

# Gardiner Chamber of Commerce

216 Park Street  
PO Box 81  
Gardiner MT 59030-0081

Phone: 406.848.7971  
E-mail: [executivedirector@gardinerchamber.com](mailto:executivedirector@gardinerchamber.com)



*The Gardiner Chamber of Commerce serves our community through developing local tourism while endorsing stewardship of the Yellowstone Ecosystem.*

Meeting date: **Thursday, December 16, 2021 from 12:00 PM to 1:00 PM**

Location: Gardiner Chamber of Commerce 216 Park St. Gardiner, MT & [Virtual via Zoom](#)

Purpose: Regularly Scheduled Monthly Board of Directors' Meeting

## **Agenda:**

### **1. Chamber Business**

#### **1.1. Roll Call & Introductions**

*Kelly Burns, Debbie Mackey, Sarah Ondrus, Alex Roberts, Mike Skelton, Sabina Strauss  
Excused Absence: Mike Keller & Amanda Hagerty Absent: Chelsea Dewesse*

#### **1.2 Approval of Prior Meeting's Minutes**

*Ondrus made a motion to approve the November Board Meeting Minutes. Burns seconded the motion.  
Minutes approved without discussion.*

#### **1.3 FY22 Budget**

*This agenda item was discussed after agenda item 1.4 Policy & Procedures Manual Update*

### **CVB Budget**

Petcoff had previously emailed a proposed increase to the CVB budget for Board approval since lodging tax collections have increased past the original forecasted projections for the CVB FY22 Marketing Plan. Skelton explained that these changes were also recommended by the CVB Committee.

*Ondrus made a motion to approve the CVB FY22 Budget. Roberts seconded the motion. CVB FY22 Budget approved without discussion.*

### **GCoC FY22 Budget**

Petcoff had previously emailed the proposed Gardiner Chamber of Commerce FY22 operating budget to the Board for their review. This budget had been updated since discussion at the October Board meeting where an in-depth account of each line item was explained.

Strauss stated that in prior years a current Budget vs. Actual was distributed along with the proposed budget so that Board members could see the difference in line items and wanted to make a motion to approve the budget with a review of the current financials as she had questions regarding certain items. Skelton explained

that the proposed budget was determined by looking at the Profit & Loss of the Chamber from January 1, 2021 through December 7, 2021 and gave Strauss his hard copy for her review. He explained that many line items were increased or decreased due to inflation, rising visitation, experiences from the 2021, and allocating for potential "What if?" circumstances.

Skelton iterated that the Operations Account is funded from 10% received from the Gardiner Resort Tax Area District which can be used for general operations and the Capital Account is funded from 15% received from the Gardiner Resort Tax Area District which can only be used towards payments for the Visitor Center. He stated that with the funds currently on hand and projected collections, the Chamber should be in a good financial position to pay off the building when the balloon payment is due in February of 2025.

Skelton clarified that Merchant Fees increased due to the Chamber accepting online payments; the \$119 allocated to registration fees were regarding the Chamber's Registered Agent; that the Chamber is responsible for plowing the Park Street parking lot.

*Mackey made a motion to approve the Gardiner Chamber of Commerce FY22 Budget. Ondrus seconded the motion. Gardiner Chamber of Commerce FY22 Budget was approved.*

#### **1.4 Policy & Procedures Manual Update**

*This agenda item was discussed prior to 1.3 FY22 Budget*

Skelton began discussion regarding the Gardiner Chamber of Commerce Annual Budget because the current Policy and Procedures Manual states the following duty for the President, Vice President, and Treasure roles on the Executive Committee.

- Assist the Executive Director to produce a draft of the Chamber's Annual Budget in September to be presented to the Executive Committee for review. Then presented to the Board of Directors each October and seek approval in November.

Skelton proposed to update the duty for the President, Vice President, and Treasure roles on the Executive Committee in the Policy and Procedures Manual to the following, changes are shown in red.

- Assist the Executive Director to produce a draft of the Chamber's Annual Budget in ~~September~~ **October** to be presented to the Executive Committee for review. Then presented to the Board of Directors each ~~October~~ **November** and seek approval in ~~November~~ **December**.

This change was proposed to allow for more accurate budget discussions and due to the fact that the Chamber cannot receive a proper estimate of funding from the Gardiner Resort Tax Area District until October.

