



HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE
 MEETING MINUTES – JANUARY 9, 2019, 5:30 PM
 FAIRBANKS CITY COUNCIL CHAMBERS
 800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Hotel-Motel Discretionary Fund Committee convened at 5:30 p.m. on the above date to conduct a Wrap-up 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 (arrived at 5:43 p.m.)
 Ron Woolf, Seat B
 John Nobles, Seat C
 John Kohler, Jr., Seat D
 Jim Soileau, Seat E

Absent: None

Also Present: D. Danyielle Snider, City Clerk
 Diana Hebel, Deputy City Clerk I
 Carrie Peterson, Grants Administrator

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of December 6, 2018

Mr. Woolf, seconded by **Mr. Nobles**, moved to APPROVE the Regular Meeting Minutes of December 6, 2018.

Chair Rogers took a voice vote on the approval of the Minutes, and the motion passed unanimously.

PUBLIC COMMENT (limited to three minutes)

There was no public comment.

NEW BUSINESS

a) Review of Hotel/Motel Discretionary Fund Grant Application and Committee Process

Chair Rogers asked Ms. Peterson if the Finance Department had any recommended changes to the 2019 application; Ms. Peterson stated they did not.

Clerk Snider reviewed all the changes the Committee had asked to be made at the Preliminary Meeting in November.

Chair Rogers reviewed the application with the Committee, page by page, to see if there were any recommended changes. The Committee agreed to the following changes and directed Clerk Snider to update the 2019 application:

- The header on page 1 of the application was updated to state “2019” Application.
- The two statements above the checklists on the upper half of page 4 were changed to bold font.
- An asterisk and statement was added to page 1, question 8, to read “*This amount should match the total amount listed in Item #11.”
- The statement on page 3, question 11, “The total amount should match the request listed in Item #8” was moved down to appear below the “TOTAL AMOUNT” in the same question and was reworded with an asterisk to read, “*This amount should match the request listed in Item #8.”

Ms. Fitzgerald expressed concern that an applicant may be disqualified if they submitted a brochure, program, or rack card as proof of use of the logo since the application states that applicants are prohibited from including “promotional items in the application, such as pens, bags, or trinkets.” Members discussed the issue briefly and agreed that an applicant would not be disqualified for such.

Members discussed whether to remove the checkboxes on the upper half of page 4 but decided to leave the checkboxes.

b) Discussion Regarding Hotel/Motel Discretionary Fund Logo

Chair Rogers mentioned some of the feedback she had heard about the logo, particularly in regard to the poor resolution of the logo. **Ms. Fitzgerald** volunteered to help improve the resolution of the logo; she requested that the Clerk send her the logo image files.

Chair Rogers asked Committee members if they would like to modify the logo, particularly by placing a second circle around the outer border so that it would mirror the City Seal. Members discussed this change and other possible changes, but the majority agreed to leave the logo design as-is.

NEXT MEETING

Members agreed that the Committee did not need to meet again before the Preliminary Meeting and discussed November meeting dates. The Committee agreed to meet at noon on November 7.

ADJOURNMENT

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

Chair Rogers called for objection and, hearing none, declared the meeting ADJOURNED at 6:45 p.m.


June Rogers, Chair


D. Danyelle Snider, City Clerk

Transcribed by: DS