

**Board of Directors Meeting
Kalispell Tourism Business Improvement District
Wednesday – January 6, 2016
3:00 pm – 5:00 pm**

Location: Hampton Inn, Kalispell

AGENDA

3:00 pm Meeting Called to Order: Janet Clark, Chair of the Board

Hear from the Public

Members of the public are invited to present information related to the Tourism Business Improvement District. Presenters are limited to three (3) minutes each.

Business Meeting

Board Action Items

- a) Approval of minutes from December 2, 2015
- b) TBID financial statements for November, 2015
- c) KCVB Event Grant Application – NW Regional Elementary Duals, April (Wrestling)

2015 Year In Review Presentation - Diane Medler, Dawn Jackson and Vonnie Day

Reception

Enclosures: December 2, 2015 minutes
TBID financial statements for November 2015
Event Grant Application
2016 TBID Board meeting schedule

For Further Information, Please Contact:

Janet Clark, Board Chairman jc@clarkmontana.com or 406-755-8100
Diane Medler, KCVB Director diane@discoverkalispell.com or 406-758-2808

2016 TBID Board Meeting Schedule (subject to change)

January 6	February 3	March 2	April 6	May 4	June 1
July 6	August 3	September 7	October 5	November 2	December 7

Note: Other than the meeting starting time, times listed are approximate and agenda items may be rearranged. Action may be taken on any item listed on the agenda. Public comment is welcome on all items.

Board of Directors Meeting
Kalispell Tourism Business Improvement District
Location: Kalispell Chamber of Commerce
December 2, 2015
3:00 pm – 5:00 pm

Location: Kalispell Chamber

Minutes

Board Members Present: Janet Clark, Lisa Brown, Vanessa Nordahl, Dan Moderie Dawn Hendrickson, Laurie Schultz

Board Members Absent: Nautam Patel, Lisa Brown

Staff Present: Diane Medler, Dawn Jackson

Visitor: none

Meeting was called to order by Janet Clark, Board Chair, at 3:20 PM.

1. Hear from the Public – no public comments
2. Board Action
 - a. Approve minutes from the November 4, 2015 meeting:
Action: Motion was made by Dawn Hendrickson to approve the minutes. Motion seconded by Dan Moderie. Discussion: none. Board approved unanimously.
 - b. TBID financial statements for October, 2015:
Action: Motion was made by Janet Clark to approve the financial statements. Motion seconded by Dan Moderie. Discussion: none. Board approved unanimously.
 - c. TBID Associate Membership Application – La Quinta Inn & Suites
Action: Motion was made by Vanessa Nordahl to accept the application from La Quinta to join the TBID as an Associate Member. Motion seconded by Dawn Hendrickson.
Discussion: none. Board approved unanimously.
 - d. Approve pledge of marketing funds for United Airlines direct service to SFO, summer 2016
Action: Motion was made by Dawn Hendrickson to approve \$5,000 pledge towards marketing funds if the United Airlines SFO flight is awarded to Kalispell. Motion seconded by Vanessa Nordahl.
Discussion: United Airlines is not requesting a revenue guarantee but is asking for marketing dollars to be pledged to promote inbound and outbound ridership. The \$5,000 TBID funds would be matched by \$5,000 from the Whitefish CVB, \$5,000 from Glacier AERO and \$5,000 from FCEDA for a total of \$20,000. Notice of award should be finalized this month. If the flight is awarded, the KCVB and WCVB will be part of the marketing committee and assure that funds are directed to promote inbound passengers. Although the flight is slated to run July 1 – August 28, the board agreed that with 300+ new hotel rooms coming in to the market we need to continue to promote in new markets even for summer. Also it is strongly believed that if the flight is awarded, after the summer run there is a strong chance United would extend the flight. The \$5,000 will come out of the TBID rollover funds.
3. Board Discussion
 - a. Dragon Boat Festival – 2015 Dragon Boat festival ended with a negative account variance of \$20,572. Factors that created the variance were a decline in team registrations (73 in 2014, 60 in

2015) which is attributed to Canadian dollar and change of venue. Event infrastructure does not change with 60 versus 70 teams, costs are still the same just revenue is down. Second factor was the expenses necessary for closure of Lakeside Blvd which included fencing of private properties, rental fees for use of private properties. Those expenses will not be necessary in following years unless the team registrations were higher than 85. Registration fees for 2016 have been increased, the TBID annual sponsorship of the event has been increased by \$5,000, and the CVB will identify any areas where costs can be cut. Funds to reimburse the budget shortfall will come from the TBID rollover funds available.

