**Jamestown Frontier Attractions**

**Minutes**

**February 28, 2025**

**3:00pm**

Attending: David Schloegel, Emily Bivens, Allison Limke, Frank Balak, Erik Laber

Called to order at 3:00pm by President David Schloegel.

Action: Emily moved to approve the minutes; Frank seconded. The group discussed motions did not have names assigned, but as they were written by legal council felt they were acceptable. With no further discussion, the motion carried.

Banking Update: Allison reported that Jamestown Frontier Attractions (JFA) has its own checks ordered. All monies have been moved to the new bank account.

Action: Financial Report, Allison shared the current financial situation. The only current expenses are for Dakota Central wifi/cameras and a reimbursement for Tourism for filing the 1023 and legal fees. Emily moved to approve; Frank seconded. Discussed payment options for the money. Motion carried.

Action: Financial Software, Allison shared about three types of financial software. Frank moved to use Quickbooks Online. Erik seconded. With no further discussion the motion carried.

Report: Insurance, Emily contacted NDIRF, there’s a good chance we can partner with them and the city to cover Directors and Officers insurance. U Insurance has also been contacted and shared a quote for coverage. If we are covered under the city NDIRF policy no further policies are needed.

Report: 1023 filing, Allison and LeAnn filed the 1023 and have received confirmation from the IRS that we are a tax exempt organization.

Action: Policy discussion and approvals, Emily moved to approve the updated policies, Erik seconded, with no further discussion the motion carried.

Action: Staff hiring – create hiring committee, Emily suggested creating a hiring committee consisting of Allison and Emily. We have a General Store Manager from the current staff. Erik moved to approve; Frank seconded. Erik asked about bringing it back to the board. The Group felt the Site Supervisor position would be brought back to the board, but the other hires would not. With no further discussion the motion carried. Emily moved to approve the Site Supervisor job description, Erik seconded, motion carried. Erik moved to approve the hiring of a UJ student to be a marketing intern; Frank seconded with no discussion the motion carried.

Discussion: Priority list for 2025, the board agreed the top three projects will be new signs on Louis L’Amour Lane, a horseshoe experience, and deferred maintenance projects. Deferred maintenance projects included new roofs for buildings with non-insurable shingles and a new awning on the south boardwalk, as well as painting the church steeple. Emily moved to approve; Erik seconded. The group discussed applying to the City Promotional Capital Construction Fund grant program to help cover the costs of the deferred maintenance. Added research for a coin operated horse and the possibility of moving the dental equipment to the medical building and giving that an upgrade. Motion carried.

Report: Soil erosion grant, Emily updated the group about the grant and that we hope to hear back in March or April if we receive it. The grant was applied to by the city.

General Business: Frank asked about deposits and whether a system should be created. The group decided it would be up to the Site Supervisor to create that system. The budget was discussed and whether JFA should create a savings account for big projects. The board agreed there should be a CD or High Yield Savings account.

The next meeting was set for March 26th at 3pm.

Emily moved to adjourn at 4:40pm, Erik seconded. Motion carried.