**Three Forks Rodeo Arena Board of Directors**

Minutes of Meeting held Monday, February 4th, 2019

Our meeting was held this date at the conference room at Industrial Automation Consulting and called to order at 5:36 pm. Present were Kelly Cooper Bugland, Mike Lane, Casey Elmose, Gene Townsend, Chuck Wambeke and Executive Secretary Christina Kamps. Adam Miller gave advance notice that he would be out of town and Whobee Hughes was unable to make it due to calving season.

Denny Nelson was introduced as the only guest at the meeting. He has accepted the position of project manager for the bleacher project.

Minutes were distributed in advance of the meeting. Kelly moved to approve. Gene seconded. All were in favor.

Christina read a list of claims for approval totalling $1,977.80. The amount included $1275.00 for the annual dinner, $360 for insurance coverage for High School Rodeo and $200 advertising expense for MIss Rodeo Montana. The remainder was comprised of utilities and professional services. Casey motioned to approve the bills and Kelly seconded. All were in favor.

Chuck noted that the event data collection process should move from the finance and fundraising committee to the internal operations committee. Kelly reported that Kelly Smith thought we should do a fundraising campaign such as Go Fund Me for the bleachers. Christina mentioned if we do online fundraising, we should host it through our own account instead of Go Fund Me and keep them from taking a cut. Chuck agreed we would do some sort of fundraising campaign.

The topic of using a cloud-based accounting solution was brought up. The City doesn’t have the ability to generate invoices through their accounting software. Christina has been doing a ghost account through Quickbooks to issue invoices, but that is not reconciled since funds are paid to the City and deposited. She and Chuck both think that a cloud-based system could be good so that City has access to same system and can receive payments into the same system, then entering into their accounting system as general journal entry. This will give us the ability to generate financial reports much easier than we’ve been able to since the financials were turned over to the City. We have not talked to Kelly and Crystal yet on their thoughts. Christina will do that later this week. Christina recommends having both Paypal and Stripe services for credit card acceptance. Stripe works better for online ticket sales, but Paypal offers the ability to accept cards through mobile readers, necessary at the rodeo. Christina will continue to investigate options on the cloud based software and get it nailed down in advance of the new fiscal year.

HIgh School Rodeo numbers were down significantly last year and we appealed to the stock contractor and the High School Rodeo office for solutions. It was suggested that we could double up rodeos on a day to draw more contestants. Discussion was held between the Rodeo Office, the Stock Contractor and Larry Wabeke and we will run two rodeos back to back on Saturday April 27th, and one on Sunday, April 28th. This will of course mean a longer day on Saturday and the need for committed arena workers. We will have worker sign-up sheets for shifts and get people committed at the dinner on Thursday.

Also on Thursday, a meeting with Dick Lyman is scheduled at 5 pm in advance of the dinner. Chuck has gathered a list of items for discussion and asked for additional input. Kelly will pick up drinks. Chuck reviewed his address to City Council and the same report will be given at the annual dinner.

We reviewed items on the yearly checklist. Christina suggested that we might consider prizes other than buckles for this year. Gene and Casey liked the idea of jackets. Can offer certificates for redemption so that sizing is correct. Christina will check with Joe Petersen as well and go from there.[a]

Bleacher project. Two weeks ago, Denny & Chuck met with Susan Swimley to learn what was needed from a contractual standpoint to move forward with the project. We need to hire an engineer to evaluate the structural integrity of the used bleachers as they stand, do soil analysis etc. An RFP was put together and we’ve received two responses. One from Gaston Engineering with AE Dynamics; the other from TD&H with 45 Architecture & DCI. Chuck commented that . TD&H has definitely put some time into their proposal with a solid understanding of our timeframe. Denny remarked that the TD&H team was the engineer of choice for the Bozeman Stadium project and was also the proposing engineer for the School project here. Their quote is time & expense on top of costs at $13,000. Gaston gave fixed cost lump sum quote of $38,850.

Denny reported on new information he came across. He went to see Brett Aune, our contact with Jackson Contracting, on Friday and talked with the VP of Jackson while in the waiting room. The VP told him that the bleachers may not be available to us until after September. Explained a concept called “turning over the project”. Until that project is turned over to Bozeman School Board, there’s a stipulation that they can’t tear out the bleachers. This is different than the understanding we have with Brett Aune and TD&H. Denny thinks we need a verification from Brett on the date that they can be removed and thinks he can get that nailed down in the next day or two.

Chuck prefers the way the TDH proposal is put together and likes the pricing structure. Kelly asked if we can put a cap on that proposal. Denny mentioned that when get into various stages, we can stipulate limits. Kelly agreed, it seems like an a la carte option and would allow us to plan for stages and current unknowns. Kelly made motion to accept the proposal from TD&H. Mike seconded. All were in favor.

Denny presented site drawings with proposed Van Winkle bleachers layout in place. The drawing show those bleachers will fit nearly perfectly along the main side.

With Adam and Whobee’s absence, we are not sure of the status of Whobee’s contract renewal.

Our next meeting will be March 4th at 5:30 pm. Gene made a motion to adjourn and Casey seconded. All were in favor. Meeting adjourned at 7:01 pm.