Pond Hockey- 42 teams have registered to date, 10 more teams than same time last year. E-newsletter was sent to all registered players promoting the individual Pond Hockey packages provided by the TBID properties. Included message to call hotel and book direct to receive the discounts. Message will be repeated later December and in January.

- b. TBID Rollover Funds – Diane and Dawn provided the board with an updated spreadsheet indicating how the \$160,000 of TBID rollover funds will be allocated. 10% or \$52,500 will be saved as emergency fund should revenues decline dramatically. That leaves \$107,500 available for allocation. CVB has identified projects totaling \$73,772. That leaves \$33,728 for a project to be determined.
- c. Workforce Concerns – due to the low attendance at the meeting this discussion will be tabled to a later date.
- d. Updates on new lodging developments – 325 new rooms coming into the market during 2016
Cedar Creek Lodge in CFalls: 64 rooms and 3,000 sq ft meeting space, completion summer 2016.
Downtown Whitefish hotel (Averills): 84 rooms, spring 2016
Hampton Inn Whitefish: 76 rooms, approx 900 sq ft meeting space, spring 2016
Mariott Springhill Suites Kalispell: 101 rooms, spring 2016
- e. Group, M&C updates – Dawn researched several contact management systems and after several demonstrations and receiving positive feedback from other CVB's we are going to subscribe to IDSS. This will allow us to manage M&C and group database, have an improved way to interact with TBID properties for RFP's and other room blocks, prepare professional reports and proposals and the system will also help our event registration and volunteer management. CMS system is an approved item in the TBID budget. IDSS will come to Kalispell to do training as well as training for TBID properties. Dawn provided an updated on the April MT Governor's Conference on Tourism , the proposed spring M&C FAM, vendor tours and agri-tourism initiative.
- f. Marketing updates – October Star Report: occupancy up 3.7% to 52%, ADR was down 0.9% to \$79.36, RevPAR up 2.7% to \$41.27. Magazine articles included Food & Travel, Farm & Ranch Living, NW Travel & Life. CVB sponsored Mike Howe with A-Able Fishing to attend the St. Paul Ice Fishing Show and will distribute Kalispell collateral and postcards promoting ice fishing and the TGO Fishing shows. CVB is hosting a Chicago journalist January 9 – 12 to promote the direct Chicago flight on United. Redesign of package page of website has been redesigned to make it more user-friendly and better showcase the packages. TBID FY16 first quarter revenue was down 6% over last year, total collected was \$209,450.88. The Kalispell Hostel has opened, located above Wheatons. Diane

proposed that the board consider allowing the Hostel to join the TBID as an associate member. Bicycle tourism is growing and being promoted by the state office of tourism. Discussion will continue at the next meeting.

Meeting was adjourned at 4:30 PM

Respectfully Submitted: Diane Medler

For Further Information, Please Contact:
Diane Medler, CVB Director, diane@discoverkalispell.com or 406-758-2808

Kalispell Tourism Business Improvement District
Summary of Financials
December 2, 2015

TBID General Funds – Expense Summary November 2015

Admin: City admin fee; Rent; postage; bookkeeping; telephone, misc. mileage/expenses; quarterly storage unit fee; email hosting

Website: general maintenance; package page updates; website reporting; SEO

Consumer Marketing: airport stocking; social media admin; TGO Kalispell episode promotions; Calgary Women's Show expenses

Event: event operation mgmt. monthly payment for November (Rob)

Meetings & Convention: payment for POMA stickers

Publicity: Winter FAM planning; winter web slider updates; fall slider updates; reactive requests (Outdoors NW Mag, Seattle Met, NW Traveler); ed cal pitches; PR reporting

KCVB Event Funds - Summary January through November 2015

Dragon Boat: (2015 - \$45,572 TBID)
Balance forward from 2014: (\$1,907.57)
Income - \$116,284.25
Expenses: \$127,669.92
Balance – (\$13,293.24)

