



DISCRETIONARY FUND COMMITTEE AGENDA
NOVEMBER 8, 2023, 10:00 A.M.
HELD VIA [TELECONFERENCE](#) AND AT
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



PRELIMINARY MEETING

1. Roll Call
2. Approval of Meeting Minutes – January 11, 2023
3. New Business
 - a) Report from Chair Marney
 - b) Committee Policies and Procedures (tardiness, absences, presentation format, etc.)
 - c) Financial Report by Margarita Bell, Chief Financial Officer
 - d) Format of Presentations – to Zoom or not to Zoom
4. Committee Member Comments
5. Date of Next Meeting – Presentation and Distribution meeting dates to be determined by Committee
6. Adjournment



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.

Lonny Marney, Chair

Diana Hebel, Deputy City Clerk I

Transcribed by: DH

Discretionary Fund Committee

Policies and Procedures

FGC Requirements (summarized):

- Discretionary Grant Funds will be \$270,000.00.
- Applicants whose Annual Report is not filed by October 31 are ineligible to apply.
 - Final Annual report with all expenditures is due by December 31
- 10% of grant monies from the prior year are withheld until an Annual Report is filed with the accounting department.
- Any organization or person, public or private, may apply for grant monies.
- Applications must be received in City Clerk's Office no later than 5:00 P.M. on October 31.
 - Committee requires applications to be complete upon submittal
- Applicants cannot request funding to support the following:
 - a. Loans, deficits, or debt reduction
 - b. Endowments
 - c. Scholarships
 - d. Health and social services activities
- Grant Guidelines:
 - a. Contribute significantly to the growth and promotion of Fairbanks
 - b. Monies must supplement a successful ongoing program of activities or a new program that will need initial support to accomplish its stated goals
- Scoring procedures and conflicts of interest are decided at the Committee's first organizational meeting each year.
- On the Monday prior to the distribution meeting Committee Members send their allocations to accounting department
 - Finance staff will receive Members' allocations no later than 10:00 A.M. the day of allocations.
- Each Committee Member reads their allocation into the record during the distribution meeting. Allocations are not final until approved by the City Council at the first Council Meeting in January.

Stated in the Minutes:

- If an event or organization creates tourism/economic development for the City of Fairbanks, the entity itself does not have to be within city limits to be eligible.
- The presentation meeting will start on time regardless of who is present.
- Presentations may be held in one meeting only.
- Presenters will present in the order applications were received.
- No specific time slots are allotted, and presenters are encouraged to arrive at the start of the meeting.
- If a presenter misses their turn to present, they will be invited to present at the discretion of the Committee or at the end of the meeting.
- If Committee Members miss any presentations due to absence, they will not be permitted to score any applications.
- Each presenter will be given three minutes to present, and there will be a two-minute question and response period following each presentation. Presenters may choose to simply answer questions. At the discretion of the chair, an applicant's question and answer period may be extended.
- No new information may be presented to the Committee Members after the October 31 deadline. Electronic presentations and hard copy handouts of any kind are prohibited.
- If three or more Committee Members allot a zero allocation at the end of the presentation, the applicant will be eliminated from consideration.
- Committee Members must round their allocations to the nearest \$10.
- Incomplete or late applications will not be considered for funding.
- Applicants who are not represented at the presentation meeting will not be considered for funding.
- The original application will serve as the official copy; completeness will be determined by original.

December 2023

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|---|---|---|---|----------|
| | | | | | 1 5:30 p.m. Possible Presentation Meeting | 2 |
| 3 | 4 | 5 | 6 | 7 5:30 p.m. Possible Presentation Meeting | 8 5:30 p.m. Possible Presentation Meeting 12:00 p.m. Possible Distribution Meeting | 9 |
| 10 | 11 12:00 p.m. Possible Distribution Meeting | 12 12:00 p.m. Possible Distribution Meeting | 13 12:00 p.m. Possible Distribution Meeting 5:30 p.m. Possible Presentation Meeting | 14 12:00 p.m. Possible Distribution Meeting 5:30 p.m. Possible Presentation Meeting | 15 12:00 p.m. Possible Distribution Meeting 5:30 p.m. Possible Presentation Meeting | 16 |
| 17 | 18 12:00 p.m. Possible Distribution Meeting | 19 12:00 p.m. Possible Distribution Meeting 5:30 p.m. Possible Presentation Meeting | 20 12:00 p.m. Possible Distribution Meeting | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |