



3. Literacy Council of Alaska – Missing annual report in application and missing demonstration of use of the logo
4. Tanana Valley State Fair – No detail provided for expenses in excess of 10%

**Ms. Fitzgerald** pointed out that these criteria are no different than from any other year and these criteria have been used in prior years to determine applicant eligibility.

*Mr. Soileau arrived at the meeting (12:21 p.m.).*

**Chair Rogers** asked that the listing of applicants lacking documentation be read again for Mr. Soileau. Ms. Bell went over the list again.

**Ms. Fitzgerald** explained that, in the past, some organizations would lump all income or expenses into one large category and call it “miscellaneous”, and the Committee recognized a need for applicants to provide more detail.

**Mr. Soileau** agreed that compliance is important without exception; he stated, however, that it is sad when applicants are removed from eligibility. **Mr. Kohler** stated he is also disappointed, but the standards must be met. **Mr. Woolf** also expressed agreement.

**Chair Rogers** asked if there was any more discussion before directing the clerk to issue the four ineligibility letters.

**Ms. Fitzgerald** noted that the application review lists distributed by Ms. Bell were labeled 2018 but should be dated 2019. She also asked if “N/A” on a listing meant that the applicant did not receive funding the prior year. Ms. Bell acknowledged the date error and replied affirmatively to Ms. Fitzgerald’s question.

**Mr. Soileau**, second by **Ms. Fitzgerald** moved to REJECT the four applications deemed as ineligible for funding and DIRECT the Clerk’s Office to send ineligibility letters out to each of the four applicants.

Hearing no objection, it was so ORDERED by **Chair Rogers**.

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

**Chair Rogers** pointed out that the Policies and Procedures are included in the agenda packet for review.

**Mr. Kohler**, second by **Mr. Soileau**, moved to APPROVE the Policies & Procedures as presented.

Hearing no objection, it was so ORDERED by **Chair Rogers**.

- d) Update on Logo Quality

**Chair Rogers** asked for an update on the logo.

Ms. Hebel explained how she has been trying to manipulate the existing logo file to resize the file to a larger size; she stated that when it is resized the logo loses the gradient effect. She recommended that

the logo be redrawn and asked Ms. Fitzgerald whether she still has someone in mind to work on the logo.

**Ms. Fitzgerald** stated she has not met with her friend on the topic as of yet and does not have a program that is sophisticated enough to make the changes herself. She asked when the logo deadline might be.

**Chair Rogers** asks members what direction they would like to offer in regard to the logo.

Ms. Hebel presented the committee members with the drawing example.

**Ms. Fitzgerald** asks members is they are set on a gradient style or if a solid color would be acceptable.

**Mr. Kohler**, second by **Mr. Woolf**, moved to DIRECT Ms. Hebel to continue working on the logo.

**Chair Rogers** called for objections to DIRECTING Ms. Hebel to continue working on the logo, and, hearing none, so ORDERED.

### COMMITTEE MEMBERS COMMENTS

**Chair Rogers** thanked all members for serving on the committee. She spoke of the importance of the Committee to the community and to local organizations.

### NEXT MEETING


The Committee agreed to hold the Hotel/Motel Discretionary Fund Committee Presentation Meeting on Thursday, December 12 at 5:30 p.m. and the Distribution Meeting on Monday December 16 at noon.

### ADJOURNMENT

**Mr. Woolf**, second by **Mr. Kohler**, moved to ADJOURN the meeting.

**Chair Rogers** called for objection, and, hearing none, declared the meeting ADJOURNED at 12:49 p.m.

  
June Rogers, Chair

  
Diana Hebel, Deputy City Clerk I

Transcribed by: DH