Rodeo 2015: (2015 - \$30,000 TBID)
Balance forward from 2014: \$1,341.47
Income - \$152,693.02
Expenses - \$161,142.64
Balance – (\$3,378.15)

Spartan 2015: (2015 - \$25,000 TBID)
Balance forward from 2014: \$2,276.64
Income - \$36,749.62
Expenses – \$31,601.71
Balance - \$7,424.55

Pond 2015: (2015 - \$25,000 TBID)
Balance forward from 2014: \$37,424.34
Income – \$77,714.32
Expenses – \$66,433.88
Balance – \$48,704.78

Tourism Business Improvement District

Balance Sheet

12/19/15

As of November 30, 2015

Accrual Basis

Nov 30, 15

ASSETS

Current Assets

Checking/Savings

1010 · Checking

84,393.15

Total Checking/Savings

84,393.15

Accounts Receivable

1200 · Accounts Receivable

1,220.45

Total Accounts Receivable

1,220.45

Total Current Assets

85,613.60

Fixed Assets

1710 · Office Equipment

3,954.84

1820 · Web Site Development

25,230.44

Total Fixed Assets

29,185.28

TOTAL ASSETS

114,798.88

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 · Accounts Payable

56,217.04

Total Accounts Payable

56,217.04

Total Current Liabilities

56,217.04

Total Liabilities

56,217.04

Equity

32000 · Unrestricted Net Assets

164,312.26

Net Income

-105,730.42

Total Equity

58,581.84

TOTAL LIABILITIES & EQUITY

114,798.88

Tourism Business Improvement District

Profit & Loss

12/19/15

November 2015

Accrual Basis

	Nov 15	Jul - Nov 15
Income		
4000 · TBID Revenue	0.00	140,636.00
4100 · Interest Income	5.14	30.54
Total Income	5.14	140,666.54
Expense		
5000 · Staffing	15,034.50	91,973.80
5100 · Administrative		
5350 · City of Kalispell Admin Fee	0.00	3,515.90
5110 · Bank Fees	19.15	106.62
5125 · Bookkeeping	148.75	997.50
5140 · Office Supplies	8.97	65.18
5145 · License & Tax	0.00	550.00
5150 · Postage & Copies	42.30	299.76
5160 · Rent	700.00	3,500.00
5165 · Storage Unit	0.00	180.00
5180 · Telephone	342.10	1,059.30
5185 · Travel & Entertainment	71.63	345.90
5190 · Technology Support	50.00	250.00
5195 · Equipment (Software)	0.00	198.48
Total 5100 · Administrative	1,382.90	11,068.64
5200 · Research & Education		
5210 · Smith Travel Reports	0.00	5,500.00
5230 · Organizational Memberships	0.00	500.00
Total 5200 · Research & Education	0.00	6,000.00
5250 · Web Site		
5270 · Maintenance & Enhancements	2,775.25	3,870.63
5280 · SEO & SEM	204.00	7,204.00
Total 5250 · Web Site	2,979.25	11,074.63
5400 · Consumer Marketing		
5405 · Photo and Video Library	5,000.00	5,099.00
5430 · Social Media Admin & Adv	828.75	1,858.71
5440 · Creative Services	12,432.39	12,432.39
5450 · Media Buy Online	2,500.00	13,052.12
5460 · Travel Show Attendance	2,208.00	3,599.69
5480 · Airport Displays	50.00	350.00
5420 · E-Marketing	1,861.05	2,092.75
Total 5400 · Consumer Marketing	24,880.19	38,484.66
5500 · Event Marketing		
5548 · Events Operations Management	1,750.00	11,000.00
5501 · Dragon Boat	0.00	25,000.00
5509 · Pond Hockey	0.00	30,000.00
5549 · Other Event Marketing	0.00	1,826.88
Total 5500 · Event Marketing	1,750.00	67,826.88
5550 · Meetings & Conventions		
5565 · Meeting Planner Shows	0.00	4,825.76
5570 · Meeting Planner Incentive Progm	-542.68	4,495.09
5574 · M&C Guide	0.00	200.00
Total 5550 · Meetings & Conventions	-542.68	9,520.85
5650 · Publicity		
5660 · Travel Media FAM	2,337.43	3,196.56
5665 · PR/Story Pitches	5,049.00	6,621.50
5680 · Kalispell Merchandise	0.00	629.44
Total 5650 · Publicity	7,386.43	10,447.50
Total Expense	52,870.59	246,396.96

