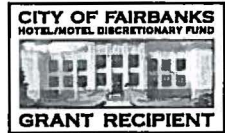




HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE
MINUTES – FEBRUARY 17, 2017, 6:00 PM
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Hotel-Motel Discretionary Fund Committee convened at 6:00 p.m. on the above date to conduct a meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, with Council Member June Rogers (Seat F) presiding and with the following members in attendance:

Members Present: Kathryn Fitzgerald, Seat A
 Ron Woolf, Seat B
 Randi Carnahan, Seat D
 Vivian Stiver, Seat E

Absent: John Nobles, Seat C

Also Present: D. Danyielle Snider, City Clerk
 Michelle Gutierrez, Deputy Clerk I
 Margarita Bell, City Controller

APPROVAL OF MEETING MINUTES – December 19, 2016

Ms. Carnahan, seconded by **Mr. Woolf**, moved to APPROVE the Meeting Minutes of December 19, 2016.

Chair Rogers called for objection and, hearing none, so ORDERED.

NEW BUSINESS

- a) Discussion Regarding Possible Changes to 2017 Application & Grant Process
 - i) Fiscal Year

Ms. Rogers asked **Ms. Bell** to explain any issues that came up during the application process. **Ms. Bell** stated that she has no proposed changes to the application process and that she believed the application requirements were clear.

Ms. Stiver, seconded by **Ms. Fitzgerald**, moved to REQUIRE that applicants include a year-to-date (YTD) financial statement (income statement and balance sheet) through August 31 in addition to the fiscal year report.

Chair Rogers called for objection and, hearing none, so ORDERED.

- ii) Miscellaneous Income/Expenses

Ms. Fitzgerald spoke against applicants listing significant portions of their annual income and expenses under the “miscellaneous” category. Ms. Bell suggested that a new item be added to the application requiring a detailed report if more than 10% of the total annual income/expenses are listed as “miscellaneous.”

Ms. Stiver, seconded by **Ms. Carnahan**, moved to ADD Item 15 to the application requiring a detailed listing of miscellaneous expenses if they total more than 10% of the organization's total expenses.

Ms. Fitzgerald, seconded by **Mr. Woolf**, moved to AMEND the motion by specifying miscellaneous income and expenses instead of only expenses.

Chair Rogers called for objection to the motion to AMEND the main motion and, hearing none, so ORDERED.

Chair Rogers called for objection to the motion to ADD Item 15 to the application requiring a detailed listing of miscellaneous income and/or expenses if they total 10% or more of the organization's total income and/or expenses and, hearing none, so ORDERED.

iii) Presentations by Organizations (requirement not mentioned in application)

Members discussed adding wording to the application to inform applicants of the required presentation and that presenters need to be prepared to answer financial questions from the Committee. Members commented that more than one representative may present to the Committee, and they suggested that it should be clarified in the application.

Ms. Stiver, seconded by **Ms. Fitzgerald**, moved that the Clerk ADD to the application a section that covers presentations and the expectation for the presenter(s) to have knowledge of their organization's finances.

Chair Rogers called for objection and, hearing none, so ORDERED.

COMMITTEE MEMBER COMMENTS

Ms. Stiver recommended that the Hotel-Motel Discretionary Fund logo be improved and simplified so that it is easily identified to represent the City. Deputy Clerk Michelle Gutierrez volunteered to work on a new logo, and no members objected. **Ms. Stiver** also commented that organizations should be acknowledging the City of Fairbanks Discretionary Fund in printed materials. Members discussed adding a statement to the application that requires applicants to provide examples of how the logo was used to recognize the grant sponsorship, if applicable.

Ms. Stiver, seconded by **Ms. Carnahan**, moved to ADD language to the application that all grant recipients must acknowledge the Discretionary Fund Grant at the sponsorship level and provide examples of how the logo was used on promotional items, if applicable.

Chair Rogers called for objection and, hearing none, so ORDERED.

Members discussed Schedule A of the application and fiscal year reports.

Ms. Stiver, seconded by **Ms. Carnahan**, moved that the Clerk and Ms. Bell make all appropriate changes to the application per the Committee's discussion and recommendations.

Chair Rogers called for objection and, hearing none, so ORDERED.

It was agreed that the Clerk would send the revised application to Committee members for final review. **Ms. Bell** stated that she has received questions as to why there are presentations if organizations or individuals cannot present further information at that time. Members discussed the issue.

Ms. Stiver, seconded by **Ms. Fitzgerald**, moved to AMEND the Policies and Procedures by striking the sentence, "Electronic presentations are permitted as long as they stay under the three minute time period allotted" and by clarifying that electronic presentations and hard copy handouts of any kind are prohibited.

Chair Rogers called for objection and, hearing none, so ORDERED.

Ms. Fitzgerald, seconded by **Mr. Woolf**, moved to REQUIRE that the application have a place to designate which is the original and which ones are copies and a checklist to verify that each one is complete.

A lengthy debate ensued regarding the proposed requirement. Members also discussed at length whether applicants should be disqualified if information is missing from any of the eight total application packets submitted. They discussed ways to check for completeness of each packet submitted. Members debated how to designate an "original" application.

Ms. Stiver, seconded by **Ms. Carnahan**, moved to AMEND the motion by requiring the applicant to determine which application is the original and by requiring the applicant to complete the checklist.

Chair Rogers called for objection and, hearing none, so ORDERED.

Chair Rogers called for objection to REQUIRING that the application have a place to designate which is the original and which ones are copies and a checklist to verify that each one is complete; and requiring the applicant to determine which application is the

original and requiring the applicant to complete the checklist and, hearing none, so ORDERED.

Ms. Carnahan and Ms. Stiver left the meeting at 7:32 p.m., and there was no quorum present for the remainder of the meeting.

Remaining members discussed past practice for disqualifying applications and how best to move forward to ensure that no information is missing from application packets at the time of submittal. No action was taken.

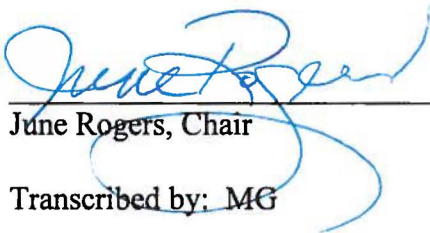
NEXT MEETING

The date of the next meeting is to be determined in the fall of 2017.

ADJOURNMENT

Mr. Woolf, seconded by **Ms. Fitzgerald**, moved to ADJOURN the meeting.

Hearing no objection, **Chair Rogers** declared the meeting ADJOURNED at 8:06 p.m.



June Rogers, Chair
Transcribed by: MG



Michelle Gutierrez, Deputy Clerk I