



HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE  
MEETING MINUTES, NOVEMBER 19, 2018  
FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Hotel-Motel Discretionary Fund Committee convened at 12:04 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  
Jim Soileau, Seat E

Absent: John Nobles, Seat C  
John Kohler Jr, Seat D

Also Present: D. Danyielle Snider, City Clerk  
Diana Hebel, Deputy Clerk 1  
Carrie Peterson, Grants Administrator  
Margarita Bell, City Controller

#### APPROVAL OF MEETING MINUTES

a) Meeting Minutes of August 24, 2018

**Chair Rogers** and Ms. Bell pointed out that the word "allowance" is repeated on page two of the minutes. The Clerk noted the correction.

**Mr. Soileau**, seconded by **Ms. Fitzgerald**, moved to APPROVE the corrected Meeting Minutes of August 24, 2018.

**Chair Rogers** called for objection to APPROVING the corrected Meeting Minutes and, hearing none, so ordered.

#### NEW BUSINESS

- a) Introduction of Committee Members
- b) Financial Report by Margarita Bell, City Controller

Ms. Bell stated that upon review of the applications, Committee direction is needed as to whether some should be considered incomplete. She stated that nine applications have been flagged with questions. Ms. Bell began addressing the applications by category according to the information that was in question or incomplete; organization names were not part of the discussion.

Ms. Bell stated that the first issue is with an applicant that did not complete question 8 on the application. She stated, however, that the question is answered elsewhere in the application. Members discussed the issue and agreed to deem the application complete. **Chair Rogers** stated it is more of an inconvenience than an error and that it could be suggested to the applicant to take better care next time.

Ms. Bell proceeded with the review. She stated that one application was missing an annual report. She asked the Committee whether they would consider the application complete or incomplete. She verified that the report is not in the original application. Following a brief discussion, members agreed to disqualify the application missing the annual report.

Ms. Bell stated that there are several questions with regard to the logo. She read aloud the requirement on the application that the applicant must include “copies of documents or pictures that demonstrate use of the Hotel / Motel Discretionary Fund Logo.” She stated that there are four applicants that did not demonstrate *use* of the logo by providing a picture. She explained that one applicant provided a narrative stating that they used the logo, two applicants indicated that they received funding but did not provide proof of logo use, and one did not provide proof or indicate that they used the logo at all except in the cover sheet of their application.

All members agreed that the language used in the application requirements regarding use of the logo was clear, that mentioning the fund does not equate to demonstrating use of the logo, and that the four applicants would be considered disqualified.

Ms. Bell continued by stating that there were quite a few applications with unusual or non-traditional financial statements. She stated that the Committee must be able to identify income/expenses and assets/liabilities. She indicated that “other” income/expenses totaling more than 10% of the applicant’s total income/expenses is not sufficient unless an explanation is provided.

Ms. Bell stated that one applicant had no identifiable prior year balance sheet or income/expense statement for the current year. She stated that the same applicant did not include an explanation for their “other” expenses exceeding 10% of their income/expenses. Members unanimously agreed to disqualify the applicant.

Ms. Bell moved on to another applicant with a problem in their financial statements. She stated that the original application is missing every other page of the financial statements. Members unanimously agreed to disqualify the applicant.

Ms. Bell stated that the final application in question is one whose “other” income/expenses exceeded 10% of their total with no explanation. Members unanimously agreed to disqualify the applicant.

Ms. Peterson distributed the Finance Department’s financial review of the applications. Ms. Bell read aloud the names of organizations that the Committee agreed to deem as ineligible (eight total):

1. Friends of the Tanana Valley Railroad – missing documentation of logo
2. Friends of Creamer’s Field – missing documentation of logo
3. Fairbanks Children’s’ Museum – other types of income over 10% without explanation
4. Georgeson Botanical Garden Society – no logo information and incomplete financials
5. Kitty Hensley House – missing financial information
6. Yukon Quest International – missing annual report
7. Greater Fairbanks Chamber of Commerce – incomplete/missing financial statements
8. Sculpting World Friendships, Inc. – missing documentation of logo

**Ms. Fitzgerald**, seconded by **Mr. Soileau**, moved that the Clerk's Office send a letter to agency #25 on the list (Christmas in Ice) informing them that all questions in the application were not answered and should be correctly answered in the future in order to avoid risking disqualification.