11:54 AM

Tourism Business Improvement District

12/19/15

Profit & Loss

Accrual Basis

November 2015

	Nov 15	Jul - Nov 15
Net Income	<u>-52,865.45</u>	<u>-105,730.42</u>

Tourism Business Improvement District
Profit & Loss Budget vs. Actual
 July through November 2015

	Jul - Nov 15	Budget	\$ Over Bud...	% of Budget
Income				
4000 · TBID Revenue	140,636.00	632,500.00	-491,864.00	22.2%
4100 · Interest Income	30.54			
Total Income	140,666.54	632,500.00	-491,833.46	22.2%
Expense				
5000 · Staffing	91,973.80	206,635.00	-114,661.20	44.5%
5100 · Administrative	11,068.64	28,865.00	-17,796.36	38.3%
5200 · Research & Education	6,000.00	8,000.00	-2,000.00	75.0%
5250 · Web Site	11,074.63	18,000.00	-6,925.37	61.5%
5400 · Consumer Marketing	38,484.66	97,700.00	-59,215.34	39.4%
5500 · Event Marketing	67,826.88	134,072.00	-66,245.12	50.6%
5550 · Meetings & Conventions	9,520.85	75,500.00	-65,979.15	12.6%
5600 · Opportunity	0.00	33,728.00	-33,728.00	0.0%
5650 · Publicity	10,447.50	30,000.00	-19,552.50	34.8%
Total Expense	246,396.96	632,500.00	-386,103.04	39.0%
Net Income	-105,730.42	0.00	-105,730.42	100.0%

KALISPELL CONVENTION & VISITOR'S BUREAU
EVENT BALANCES
Accrual Basis

	DRAGON BOAT	POND HOCKEY	SPARTAN RACE	MT HS RODEO	WAYFINDING	TOTAL
2014 Balance Forward	(1,907.57)	37,424.34	2,276.64	1,341.47	63,100.00	102,234.88
January 2015	425.00	1,327.03	0.00	(628.38)	0.00	1,123.65
February 2015	(269.83)	(22,224.04)	0.00	(1,088.00)	0.00	(23,581.87)
March 2015	3,455.00	(5,863.58)	24,870.29	1,000.00	0.00	23,461.71
April 2015	1,408.75	(7,935.06)	(4,649.87)	34,400.76	0.00	23,224.58
May 2015	4,490.56	(1,000.00)	(10,957.76)	20,476.84	0.00	13,009.64
June 2015	(885.95)	0.00	(3,987.00)	(54,020.63)	0.00	(58,893.58)
July 2015	16,342.42	0.00	(127.75)	(2,740.62)	0.00	13,474.05
August 2015	30,955.90	0.00	0.00	(850.00)	0.00	30,105.90
September 2015	(67,931.00)	4,450.00	0.00	(1,629.59)	0.00	(65,110.59)
October 2015	(5,905.39)	7,833.89	0.00	0.00	0.00	1,928.50
November 2015	6,528.87	34,692.20	0.00	0.00	0.00	41,221.07
EVENT BALANCES	(13,293.24)	48,704.78	7,424.55	(3,738.15)	63,100.00	102,197.94

