

Name	Event/Task description	Date	Time spent	Hourly rate/benefits	Total Cost
Whitney Bernes	Drafting marketing proposal RFP	6/14/2021	2		37.13
Whitney Bernes	Emailing marketing firms RFP seeking proposals	6/15/2021	2		37.13
Nick Borzak	Scoring RFP	7/6/2021	0.5		76.69
Jim Doar	Scoring RFP	7/6/2021	0.5		88.4
Cola Rowley	Scoring RFP	7/6/2021	0.5		77.43
Justine Swanson	Scoring RFP	7/6/2021	0.5		68.94
Whitney Bernes	Scoring RFP	7/6/2021	0.5		37.13
Whitney Bernes	Kickoff meeting with Flying Horse to discuss initial steps of educational campaign	7/12/2021	2		37.13
Whitney Bernes	Educational campaign meeting with Flying Horse to discuss messaging, campaign goals, ideas for	7/21/2021	2		37.13
Zach Brown	Educational campaign meeting with Flying Horse to discuss messaging, campaign goals, ideas for	7/21/2021	2		53.21
Cola Rowley	Educational campaign meeting with Flying Horse to discuss messaging, campaign goals, ideas for	7/21/2021	2		77.43
Nick Borzak	Educational campaign meeting with Flying Horse to discuss messaging, campaign goals, ideas for	7/21/2021	2		76.69
Whitney Bernes	Training with staff from the COPP	7/28/2021	1		37.13
Jim Doar	Training with staff from the COPP	7/28/2021	1		88.4
Nick Borzak	Training with staff from the COPP	7/28/2021	1		76.69
Cola Rowley	Training with staff from the COPP	7/28/2021	1		77.43
Zach Brown	Training with staff from the COPP	7/28/2021	1		53.21
Joe Skinner	Training with staff from the COPP	7/28/2021	1		53.21
Scott MacFarlane	Training with staff from the COPP	7/28/2021	1		53.21
Whitney Bernes	Writing and editing press release	7/29/2021	1		37.13
Whitney Bernes	Meeting with Flying Horse to discuss naming of the building/refining FAQs; sending press release;	8/3/2021	1.5		37.13
Miranda Johnson	Meeting with Flying Horse to discuss naming of the building, refining FAQs	8/3/2021	1		37.87
Cola Rowley	Meeting with Flying Horse to discuss naming of the building, refining FAQs	8/3/2021	1		77.43
Jim Doar	Meeting with Flying Horse to discuss naming of the building, refining FAQs	8/3/2021	1		88.4
Zach Brown	Meeting with Flying Horse to discuss naming of the building, refining FAQs	8/3/2021	1		53.21
Zach Brown	Meeting with Flying Horse to discuss education campaign talking points	8/16/2021	1		53.21
Joe Skinner	Meeting with Flying Horse to discuss education campaign talking points	8/16/2021	1		53.21
Whitney Bernes	Two meetings with Flying Horse	8/16/2021	2		37.13
Whitney Bernes	Weekly check-in with Flying Horse	8/19/2021	1		37.13
Whitney Bernes	Scheduling events with Commission	8/23/2021	1		37.13
Zach Brown	Presentation to the Bozeman City Community at their weekly public meeting	8/24/2021	0.5		53.21
Whitney Bernes	Attended presentation to the Bozeman City Commission	8/24/2021	0.5		37.13
Whitney Bernes	Emailing groups to arrange presentations	8/24/2021	5		37.13
Whitney Bernes	Weekly check-in with Flying Horse	8/26/2021	1		37.13
Zach Brown	Interview with ABC/FOX	9/3/2021	0.5		53.21
Zach Brown	Presentation to Downtown Business Association	9/7/2021	1		53.21
Whitney Bernes	Support for presentation to Downtown Business Association	9/7/2021	1		37.13
Whitney Bernes	Weekly check-in with Flying Horse	9/7/2021	1		37.13
Whitney Bernes	Support for presentation to Bozeman Chamber of Commerce Businesses and Community Connections	9/8/2021	1		37.13
Joe Skinner	Presentation to Bozeman Chamber of Commerce Businesses and Community Connections Series	9/8/2021	1		53.21
Whitney Bernes	Weekly check-in with Flying Horse	9/9/2021	1		37.13
Whitney Bernes	Support for presentation to the Bozeman InterNeighborhood Council	9/9/2021	1		37.13
Scott MacFarlane	Presentation to the Bozeman InterNeighborhood Council	9/9/2021	1		53.21
Whitney Bernes	Support for presentation to the Manhattan Town Council	9/9/2021	1		37.13
Joe Skinner	Presentation to the Manhattan Town Council	9/9/2021	1		53.21
Whitney Bernes	Distributing informational postcards at the Law & Justice Center	9/10/2021	0.5		37.13
Whitney Bernes	Support for presentation to the Gallatin Association of Realtors Brokers in Charge group	9/13/2021	1.5		37.13
Zach Brown	Presentation to the Gallatin Association of Realtors Brokers in Charge group	9/13/2021	1.5		53.21
Zach Brown	Presentation to the Three Forks Chamber of Commerce	9/13/2021	1		53.21
Whitney Bernes	Support for presentation to the Three Forks Chamber of Commerce	9/13/2021	0.5		37.13
Zach Brown	Presentation to CASA/GAL of Gallatin County volunteer training	9/14/2021	1		53.21
Whitney Bernes	Support for presentation to CASA/GAL of Gallatin County volunteer training	9/14/2021	1		37.13
Joe Skinner	Presentation to the Belgrade VFW	9/14/2021	1		53.21
Whitney Bernes	Support for presentation to the Belgrade VFW	9/14/2021	1		37.13
Scott MacFarlane	Presentation to the Downtown Bozeman Business Improvement District board of directors	9/15/2021	1		53.21
Scott MacFarlane	Tabling at the Manhattan Farmers Market	9/15/2021	3		53.21
