



*Helena Civic Center Board*  
*PO Box 272, Helena MT 59624*

**MINUTES OF BOARD MEETING**  
CIVIC CENTER BOARD  
September 10, 2019

**MEMBERS PRESENT:** Joann Christnacht, Brad Culver, Mike DaSilva, Bridget Holland, Riley Johnson, Judy Kline, Bonnie Lorang, Kathleen Pace, Rick Schlenker

**MEMBERS EXCUSED:** Trevor Parrish, Kacey Pilon, Glenda Seipp, Craig Wilkerson

**MEMBERS UNEXCUSED:** Steve Crider, Skip Hatveltdt

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

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

**MEETING MINUTES:** The minutes from August 13, 2019 were declared as written.

**TREASURER'S REPORT:** There were no expenditures to report.

**PRESIDENT'S REPORT:** Judy Kline mentioned Brad Culver's letter to the editor and said she thought it was a great letter. She stated that if there are no changes to the Commission that she fears many board members will not be re-elected in March. Judy gave an opportunity for each member to give comments on the events that took place the last few months.

**COMMISSION REPRESENTATIVE REPORT:** None

**STAFF REPORTS**

**COMMUNITY FACILITIES:**

Troy Sampson reported that the LED lighting is almost complete. He also stated that the ceiling tiles out of place are due to conduit that is being installed for the new fire alarm system. He reported that the Law and Justice Center remodel of the pillar building is in the design phase and space allocation is mainly focused on the Municipal Court.

**CIVIC CENTER:**

Kristi Ponozzo said she has been discussing fee changes with Byron and cross training in crowd management. Judy asked if parks staff would be trained in working the systems in the auditorium. Byron answered that this is training to manage crowds and parks staff would be able to help when we need additional people for large crowds. Byron explained that the Civic Center has on call techs for technical work in the auditorium. He also explained that we are looking into a program that can give training on the rigging in the auditorium.

Byron Dike reported that we will be doing cross training on rigging to give staff a baseline knowledge on safety and hanging. He said all Civic Center staff are taking crowd management training to keep people safe during events. Some parks staff members will also be taking the course and the Civic Center will be able to have them as a resource for concessions, box office and events.

Byron reported that the season kicked off with a National Guard ceremony last weekend with over 700 people. The Symphony kicks off their season this weekend. The Civic Center is hosting 3 City sponsored events on Tuesday which include the Fire Department promotional ceremony, a City employee luncheon and a public active shooter training. September is pretty

quiet but then we move into a busy October. Some highlights for October are Abbacadabra, Post Modern Jukebox, Roy Orbison & Buddy Holly Hologram show and Brigham Young Ballroom Dancers. Byron said he and Bridget have been keeping busy. The box office has already grossed over \$50,000 beating previous years at this time.

Byron reported that SMA Architects looked at the Green Room and is going to give us some options on upgrades.

Byron discussed some fee changes that Civic Center staff would like to consider. One of them is restructuring the ticketing fees to attract more ticketing business and stay competitive with other ticketing outlets. Another fee consideration is adding a screen package; currently there is no fee for our screens and projector. Byron explained that the use of a screen and projector is quite labor intensive. He said Great Falls Civic Center charges \$75 per screen and \$75 for a projector. Kathleen Pace said she thinks it is good and that events shouldn't expect to get something like this for free. Brad Culver said it is well researched and doable. Gery Carpenter asked where the screens would go. Byron said he is looking at getting two matching screens and would still have the 12'x12' screen. Screens could go in the middle or on the sides where the hooks are located. Byron said another fee consideration is for sponsor and marketing. He said we have an opportunity to list a sponsor on the back of our ticket stock which could be a user, a restaurant, media company, etc. Mike DaSilva asked if Byron had talked to any potential sponsors to see if it is something a company would be willing to pay. Byron said he hadn't talked to anyone specifically but has experience with baseball in a different town and it worked there. The marketing fee would be an option for our users to use Civic Center staff's expertise in marketing to facilitate social media paid promos and take advantage of things like email blasts and extra advertising. Lastly, Byron mentioned a new fee for renting the auditorium arena. The Civic Center gets requests for smaller space and renting the arena for a few hours to a user could help fulfil these requests.

Byron reported that we are getting close to making a decision on the new usher vests. Bridget passed around two images or vests. The consensus seemed to be the plain maroon with brass buttons.

**5 YEAR PLAN:** Judy Kline asked if the items on the plan are realistic to complete this year. Byron answered that they are and with the exception of the usher vests, every item has been discussed with the City Manager. He said the 600 banquet chairs have already been ordered.

**CHRISTMAS GIFT SHOW:** Kathleen Pace reported that week 2 is full and confirmations have been sent out. Week 1 is at 75 registrations. She said she is considering doing a coat check again and possibly doing coat tags. The Lions Club swim team contacted her about doing a gift wrapping station and she has approved that to be done at the top of the ramp out the doors of the mezzanine. Joann passed around the sign-up sheet for the gift shows.

**OLD BUSINESS:** None

**NEW BUSINESS:** Brad Culver asked if there are any new changes and if everyone is still in their offices. Judy asked if the move of Civic Center offices is still being proposed. Troy Sampson said it is still a possibility.

**PUBLIC COMMENT:** None

The meeting was adjourned at 5:30 pm. The next meeting of the board is October 8 at 4pm.

Respectfully submitted,  
Bridget Johnston, Administrative Assistant III