Kalispell Chamber of Commerce
KCVB P&L by Class
January through November 2015

	Dragon Boat	Pond Hockey	Spartan	HS Rodeo	TOTAL
Income					
4025.00 · Program Revenue					
4050.00 · Advertising	0.00	0.00	0.00	500.00	500.00
Total 4025.00 · Program Revenue	0.00	0.00	0.00	500.00	500.00
4700.00 · Special Events					
4225.00 · Beverage Sales	8,374.00	0.00	9,783.37	0.00	18,157.37
4550.00 · Merchandise	50.00	0.00	0.00	2,098.00	2,148.00
4650.00 · Parking/Camping	0.00	0.00	0.00	41,665.02	41,665.02
4700.10 · Registrations	41,026.25	36,450.00	0.00	43,900.00	121,376.25
4850.00 · Sponsors	29,600.00	4,500.00	0.00	19,500.00	53,600.00
4900.00 · Ticket Sales	4,288.75	0.00	0.00	11,750.00	16,038.75
4925.00 · Vendor Fee	2,700.00	0.00	450.00	3,650.00	6,800.00
4928.00 · VIP Tents	2,400.00	0.00	0.00	0.00	2,400.00
4945.00 · Other Events Revenue	2,845.25	0.00	1,516.25	0.00	4,361.50
Total 4700.00 · Special Events	91,284.25	40,950.00	11,749.62	122,563.02	266,546.89
4400.00 · Grants & Contributions					
4400.10 · Grants	0.00	6,764.32	0.00	0.00	6,764.32
Total 4400.00 · Grants & Contributions	0.00	6,764.32	0.00	0.00	6,764.32
4410.00 · TBID Revenue	25,000.00	30,000.00	25,000.00	30,000.00	110,000.00
Total Income	116,284.25	77,714.32	36,749.62	153,063.02	383,811.21
Expense					
5000.00 · Direct Program					
5000.10 · Purchases	0.00	0.00	0.00	1,000.00	1,000.00
5010.00 · Advertising & Marketing	12,931.25	8,023.56	1,689.75	5,618.22	28,262.78
5020.00 · Apparel	1,310.00	585.00	0.00	0.00	1,895.00
5040.00 · Awards & Recognition	2,862.92	25.00	0.00	30,085.54	32,973.46
5140.00 · Contract Labor	2,120.00	1,251.81	0.00	30.00	3,401.81
5180.00 · Catering	3,257.60	0.00	4,029.70	0.00	7,287.30
5240.00 · Hospitality	125.00	0.00	0.00	0.00	125.00
5320.00 · Leased Equipment/Space	23,402.97	13,155.22	11,112.90	32,590.02	80,261.11
5440.00 · Participant's Materials/Exp	313.50	432.00	0.00	596.45	1,341.95
5460.00 · Permits & Fees	20.00	2,978.00	520.00	129.00	3,647.00
5480.00 · Event Performers	2,350.00	0.00	0.00	3,500.00	5,850.00
5540.00 · Promotor Fee	38,285.28	17,870.13	3,050.00	0.00	59,205.41
5670.00 · Supplies	1,784.40	657.56	171.59	7,805.46	10,419.01
Total 5000.00 · Direct Program	88,762.92	44,978.28	20,573.94	81,354.69	235,669.83
5600.00 · Salaries & Employee Benefits					
5620.00 · Employee Benefits	0.00	333.75	0.00	333.75	667.50
Total 5600.00 · Salaries & Employee Benefits	0.00	333.75	0.00	333.75	667.50
5060.00 · Bank Fees & Service Charges					
5060.10 · Bank & Credit Card Fees	180.60	70.90	0.00	1,296.05	1,547.55
Total 5060.00 · Bank Fees & Service Charges	180.60	70.90	0.00	1,296.05	1,547.55
5560.00 · Building & Maintenance	235.00	0.00	0.00	1,030.00	1,265.00
5260.00 · Insurance	3,430.75	1,173.38	1,649.75	840.00	7,093.88
5160.00 · Contributions & Scholarships					
5160.10 · Contributions	4,000.00	1,750.00	4,000.00	1,000.00	10,750.00
Total 5160.00 · Contributions & Scholarships	4,000.00	1,750.00	4,000.00	1,000.00	10,750.00
5520.00 · Professional Fees					
5780.00 · Web Site	772.87	48.51	0.00	179.88	1,001.26
5520.10 · Professional Services	24,606.75	7,812.12	1,400.00	65,897.85	99,716.72
Total 5520.00 · Professional Fees	25,379.62	7,860.63	1,400.00	66,077.73	100,717.98