Whitney Bernes	Meeting with Flying Horse	9/17/2021	1		37.13
Zach Brown	Presentation to attorneys group	9/17/2021	1		53.21
Scott MacFarlane	Presentation to the One Valley Community Foundation staff	9/20/2021	1		53.21
Whitney Bernes	Meeting with Flying Horse	9/20/2021	1		37.13
Whitney Bernes	Support for presentation to the Belgrade City Council	9/20/2021	1		37.13
Joe Skinner	Presentation to the Belgrade City Council	9/20/2021	1		53.21
Whitney Bernes	Presentation to Downtown Bozeman Downtown Urban Renewal District board of directors	9/21/2021	1		37.13
Zach Brown	Presentation to Downtown Bozeman Downtown Urban Renewal District board of directors	9/21/2021	0.5		53.21
Zach Brown	Presentation to the Gallatin County Democrats	9/22/2021	1		53.21
Zach Brown	Presentation to the Gallatin County 911 Advisory Board	9/23/2021	1		53.21
Whitney Bernes	Set up for presentation to the Gallatin County 911 Advisory Board	9/23/2021	1		37.13
Whitney Bernes	Meeting with Flying Horse	9/23/2021	1		37.13
Zach Brown	Presentation to the One Valley Community Foundation Nonprofit Café	9/24/2021	0.5		53.21
Whitney Bernes	Gave a tour of the Law & Justice Center to a reporter and photographer from the Bozeman Daily Chronicle	9/28/2021	2		37.13
Nick Borzak	Gave a tour of the Law & Justice Center to a reporter and photographer from the Bozeman Daily Chronicle	9/28/2021	2		76.69
Dan Springer	Answered questions during tour of Law & Justice Center for reporter and photographer from the	9/28/2021	0.25		70.43
Miranda Johnson	Answered questions during tour of Law & Justice Center for reporter and photographer from the	9/28/2021	0.25		37.87
Whitney Bernes	Included information on the bond in monthly employee newsletter; prepped county administrator for	10/1/2021	1		37.13
Jim Doar	Prepped for and presented information as part of the virtual Forward Montana Municipal Forum	10/1/2021	1		88.4
Whitney Bernes	Set up, manned, and took down informational table at Belgrade Fall Festival	10/2/2021	6		37.13
Joe Skinner	Manned an information table at the Belgrade Fall Festival	10/2/2021	3.25		53.21
Scott MacFarlane	Manned an information table at the Belgrade Fall Festival	10/2/2021	2		53.21
Whitney Bernes	Gave a brief walk-through of the Law & Justice Center to members of the public; updated PowerPoint	10/4/2021	1		37.13
Jeremy Kopp	Assisted in giving a brief walk-through of the Law & Justice Center to members of the public	10/4/2021	0.5		65.39
Whitney Bernes	Drafted op-ed; reached out to multiple media outlets for potential news coverage of the bond; arranged	10/5/2021	3		37.13
Joe Skinner	Presented to the West Yellowstone Town Council at West Yellowstone Town offices	10/5/2021	5.5		53.21
Zach Brown	Presented to the Willing Workers Ladies Aid at the Gallatin Gateway Community Center	10/5/2021	2		53.21
Zach Brown	Presented to MSU University Council at the MSU SUB	10/6/2021	1.5		53.21
Joe Skinner	Presented to Southwest Montana Building Industry Association's Board of Directors at Mountain Hot Tub	10/6/2021	0.75		53.21
Jeremy Kopp	Assisted on tour of Law and Justice Center for reporters from NBC Montana and KBZK	10/6/2021	0.25		65.39
Zach Brown	Interviews with NBC Montana and KBZK	10/6/2021	1		53.21
Whitney Bernes	Assisted with interviews with NBC Montana and KBZK and gave reporters a tour of L&J; reviewed and	10/6/2021	4		37.13
Zach Brown	approved ad placements in education campaign; reviewed feedback on op-ed; set up media interviews for	10/6/2021	1.5		53.21
Joe Skinner	Interview with the Bozeman Chronicle editorial board at the Chronicle's office	10/6/2021	1.5		53.21
Scott MacFarlane	Interview with the Bozeman Chronicle editorial board at the Chronicle's office	10/6/2021	1.5		53.21
Whitney Bernes	Set up interviews with local media, reviewed updated media plan from Flying Horse, finished op-ed for	10/7/2021	3		37.13
Zach Brown	commissioners;	10/8/2021	1		53.21
Whitney Bernes	Interviews with K-Sky Country and Explore Big Sky	10/8/2021	2		37.13
Whitney Bernes	Distributed op-ed to local media outlets; arranged interviews for the commissioners; emailed staff about	10/8/2021	2		37.13
Whitney Bernes	upcoming presentations;	10/8/2021	2		37.13
Whitney Bernes	Set up, manned, and took down informational table at the Courthouse during the MSU Homecoming	10/9/2021	1.5		37.13
Whitney Bernes	Parade	10/9/2021	1.5		37.13
Zach Brown	Manned an informational table at the Courthouse during the MSU Homecoming Parade	10/9/2021	1.5		53.21
Rick West	Manned an informational table at the Courthouse during the MSU Homecoming Parade	10/9/2021	1.5		52.91
Zach Brown	Presentation to the League of Women Voters and interview with K-Sky Country radio station	10/11/2021	2		53.21
Joe Skinner	Presentations to the Gallatin Empire Lions Club and the Three Forks City Council	10/12/2021	4		53.21
Scott MacFarlane	Interview on XL Country Morning Show	10/12/2021	0.5		53.21

