -Check	02/15/2019	1573	Glenda Seipp	reimbursement for Feb Fest expen...	Accounts Payable	-70.91	41,638.62
Total First Interstate Bank						3,919.64	41,638.62
First Interstate Bank CD							20,693.94
Total First Interstate Bank CD							20,693.94
<b>TOTAL</b>						<b>3,919.64</b>	<b>62,332.56</b>

**Civic Center Board Budget FY19 Budget**

As of 2-28-19

	FY18 BUDGET	FY18 ACTUAL	FY19 BUDGET	FY19 ACTUAL
<b>Balance Brought Forward</b>	\$ 35,741.14	\$ 35,741.14	\$ 31,707.49	\$ 31,707.49
Feb Fest Revenue	\$ 8,000.00	\$ 8,550.52	\$ 8,200.00	\$ 9,217.05
Christmas Craft Shows Revenue	\$ 19,500.00	\$ 19,767.92	\$ 19,500.00	\$ 23,318.92
Interest Income		\$ 205.67		
Bullwhacker sales				\$ 375.00
<b>Total projected available funds</b>	\$ 63,241.14	\$ 64,265.25	\$ 59,407.49	\$ 64,618.46
<b>Operating Expenses</b>				
Administrative Expense	\$ 600.00	\$ 292.88	\$ 500.00	\$ 132.16
Feb Fest Expenses	\$ 1,700.00	\$ 1,125.17	\$ 1,500.00	\$ 271.41
Christmas Craft Sale Expenses	\$ 2,000.00	\$ 1,785.70	\$ 1,800.00	\$ 1,882.33
Operating Costs Subtotal	\$ 4,300.00	\$ 3,203.75	\$ 3,800.00	\$ 2,285.90
<b>Projects</b>				
Ballroom Sound System (phase 1)	\$ 5,000.00	\$ 2,823.85		
Ballroom Sound System (phase 2)	\$ 8,000.00	\$ 4,243.52		
Auditorium Sound Board	\$ 16,000.00	\$ 15,645.05		
Lobby Concession Counter	\$ 1,500.00	\$ 645.59		
Women's Dayroom Sheers	\$ 2,300.00	\$ 2,198.00		
Piano		\$ 3,798.00		
Ballroom Sound Board			\$ 2,000.00	
Benton Ave Signage			\$ 5,000.00	
Small Lobby Restroom Upgrade			\$ 5,000.00	
Total project expenditures	\$ 32,800.00	\$ 29,354.01	\$ 12,000.00	\$ -
plus operating	\$ 4,300.00	\$ 3,203.75	\$ 3,800.00	\$ 2,285.90
<b>Total Expenditures</b>	\$ 37,100.00	\$ 32,557.76	\$ 15,800.00	\$ 2,285.90
<b>Fund Balance</b>	\$ 26,141.14	\$ 31,707.49	\$ 43,607.49	\$ 62,332.56