Kalispell Chamber of Commerce
KCVB P&L by Class

January through November 2015

	Dragon	Pond	Spartan	HS Rodeo	TOTAL
	Boat	Hockey			
5360.00 · Meetings	25.00	0.00	0.00	0.00	25.00
5500.00 · Printing & Publications	0.00	1,057.00	140.26	5,445.75	6,643.01
5760.00 · Utilities & Phone					
5120.00 · Communications	101.62	0.00	0.00	0.00	101.62
5760.10 · Utilities	0.00	0.00	0.00	255.38	255.38
Total 5760.00 · Utilities & Phone	101.62	0.00	0.00	255.38	357.00
5400.00 · Miscellaneous					
5200.00 · Dues & Subscriptions	300.00	0.00	0.00	0.00	300.00
5580.00 · Research & Surveys	781.83	700.00	700.00	765.00	2,946.83
5400.10 · Other Miscellaneous	1,050.00	0.00	0.00	0.00	1,050.00
Total 5400.00 · Miscellaneous	2,131.83	700.00	700.00	765.00	4,296.83
5420.00 · Office					
5420.10 · Office Supplies	1,113.20	589.83	216.22	688.94	2,608.19
Total 5420.00 · Office	1,113.20	589.83	216.22	688.94	2,608.19
5740.00 · Travel					
5740.10 · Travel/Mileage	1,051.44	1,600.69	160.08	684.41	3,496.62
5720.00 · Transportation	159.90	6,023.00	0.00	0.00	6,182.90
5380.00 · Meals (Staff/Volunteers)	1,098.04	296.42	2,761.46	1,370.94	5,526.86
Total 5740.00 · Travel	2,309.38	7,920.11	2,921.54	2,055.35	15,206.38
Total Expense	127,669.92	66,433.88	31,601.71	161,142.64	386,848.15
Net Income	-11,385.67	11,280.44	5,147.91	-8,079.62	-3,036.94



Event/Program Grant Application

1. Contact Information

Business/Organization: MT Elite Wrestling

Designated Event Contact: Matt & Amber Downing

Address: 142 Oberlin Loop

City: Kalispell

Telephone: 890-8748 (Matt) 890-3388 (Amber)

State: MT **Zip:** 59901

Email: mtelitewrestling@gmail.com

Fax: 406-752-7423

Website: pending

2. Event Information

Event Name: Northwest Regional Elementary Duels

Event Description (please include the event purpose/objectives, entertainment elements, as well as a tentative outline of the schedule of events, attach all relevant documentation):

Our goal is to host a successful tournament for elementary school duel teams from across the Pacific Northwest. The event will begin at approximately 2:30. on Friday, April 8th through 8 p.m. on Saturday, April 9th, 2016. This is a two day commitment from all teams and will require an over night stay of at least one night and possibly two depending on distance traveled. MT Elite is an elementary duel team comprised of the best athletes across the state based out of Kalispell, MT. We currently have 5 Kalispell wrestlers that were invited to be on this team. We have competed in St. Anthony, Idaho (1st place) and Castle Rock, Colorado (Invite only national duel, 4th Place). We will be competing in the Helltown Throwdown Youth Duels in Helena, MT in January. We also will be attending duels in Pocatello, ID in June 2016.

How will this event create room nights in Kalispell hotels from out of area visitors: There are 16 teams anticipated for this tournament with 15 roster spots per duel team along with space for 5 alternates. We already have commitments from teams from Utah, Idaho, Washington, and across the state of Montana.

Proposed number of room nights: 360-480 room nights

Proposed Date(s): Friday April 8th, 2016 - Saturday April 9th, 2016

Load-in Start Time: Friday April 8th, 2016 **Load-out End Time:** Saturday April 9th, 2016

Venue Location: Fairgrounds Expo Building **Event Start Time:** Friday April 8th, 2016 4 p.m.

Event End Time: Saturday March 26th, 2016 5:00 p.m. **Estimated Attendance:** 2000

Description of Audience: All ages and demographics supporting male and female athletes ages 4 to 13 (6th Grade and under)

Is the event free to public, by invitation only or tickets for purchase: This event is open to the public with a gate fee for all non-participating athletes and attendees. Gate fees will be \$5 for adults and \$2 for children with a family maximum of \$15.00

Provide a detailed marketing plan:

Television (include live telecast and air-time information): We do not currently have a plan in place for television marketing.

Radio (include live broadcast and station information):

We are contacting local radio stations to examine the possibility of advertising our duel tournament to radio stations around the valley to boost attendance as well as bring in a few extra local teams to boost competition.

Print:

We have set up meetings with the Flathead Beacon to detail what we are doing with the team and the tournaments we are attending. This will also document the success of the MT Elite team and the fact that we have 5 kalispell wrestlers on this team. This will also include information on the tournament we are hosting here in Kalispell.