Whitney Bernes	Proofed ads for social media, newspaper and television. Wrote social media content and posted to all county social media channels; arranged logistics of commissioners' public presentations and media interviews for this week; answered questions from reporters from two media outlets.	10/12/2021	8	37.13	297.04
Zach Brown	Presentation to Prospera Biz Development group; interview with Moose radio; presentation and building tour with Gallatin Association of Realtors Government Affairs Committee; interview with KGVM radio	10/13/2021	6	53.21	319.26
Scott MacFarlane	Presentation to the Big Sky Resort Tax District Board of Directors	10/13/2021	0.5	53.21	26.61
Whitney Bernes	Presentation and building tour with Gallatin Association of Realtors Government Affairs Committee; reviewed and approved campaign materials; uploaded campaign video to YouTube;	10/13/2021	5	37.13	185.65
Zach Brown	Presentation to the Prospera Networking Group	10/14/2021	1	53.21	53.21
Whitney Bernes	Check-in meeting with Flying Horse; reviewed and approved campaign materials;	10/14/2021	3	37.13	111.39
Whitney Bernes	Reviewed and approved ads; answered question from Lone Peak Lookout reporter	10/15/2021	3	37.13	111.39
Whitney Bernes	Helped get answers for Lone Peak Lookout reporter; answered questions from Bozeman Daily Chronicle; took time to troubleshoot and remedy issues with Facebook advertisements; phone call with Flying Horse;	10/18/2021	3	37.13	111.39
Scott MacFarlane	emailed staff about upcoming bond presentations	10/18/2021	0.5	53.21	26.61
Zach Brown	Wrote answers to emailed questions from Lone Peak Lookout reporter	10/18/2021	0.5	53.21	26.61
Joe Skinner	Interview with Bozeman Daily Chronicle	10/18/2021	0.5	53.21	26.61
Whitney Bernes	Presentation to the Gallatin County Republican Central Committee	10/19/2021	3	53.21	159.63
Whitney Bernes	Check-in meeting with Flying Horse; reviewed and approved campaign materials; presentation to Gallatin County Emergency Management's All Hazards All Disciplines group	10/21/2021	3	37.13	111.39
Zach Brown	Talked about the bond as part of an overview of county government to Build Belgrade group	10/21/2021	0.5	53.21	26.61
Joe Skinner	Presentation to Bozeman Sunrise Rotary and a 2-minute reminder to the Hebgen Basin/West Yellowstone Solid Waste District at their regularly scheduled meeting.	10/22/2021	1.5	53.21	79.82
Zach Brown	Presentations to the Bozeman Sunrise Rotary and the HRDC staff meeting	10/22/2021	2.5	53.21	133.03
Whitney Bernes	Drafted and posted social media content; worked with Scripps staff on issues with Facebook and Instagram advertisements; emailed staff about upcoming public presentations	10/22/2021	1.5	37.13	55.7
Whitney Bernes	Attended CommUNITY Forum at the Wilson Hotel in Big Sky - time spent included prepping and packing materials, sharing social media posts about the event, travel to and from Big Sky, and manning informational table at the forum's expo.	10/26/2021	8	37.13	297.04
Scott MacFarlane	Attended CommUNITY Forum at the Wilson Hotel in Big Sky. Time spent includes travel to and from Big Sky, presenting at the forum, and manning informational table at the forum's expo.	10/26/2021	5	53.21	266.05
Zach Brown	Presented to the Association of Gallatin Agricultural Irrigators	10/27/2021	2	53.21	106.42
Whitney Bernes	Weekly check-in with Flying Horse	10/28/2021	1	37.13	37.13
Whitney Bernes	Proofed ads for Bozeman Daily Chronicle and KBZK	10/29/2021	2	37.13	74.26

Total from previous reporting period:

3988.45

Total from October reporting period:

5201.1

Grand total:

9189.55



