



HOTEL-MOTEL DISCRETIONARY FUND COMMITTEE
MEETING AGENDA, DECEMBER 12, 2019, 5:30 PM
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



PRESENTATION MEETING

1. Roll Call
2. Approval of Meeting Minutes – November 7, 2019
3. Presentations by Applicants
 - a) Fairbanks Racing Lions Club, Inc.
 - b) Fairbanks Litter Patrol
 - c) Alaska International Senior Games, Inc.
 - d) Fairbanks Children’s Museum
 - e) Fairbanks Tired Iron, Inc.
 - f) Pioneer Memorial Park, Inc.
 - g) Fairbanks Curling Club
 - h) Tanana Yukon Historical Society
 - i) Alaska Goldpanner Baseball, Inc.
 - j) Friends of Creamers Field
 - k) The Folk School
 - l) Clay Street Cemetery Commission
 - m) Festival Fairbanks, Inc.
 - BREAK
 - n) Yukon Quest International, LTD.
 - o) Kitty Hensley House Museum
 - p) Fairbanks Community Band, Inc.
 - q) University of Alaska Museum of the North
 - r) Georgeson Botanical Garden Society
 - s) Fairbanks Community Museum
 - t) Alaska Songbird Institute
 - u) Fairbanks Youth Soccer Association
 - v) Fairbanks Arts Association
 - w) Iron Dog, Inc.
 - x) Greater Fairbanks Chamber of Commerce
4. Next Meeting (Distribution Meeting) – Monday, December 16, 2019, 12:00 p.m.
5. Adjournment

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HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE
MEETING MINUTES – NOVEMBER 7, 2019
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Hotel-Motel Discretionary Fund Committee convened at 12:09 p.m. on the above date to conduct a preliminary 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
John Kohler Jr., Seat D
Jim Soileau, Seat E (arrived at 12:21 p.m.)

Absent: John Nobles, Seat C

Also Present: D. Danyielle Snider, City Clerk
Diana Hebel, Deputy Clerk I
Margarita Bell, City Controller

APPROVAL OF MEETING MINUTES

a) Meeting Minutes of January 9, 2019

Mr. Kohler, second by **Ms. Fitzgerald**, moved to APPROVE the Meeting Minutes of January 9, 2019.

Chair Rogers called for objections to APPROVING the Minutes, and, hearing none, so ORDERED.

NEW BUSINESS

a) Introduction of Committee Members

There were no new committee members. **Chair Rogers** introduced Diana Hebel as the newest member of the City Clerk's Office.

b) Financial Report by Margarita Bell, City Controller

Ms. Bell stated she performed a review on the originals, and Carrie Peterson performed a review on the copies; she stated Ms. Peterson would not be participating this year as she will be away during the time of presentations. Ms. Bell reported that all applicants provided their financial reports and submitted their applications on time; however, there were four organizations that did not provide all the required documentation:

1. World Ice Association, Inc. (ICE Alaska) – Missing annual report in application
2. Alaska Dog Musers Association, Inc. – No detail provided for income in excess of 10%

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