Other Marketing (social media, e-news, website, on-line, direct mail, etc.): MT Elite Facebook page and distribution of fliers to all clubs within a 400 mile radius. Our duel is posted on the MT USAW website and will be posted on the Kalispell Wrestling Club website. We also contact all clubs and post to their club Facebook and Web Pages. We will be in contact with the wrestling leaders of different states so that mass distribution to clubs can happen. Mailings and emails to all participating clubs will be sent.

List all corporate sponsors and provide description of sponsorship information: We are working to solicit sponsors for the individual tournament. Sponsors have been established for the MT Elite Duel Team from across the state including State Farm, Able Body, and FattBoys Bar and Grille from the Kalispell Area.

Will food and/or beverage be distributed at the event and who retains revenue? Yes. Montana Elite will provide concessions and manage concession sales. Montana Elite will retain revenue to be contributed back to the club's expenses.

3. Assistance Requested from the Kalispell Convention and Visitors Bureau

please provide detailed description of requested assistance from KCVB (attach additional documents as needed): Montana Elite is requesting KCVB assist by paying the facility rental cost. Also, Montana Elite would like KCVB to contact the city and request delivery of bleachers at no cost.

Please detail any requested assistance from other organization(s): Montana Elite would like to request assistance from the City of Kalispell through free delivery of bleachers for the event taking place. We do request sponsors as this team travels all over the Pacific Northwest attending duels in other states. Local sponsors include State Farm, Able Body Shop, and Fattboys Bar and Grille.

4. History of Event

How many years has this event been conducted: Elementary Duels are a new concept gaining popularity across the Pacific Northwest. This will be the first year Kalispell has hosted a tournament like this.

Site of last event: St. Anthony, ID (Nov 13th-14th, 2015) Castle Rock, CO (Dec 4th-6th, 2015)

List how the event was promoted (list all media used): Event will be promoted through Facebook, the Flathead Beacon, and through interaction with wrestling clubs across the Pacific Northwest. We will also contact radio stations to determine if we can promote the event both prior to and onsite while it is being held. It will also be posted on the MT USAW and Kalispell Wrestling Club websites.

Actual Attendance Numbers (provide complete breakdown if possible): Estimated numbers used for Kalispell Tournament

Flathead County	Participants: 60	Spectators: 180	Total: 240
Residents: Other Montana	Participants: 120	Spectators: 360	Total: 480
Counties: Out of State:	Participants: 120	Spectators: 360	Total: 480
Out of U.S.:	Participants: 0	Spectators: 0	Total: 0

5. References

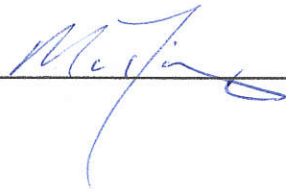
Please list three references who have been involved with this organization and/or event:

Name: Greg Packer **Title:** Upper Valley Aces Coach/St Anthony Duels Coordinator
Address: 535 N 5th W **City:** St. Anthony **State:** ID **Zip:** 83445
Telephone: 208-709-3847 **Email:** packgreg1983@gmail.com

Name: Rich Vasquez **Title:** MT Elite Head Coach
Address: 77 Konley Drive **City:** Kalispell **State:** MT **Zip:** 59901
Telephone: 406-212-8782 **Email:** painistemporary@yahoo.com

Name: Joe Rahn **Title:** Helena Wrestling Club Board/ Helltown Throwdown Duels Coordinator
Address: 2973 Aspenway Dr **City:** Helena **State:** MT **Zip:** 59601
Telephone: 406-241-1836 **Email:** joebobrahn@yahoo.com

Print Name of Applicant: Matthew and Amber Downing

Signature of Applicant:  _____ **Date:** 11/29/2015

For Office Use Only

Date application received:

2016 Kalispell TBID Board of Directors Meeting Schedule

Meetings held at 3:00 at the Kalispell Chamber unless otherwise notified

January 6	Business meeting and Year In Review Annual Meeting – Hampton Inn
February 3	Approval of projected revenue for next fiscal year budget planning
March 2	Approval of draft marketing plan and budget Nomination process initiated for upcoming board of director vacancies
April 6	Final approval of marketing plan and budget Board nomination approval Election of TBID board officers
May 4	New board members and officers in place
June 1	
July 6	
August 3	
September 7	
October 5	
November 2	
December 7	