

Three Forks Rodeo Arena Board of Directors

Minutes of Meeting held Monday, June 2, 2025

Our regular meeting was held on this date at Cook Shack, located at 95691 MT Hwy 2, Three Forks, MT at 5:32pm.

Present were Casey Elmore, Ann Price, Mike Lane, Adam Miller, Gene Townsend and Ryan Hamilton. Ryan Pestel was excused. Marketing Director Christina Kamps and Executive Secretary Crystal Turner were present.

Financials & Approval of Minutes

Casey asked if everyone had reviewed the minutes. Gene Townsend moved to approve the minutes. Ryan Hamilton seconded the motion. Motion Passed Unanimously.

Crystal reported the four claims to be paid, which were Meeting Tomorrow for the iPad and iPhone rentals, Adam Pulasky's invoice for the halters for High School Rodeo, Ascent Technical for the "Clown's mic", Christina Kamps' stipend and some of the High School Rodeo sponsorships paid, a reimbursement to Gene for the meat processing, Hoffman's Potty Princess, L&L, Northwestern Energy and a partial cost of the Chamber membership. Gene Townsend moved to approve the bills. Ann Price seconded the motion. Motion Passed Unanimously.

Adam recommended to renew the CD with Opportunity Bank. Right now a 4-month CD is 3.75% and a 10-month CD is 4%. "We have earned \$4,800 in interest and I say, since we have cash in the savings account and we are starting to sell tickets soon, that we renew it for 10 months at the higher rate," he said.

Regarding the upcoming FY2025/2026 budget, Adam and Casey met. Adam reported he and Casey recommend reducing the ticket revenue budget to \$125,000 and increasing the advertising budget to \$55,000. Regarding the expense budget, Adam suggested object code #220 being at \$15,000, #335 at \$3,000, #360 at \$6,000, and #212 to leave as is. Even though the PA system was purchased already, we may have other small equipment needed this year. He then recommended to the Board to increase Crystal Turner's wage to \$500/month. "You've got to remember this is like an overtime rate for our employees because they work other jobs already," Adam said. Crystal offered to leave the room so the Board could further discuss but the Board said

she could stay. Gene Townsend moved to increase Crystal's wage to \$500 a month. Ann Price seconded the motion. Motion Passed Unanimously. Adam said that would mean that the salaries and wages budget (Code #110) would need to be bumped to \$19,000. Adam Miller moved to submit the above recommended budget to the City. Gene Townsend and Ann Price seconded in unison. Motion Passed Unanimously.

Crystal explained that the Marketing Director and the Sales Manager contracts both expired in December of 2024. However, Christina is still performing these duties. Crystal said she did not understand why the contracts were year to year, so she drafted new ones starting January 1, 2025 and going until Christina resigns or the Board wished to terminate the contract, rather than having yearly ones. Gene Townsend moved to approve Christina Kamps' contracts. Ryan Hamilton seconded the motion. Motion Passed Unanimously.

Next, Crystal explained David Hollenback submitted the 2025 photography quote, which is allowing him to camp within the arena and then all the pictures for \$250. Ryan Hamilton moved to approve. Ann Price seconded the motion. Motion Passed Unanimously.

Rodeo & Events

Crystal reported the VFW (Jack Dyer) would like to fundraise on Friday night, with Thomas Willis. "Since you all said no one had time to do a gun raffle, I offered other nonprofits the opportunity to fundraise or raffle something like the DeLaittre Memorial had last year," she said.

Regrading committee shirts - we need to take inventory but the teenage helpers in the chutes are swimming in their shirts. It was recommended to get like 10 more men's small shirts. Crystal to order 25 in total, in a variety of sizes. (After the meeting, Christina, Casey and Crystal went and counted existing inventory and there were plenty of Men's mediums, Large and 2 XL - and 2 women's mediums.) Crystal to talk to Sam Hamilton about what sizes the kids need.

Ann Price reported that Leilani will sign the National Anthem again both nights for the TF Rodeo.

Committee Reports

Master Plan: Casey said Mike Helzer is getting parts ordered. Another electrician has donated labor (a former lineman from N.W.E.) to help get this project done.

Bleacher Addition: Nothing to update.

PA System: Adam explained what happened with Hutchinson's last use of the PA system (it was like someone yanked the cords right out of the box). Kids were also using it and trying to connect via Bluetooth, so all the buttons were pushed in mixed order. There was discussion on a rental agreement and whether or not requiring a deposit should be included. Crystal had reviewed the rental agreement and said most of the time people do not send a deposit check, but perhaps one should be required and it may need to be higher to cover the PA equipment. Crystal also questioned by the Cook Shack was available to rent asking, "Do we really want the liability of others using the grill, or access to our inventory?" Gene explained that there used to be one person who rented the Cook Shack that was part of the 4th of July Team Ropers. "She just used the space and our fridges, and brought a BBQ." Crystal recommended removing the Cook Shack rental due to the liability and hassle to move all our stuff when/if folks rent it. She has reached out to MMIA regarding liability of using the various kitchen equipment and is awaiting their recommendation. She read aloud a new paragraph regarding checking out keys, that renting the arena includes the Crow's Nest, but not necessarily the Barn Building. This was highlighted in three paragraphs at the beginning of the application instead of at the end, and in larger font so the application is no longer 1 page. The Board asked if port-a-potties are even \$20 charge to the Rodeo or if that needed updated too. She will work on additional revisions per the Board's comments. (Update - MMIA said expectations should be set such as "we will train you how to use the grill and it must be cleaned in this way" or "garbage must be hauled to the dumpster provided" and "the Cook Shack will be left in the same condition as it was given" all outlined clearly to the renter. MMIA also recommended a phone number be provided so that if they have questions, or something breaks, they have the opportunity to let someone know ASAP.)

Gene reported it is finally time to raise the food prices in the Cook Shack. He plans to increase hamburgers to \$9, cheeseburgers to \$10, hot dogs to \$5, so the Big Dog cost will go up as well. Gene will get the prices finalized and to Christina who will print new Cook Shack order forms.

Special Projects: Mike Lane said he ordered a 20-yard dumpster for the rodeo as it seemed to work last year. Casey reminded him he hauled the dumpster to the landfill on Saturday morning to empty it, but that is fine.

There was no update on the ATM lease agreement draft sent to Ascent Technical yet.

New Business

Discussion regarding volunteer gift certificates. Ann Price handled this last year, but she will be having back surgery in Utah and unable to take on this task. She will also be unable to work the back gate, but has Ranee Berg lined up to take her place. Crystal

will work with Elizabeth Varnes at Murdoch's to try and get at least 125 \$25 gift certificates at a discounted rate (last year they were \$22.50 each cost to the TFRA).

Crystal will reach out to FCCLA again to see if they would help cleanup on Saturday morning.

The next meeting will be 6/30/2025 at 5:30 at the Cook Shack.

With no further business, Ann Price moved to adjourn. Ryan Hamilton seconded. Motion passed unanimously. Meeting adjourned at 6:40pm.