Strauss made a motion to update the manual but suggested adding verbiage to explain why the change needed to be made. After discussion, the following was proposed, changes and additions shown are shown in red:

- Assist the Executive Director to produce a draft of the Chamber's Annual Budget in **October** to be presented to the Executive Committee for review. Then presented to the Board of Directors each **November** and seek approval in **December**. **To better align with the final tax receipt numbers from the Gardiner Resort Tax Area District.**

*Final motion to update the changes to the manual was made by Strauss. Ondrus seconded the motion. Motion approved unanimously.*

Skelton updated the Board that the GRAD funds were approved for Petcoff's resort tax requests for the Bear Proof Trash Cans and the AED. The Gateway Hose Company offered to supply the Gardiner Chamber of Commerce with an AED so that the money approved through GRAD for the AED could be awarded to another organization.

## **1.5 Election of BOD 2022**

Skelton reminded the Board that the Membership will be voting at the January Annual Meeting on 4 open Board of Directors seats. Of the 4 seats both Mike Keller and Sarah Ondrus are seeking re-election. Kelly Burns and Alex Roberts will not be seeking re-election. Skelton thanked both Roberts and Burns for their service on the Board. He communicated that two members have expressed interest in running, Billie Taylor with Yellowstone Rough Riders and Trina Smith with B Bar Ranch (whom has serviced previously on the Board).

Skelton told Board Members that if they knew of anyone else interested to contact Petcoff.

Strauss asked for clarification regarding Board terms and voting. Skelton explained that previously serving on the Board of Directors a member could serve two consecutive two year terms but now a Board of Directors member can serve three consecutive two year terms, however, the Board of Directors member seeking more than one two year term, must be re-elected by the membership at the end of each two year term.

## **2. Committee Updates**

### **2.1 Mary Wilson – Yellowstone NPS**

Wilson reported that YNP has received much needed snow and that both the Old Faithful Visitor Education Center and Mammoth Albright Visitor Center are open daily 9am – 5pm. The Canyon Visitor Education Center will be open 9am – 2pm and the Capacity in the building is 50 people. Reminder masks are required in all buildings.

Wilson stated that a press release will be coming in early January 2022 regarding the Sesquicentennial of YNP outlining the different events the park will be participating in. Additionally, YNP is working on a release regarding 2022 road construction projects.

Wilson said that we may be receiving calls regarding the bison culling, as IBMP has recommended culling 600 - 900 bison in order to keep their numbers in YNP around 5,700 by the time the bison calves are counted in spring 2022. To learn more, you can reference the YNP site for updated numbers.

### **2.2 Mike Thom – US Forest Service – Not Present**

### **2.2 Director's Report – Terese Petcoff –**

*Mike Skelton reported the following on Petcoff's behalf.*

Thank you to everyone who came out to the first hybrid Gardiner Christmas Stroll & Street Fair. We received a so many compliments and consider the event a huge success. Hopefully next year you will be able to visit us at the main Chamber building!

If you haven't seen my email please mark your calendars for December 21, 2021 @ 10:00 am to reserve your ad space in the 2022/2023 Gardiner Travel Guide.

I Have confirmed with the GGCC that we can reserve the Community Center for the Annual Meeting on January 20<sup>th</sup>. If it is okay, I would like to keep the normal evening time of 6pm – 8pm.

The open Office Manager position was announced in the Gardiner Community Newsletter on December 8<sup>th</sup>. Please encourage anyone you think may be a great fit to apply!

Lastly, I just want to say thank you to everyone for a GREAT year! I would like to give a special thanks to the Executive Committee for the countless volunteer hours they have devoted to getting this place into even better shape. I have had more fun this year at this job than I ever thought possible and look forward to many more years to come!

Skelton continued to breakdown the reasoning behind the budget increases or decreases proposed in the CVB budget approved previously in the meeting.

## **2.3 Office Manager's Report – Sara Fleming**

*Mike Skelton requested Zondra Skertich read Sara Flemings final Office Manager report.*

Skertich read a letter from Fleming describing her fulfilling time at the Chamber; highlighting the many accomplishments and benefits that Chamber has completed in her time of employment for the community of Gardiner.

## **3. Outstanding Business**

### **3.1 Sesquicentennial Celebration**

The Sesquicentennial Celebration discussion began with conversation on the schedule of YNP road closures was discussed and Wilson confirmed the roads are closed gradually. Wilson communicated that a larger event was discussed but due to staffing, record breaking visitation, and various other factors a large-scale event like the NPS Centennial Celebration would not be possible and the idea is to do somethings that would recognize it in a smaller fashion.

Discussion continued regarding a possible local event perhaps later in the summer of 2022 in the Gardiner Community Center.

## **4. Public Comment**

**Date of Next Meeting: January 20, 2021 Evening Time 6pm – 8pm, Annual Meeting of the Members**