**Chair Rogers** called for objection to APPROVING the motion to send a letter to Christmas in Ice and, hearing none, so ordered.

**Mr. Soileau**, seconded by **Mr. Woolf**, moved that the Clerk's Office send a letter, on behalf of the Committee, to the eight organizations that were disqualified.

**Chair Rogers** called for objection to APPROVING the motion to send letters to the eight disqualified organizations and, hearing none, so ordered.

c) Committee Policies and Procedures (tardiness, absences, presentation format, etc.)

**Chair Rogers** expressed concern about member attendance. She spoke to tardiness and absences and indicated that a polite letter should be sent to Committee members. She spoke of the necessity of being present and the value of Committee members' time.

**Ms. Fitzgerald** spoke to the importance of everyone being present and stated that it would be nice to know that all members are equally informed. Others expressed agreement with Ms. Fitzgerald and Chair Rogers.

**Mr. Soileau**, seconded by **Ms. Fitzgerald**, moved that Chair Rogers send a letter to all committee members, including those present, about the importance of being present at meetings.

No members objected to the motion.

### **COMMITTEE MEMBER COMMENTS**

**Mr. Soileau** raised the issue of conflicts of interest. He stated that he participates in an event of one of the applicants, Alaska International Senior Games, Inc. He expressed his belief that he does not have a conflict, but he wanted to disclose it to the Committee. No members indicated that Mr. Soileau had a conflict of interest.

**Chair Rogers** requested that the 2019 application be changed to include a space for the applicant's printed name under their signature. No members objected.

**Chair Rogers** raised a question about the grant logo. She asked whether it was the Committee's intent to not include the words, "Hotel/Motel Discretionary Fund Grant" in the logo. A lengthy discussion ensued about the logo design.

**Ms. Fitzgerald**, seconded by **Mr. Woolf**, moved that the Committee REVIEW a modification of the logo approved in August by adding the phrase, "Hotel/Motel Discretionary Fund Grant Recipient" to the logo.

**Chair Rogers** called for objection to APPROVING the motion to review a modified logo and, hearing none, so ordered.

**NEXT MEETING**

The Committee decided to hold the Hotel/Motel Presentation Meeting on Tuesday, December 4 at 5:30 p.m.; the Distribution Meeting will take place on Thursday, December 6 at 12:00 p.m.

Ms. Bell asked that the verbiage, “Margarita is okay receiving...” in the Committee Policies and Procedures be changed to “Finance Staff will receive...” No members objected to the change.

**Ms. Fitzgerald** raised the question of modifying the policy regarding presentations that states, “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.” The group discussed the issue, but did not change the policy.


**Mr. Soileau** asked for clarification on the “zeroing out” process at the Presentation Meeting. Ms. Bell and Committee members reviewed and discussed the zeroing out process.

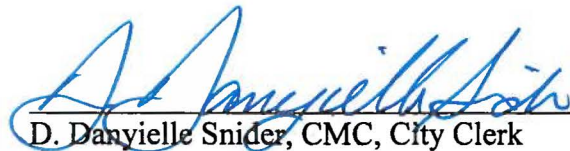
**Ms. Fitzgerald** asked if there was a procedure in place regarding deeming presentations by applicants “closed” by a certain time after the last presentation ends so as to avoid a situation where an applicant shows up for their presentation near the end of the meeting when the Committee is having discussion regarding zeroing out applicants. **Chair Rogers** indicated that such a rule is not necessary and that once a call for an organization is given with no response, there is no obligation to allow them to present. She stated that the Committee is as fair as it can be.

**ADJOURNMENT**

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

**Chair Rogers** called for objection and, hearing none, declared the meeting ADJOURNED at 1:47 p.m.

  
June Rogers, Chair

  
D. Danyielle Snider, CMC, City Clerk

Transcribed by: DH/DS