
Helena Highlanders Association, Inc

Meeting Minutes

February 16, 2025

Call to Order

- The regular meeting of the Helena Highlanders Association, Inc was held at Missouri River Brewing on February 16, 2025.
- Keith called the meeting to order at 10:56 AM.

1. Attendance

Executive Board Attendees:	Keith Greaney (President), Rob Rankin (Vice President), Tami Greaney (Treasurer)
Executive Board Excused:	Christy Leeper (Secretary)
Coordinator Attendees:	Chad MacDonald, Dave Leeper, Heather Rankin, Jason Pettit
Coordinators Excused:	Amber Guge
Member Attendees:	Tim Gregor, Kristine Wiley

Voting Attendees = Executive Board (less President) + Coordinators. Count=6

2. Review & Approval of Previous Meeting Minutes

- Discussion: • No corrections or changes were made.
- Correction: • None
- Keith motioned to approve minutes. Rob 2nd.
- Minutes were approved unanimously.
- Action: • None

3. Treasurer's Report

Financial status for February reported by Tami Greaney.

- Expenses: • Fee to the Association of Scottish Games and Festivals: \$76.88.
- Income: • Sponsorship from St. Peter Hospital: \$1,000
- Bank Account Total: • \$15,090.74
- Taxes for 2024 have been filed.
- Budget Planning for 2025: • Noted potential increase in expenses due to change of judges from Idaho due to conflict for Hamilton judges.
- Estimated Cost Increase: Additional \$1,100.

4. Old Business

2025 Gathering Location	
Current Status:	<ul style="list-style-type: none"> • East Helena Rodeo Grounds location is confirmed.
Discussion:	<ul style="list-style-type: none"> • Suggested amendment to the contract to include a cancellation clause requiring notice at least four months in advance. • Contract details being reviewed, including electricity provisions. • Determining whether the organization will be open to the public and subleasing to vendors. • Recommendation to set a flat fee for vendor charges to prevent renegotiations. • Suggested amendment to the contract to include a cancellation clause requiring notice at least four months in advance. • Keith motioned to review and amend the 2025 location contract, especially the cancellation clause. Rob 2nd. Passed.
Action:	<ul style="list-style-type: none"> • Aim to sign the contract by July 1st to secure the location.
Infrastructure	
Current Status:	<ul style="list-style-type: none"> • In progress.
Discussion:	<ul style="list-style-type: none"> • Jason found one tent that is \$3,800. • Discussed borrowing Boyscout tents or asking for tent donations.
Action:	<ul style="list-style-type: none"> • Jason will continue to search for tents and will report next meeting. • Rob will reach out and inquire about an in-kind donation of tents from Boyscouts.
Feather Flags for Honored Clan	
Current Status:	<ul style="list-style-type: none"> • In progress
Discussion:	<ul style="list-style-type: none"> • Tami Greaney reported that Fast Signs quoted \$258 with no discount. • Tim informed group that Fast Signs is willing to help with other signs that they can make in-house at a discount. • Heather motioned to purchase the flag. Keith 2nd. Passed.
Action:	<ul style="list-style-type: none"> • Tammy will purchase the flag.
Entertainment for 2025 Gathering	
Current Status:	<ul style="list-style-type: none"> • Confirmed Entertainment: <ul style="list-style-type: none"> ○ Pipers are confirmed and will have a tent. ○ Tiernan Irish Dancers
Discussion:	<ul style="list-style-type: none"> • Booking Max Armstrong: <ul style="list-style-type: none"> ○ Agreed to hire fiddle player Max Armstrong for \$600. ○ Performance: 2-3 sets, one hour each. ○ Requirements: <ul style="list-style-type: none"> ▪ Hotel accommodation for Max and his fiancée for 2 nights. ▪ Provision of food vouchers for vendors and demonstrators. ▪ PA system considerations due to the absence of a stage. • Alternative Stage Options: <ul style="list-style-type: none"> ○ Potential rental of affordable stages from Lakeside for \$2,500. ○ Exploring use of the Army National Guard recruiting stage trailer with banner placement.

	<ul style="list-style-type: none"> ○ Tami motioned to hire Max Armstrong and pay for his hotel room. Keith 2nd. Passed.
Actions:	<ul style="list-style-type: none"> ● Kristine will inquire about the use of the Army National Guard stage trailer. ● Confirm technical requirements and equipment needs.

5. Coordinators' Reports

Event Logistics

- Reported by: Dave Leeper/Rob Rankin
- Details:
- Portable Restrooms: In progress
 - Signs: Dave can work on signs at any time. Rob wants to make re-useable signs.
- Action:
- Determine which port-a-potties to order.

Food & Beverage

- Reported by: Heather Rankin/Amber Guge
- Details:
- Food Truck Coordination:
 - Separate application for food trucks detailing vehicle and trailer sizes.
 - First-in, last-out policy for vendor setup.
- Action:
- Heather will implement the new food vendor applications.

