



DISCRETIONARY FUND COMMITTEE  
WRAP-UP MEETING MINUTES  
JANUARY 11, 2023, 12:00 P.M.  
HELD VIA TELECONFERENCE AND AT  
FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Discretionary Fund Committee convened at 12:06 p.m. on the above date to conduct a Wrap-up Meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, and via teleconference with Chair Lonny Marney (Seat F) presiding and with the following members in attendance:

Members Present: Samantha Kirstein, Seat C  
Traci Gatewood, Seat D  
Rachael Kvapil, Seat E

Absent: Karen Blackburn, Seat A  
Diane Borgeson, Seat B

Also Present: Diana Hebel, City Deputy Clerk I  
Margarita Bell, Chief Financial Officer

### APPROVAL OF MEETING MINUTES

a) Approval of Meeting Minutes – December 15, 2022

**Ms. Kirstein**, seconded by **Ms. Gatewood**, moved to APPROVE the meeting minutes.

With no objection, the minutes were APPROVED.

### NEW BUSINESS

a) Review of Discretionary Fund Grant Application and Committee Process

**Ms. Kvapil** noted that the process seemed to run smoothly even with a change of funding. **Chair Marney** asked what she thought about the increase to the distribution amount, and **Ms. Kvapil** indicated it was nice to see an improvement; she called it a good start.

**Ms. Kirstein** indicated she was grateful for the increase to the distribution amount and mentioned the work it took to get it. She also thanked CFO Bell for having things organized and ready for the process.

**Chair Marney** said he did not do everything himself but had help from CFO Bell, Clerk Snider, Attorney Ewers. and Scott McCrea from Explore Fairbanks.

**Ms. Gatewood** thanked Chair Marney for “leading the charge” in the advocacy for additional funding for the Discretionary Fund. She pointed out the efficiency of the group in getting through the 3-minute presentations and that the process went smoother than it had in the previous year.

**Ms. Kvapil** stated that the only change she would like is for someone to let people on Zoom know when their time is up to keep it fair for everyone.

**Chair Marney** questioned whether 2 minutes is enough time to ask questions.

**Ms. Gatewood** cautioned that with too much time, and with everyone getting tired as the evening wears on, that the quality might decline.

**Ms. Kvapil** stated that the group may need to be more concise with questions to give the applicant a bit more time to answer.

**Chair Marney** asked for the history behind the 3-minute presentation and 2-minute Q&A time.

CFO Bell explained that she believed they were trying to keep the time limited to 5 minutes total per agency.

**Chair Marney** asked for a motion to raise the totals to 3 minutes per presentation and 3 minutes for questions.

**Ms. Kirstein** explained that there is an expectation that everyone is going to include in their applications everything they need to include; she stated she cannot get behind such a motion because writing grants is very competitive. **Chair Marney** asked if everyone would like to keep it at status quo and just occasionally be lenient if the time runs out. **Ms. Kirstein** expressed that she would like to keep it at the discretion of the chair. **Ms. Gatewood** said that if they were cutting people off too much that she would support extending the time a little. **Ms. Kvapil** pointed out that the only time they went over was for maybe two in-depth questions. After some discussion, **Ms. Kvapil** asked if it would be possible to request an extension in the cases where more time would be needed for in-depth questions. All present agreed.

**Ms. Kvapil**, seconded by **Ms. Kirstein**, moved that, if necessary, the chair be asked for an extension for the question period during the presentations.

Hearing no objection, the motion was APPROVED.

b) Review of Discretionary Fund Committee Policies and Procedures

**Ms. Gatewood** asked for clarification on whether the annual report that is asked for in the application, is considered a supporting document and whether it should be attached. CFO Bell explained that the applicant should include their annual report in their application. She stated, however, that they are not supposed to attach supporting documents.

**Chair Marney** announced that the Mayor would like to look at the entire process, including the application process. He shared that there would be a special committee started but stated that he does not know when that would begin or how that will proceed.

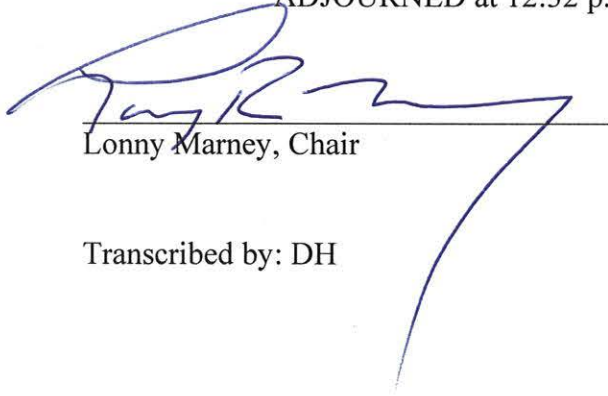
**NEXT MEETING**

The Committee agreed that the next meeting date would be determined via Doodle Poll when it is closer to November 2023.

**ADJOURNMENT**

**Ms. Kirstein**, seconded by **Ms. Gatewood**, moved to ADJOURN the meeting.

Hearing no objection, **Chair Marney** declared the meeting  
ADJOURNED at 12:32 p.m.



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Lonny Marney, Chair



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Diana Hebel, Deputy City Clerk I

Transcribed by: DH