Clan Coordinator

- Reported by: None
- Details:
- Heather motioned to have Tami to dispense money for quaich engraving. Keith 2nd. Passed.
- Action:
- Honored Clan Bell Quaich to have "2025" engraved on it.

Volunteers

- Reported by: Chad MacDonald
- Details:
- **Challenges:**
 - Coordinators getting tied up with tasks outside their primary roles (e.g., handling vendors instead of event logistics).
- Action:
- **Solutions Proposed:**
 - Establish an information booth as a central point of contact.
 - Encourage volunteers to communicate needs directly to the volunteer coordinator.
 - **Appreciation Initiatives:**
 - Provide T-shirts to volunteers.
 - Plan a volunteer appreciation night post-event, covering expenses collectively.
 - Offer donated items such as sandwiches and beverages during events.

Fundraising

- Reported by: Jason Pettit
- Details:
- **St. Patrick's Day Fundraiser:**
 - Food truck planned for March 15th, Saturday at Safeway.
 - Activities include selling corned beef, cabbage, and hot dogs.
 - Location adjustments to comply with fire marshal regulations.
 - Estimated sales time: 10:30 AM to sold out.
 - **Non-Food Supplies Needed:** Aluminum pans, bowls with lids from the chef store or Costco.

- **Volunteer Assistance:** Limited availability due to personal commitments.
 - **Proposed Gun Raffle:**
 - Potential revenue of approximately \$11,000 with an investment of \$4,000.
 - Tickets priced at \$25 each, with bulk options (e.g., 3 for \$60, 6 for \$100) and to be sold during St. Patrick's Day and Vigilante Day food truck fundraisers.
 - Partnership discussions with local gun dealers like Bob Ward's.
 - Prize: 3-5 guns per raffle to be drawn at the Gathering in July.
- Action:
- Jason will look into food donations.
 - Jason will finalize gun raffle details and group will vote.

Vendors/Demonstrators

- Reported by: Heather Rankin
- Details:
- **Vendor Applications:**
 - Introduced a fillable PDF application with booth size options: 12x12, 12x24, and 12x36.
 - Fees structured at \$30, \$60, and \$90 plus a 4.13% processing fee.
 - Heather is also working on food truck and Clans applications.
 - **Agreement Terms:**
 - Vendors must adhere to setup and teardown times.
 - Liability waivers included to protect the organization.
 - Strict enforcement of booth size selections to maintain order.
 - **Highland Cows:**
 - Owner's cows are not halter broken. Likely not an option for the Gathering.
- Action: Heather will implement the applications.

6. New Business

Sponsorship Letters	
Discussion:	<ul style="list-style-type: none"> ● Need to be printed by February 19th. Meet at Copper Furrow at 5:30 PM on the 19th.
Action:	<ul style="list-style-type: none"> ● Members should find community sponsors. ● Track sponsorship commitments in the shared Google Drive spreadsheet or send your details to Christy.
Beer Trailer	
Discussion:	<ul style="list-style-type: none"> ● Reported by Tami. Trailer is available. Recommended picking up weekend before the Gathering. Heather motioned to spend money for gas to pick up beer trailer. Jason 2nd. Passed. ● Discussed giving the Bitterroot Games a sponsorship.
Action:	<ul style="list-style-type: none"> ● Will need a volunteer to get the trailer the weekend before the Gathering.
Volunteer Appreciation	
Discussion:	<ul style="list-style-type: none"> ● Discussed prior to meeting. See Coordinator's update above.
Action:	<ul style="list-style-type: none"> ● Solutions Proposed: <ul style="list-style-type: none"> ○ Establish an information booth as a central point of contact.

	<ul style="list-style-type: none"> ○ Encourage volunteers to communicate needs directly to the volunteer coordinator. ● Appreciation Initiatives: <ul style="list-style-type: none"> ○ Provide T-shirts to volunteers. ○ Plan a volunteer appreciation night post-event, covering expenses collectively. ○ Offer donated items such as sandwiches and beverages during events.
Posters	
Discussion:	<ul style="list-style-type: none"> ● There are some pictures from last year to add to the poster.
Action:	<ul style="list-style-type: none"> ● Tim will talk to his contact about printing the posters.
Board & Coordinator Communications	
Discussion:	<ul style="list-style-type: none"> ● Heather requested all emails and texts go out to all board and coordinators. Agreed.
Action:	<ul style="list-style-type: none"> ● All board members and coordinators should text/email the group to keep issues moving forward.
MT SAAA Update	
Discussion:	<ul style="list-style-type: none"> ● Tammy reported that MT SAAA judges have a conflict with our games.
Action:	<ul style="list-style-type: none"> ● Tammy will reach out to MT SAAA to confirm.

Next Meeting Scheduling

Proposed Date: ● Wednesday March 12th at Pepsi Warehouse at 7:00pm (2636 Bozeman Ave)

Adjournment

- Motion to adjourn made by Keith/ 2nd by Rob – Motion Passes.
- The meeting of Helena Highlanders Association, Inc. was adjourned at 11:21AM.