



HOTEL-MOTEL DISCRETIONARY FUND COMMITTEE
MEETING MINUTES, NOVEMBER 6, 2017
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Hotel-Motel Discretionary Fund Committee convened at 12:00 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
 John Kohler Jr, Seat D

Absent: Vivian Stiver, Seat E
 John Nobles, Seat C

Also Present: Michelle Gutierrez, Deputy Clerk I
 D. Danyielle Snider, City Clerk
 Margarita Bell, City Controller
 Carrie Peterson, Grants Administrator

APPROVAL OF MEETING MINUTES – February 17, 2017

Ms. Fitzgerald, seconded by Mr. Kohler, moved to APPROVE the Meeting Minutes of February 17, 2017.

Chair Rogers called for objection and, hearing none, so ORDERED.

NEW BUSINESS

a) Introduction of Committee Members

Committee Members introduced themselves and provided a little information about their respective backgrounds.

b) Financial Report by Margarita Bell, City Controller

Ms. Bell updated members on applicants' annual reports. She stated that the following organizations which received funds the prior year were missing annual reports: Fairbanks Curling Club, World Eskimo-Indian Olympics, and the Greater Fairbanks of Commerce. She clarified that the Greater Fairbanks of Commerce did not apply this year. Ms. Bell stated that the Curling Club provided their full annual report and supporting documents in their application, which she would consider as submitted. Ms. Bell stated as per code, if the annual reports are not submitted by October 31, an organization is no longer eligible to seek funding for the current year and the following year. She added that the only agency that would apply to is the World Eskimo-Indian Olympics. Ms. Bell introduced Carrie Peterson, the City's new Grants Administrator; she stated that Ms. Peterson would be taking over as the point of contact in

Finance for the Committee. She questioned whether the Committee considers an application complete if any one item/page is missing. She also asked whether missing documentation on proof of use of the Hotel/Motel Discretionary Fund logo would make an application incomplete. Members agreed that proof of the use of the City Seal is acceptable. Members agreed that if documentation explaining the use of 10% or more of miscellaneous income/expenses is missing in the application, it is incomplete. Members agreed that as long as the original application is complete, any missing pages in the copied packets can be copied from the original.

Mr. Woolf, seconded by **Ms. Fitzgerald**, moved to designate the original copy of the application as the only copy required to be complete and reviewed by staff.

Chair Rogers called for objection and, hearing none, declared the MOTION CARRIED.

Ms. Fitzgerald, seconded by **Mr. Kohler**, moved that the 11 organizations listed below be eliminated from consideration.

1. Literacy Council of Alaska – application not certified by signature
2. Fairbanks Curling Club – use of logo documentation not provided
3. Families Fully Alice Organizing Committee – income/expense statements & balance sheets not provided
4. Alaska Dog Musers Association – income/expense statements not provided
5. Alaska Songbird Institute – detailed listing of miscellaneous income and/or expenses not submitted
6. World Eskimo-Indian Olympics – annual report with supporting documents not filed with Finance
7. Interior & Arctic Alaska Aero Foundation – income/expense statements & balance sheets not provided for 2017
8. Bread Line, Inc. – detailed listing of miscellaneous income and/or expenses not submitted
9. I.C.E. Alaska – application not certified by signature, balance sheets not provided, and income/expense statements not provided for last fiscal year
10. Clay Street Cemetery Commission – balance sheet for last fiscal year not provided
11. University of Alaska Museum of the North – 2017 balance sheet not provided

Chair Rogers called for objection and, hearing none, declared the MOTION CARRIED.

Chair Rogers directed the Deputy City Clerk I to prepare ineligibility letters for the eleven organizations.

c) Committee Policy on Tardiness and Absences

Committee Members reviewed and discussed the current policy, and they made no changes.

d) Presentation & Distribution Meeting Dates

Members discussed proposed dates for the December meetings. Members agreed to hold the Presentation Meeting on Tuesday, December 5 at 5:30 p.m. and the Distribution Meeting on Friday, December 8 at 12:00 p.m. Ms. Bell reminded members that she would need individual distribution amounts no later than 10:00 a.m. on the day of the Distribution Meeting.

- e) Presentation Meeting Discussion
 - i) Start Time, Scheduled Presentation Times
 - ii) Committee Policy on “Zeroing Out” Applicants

Committee Members did not make any changes to the above processes.

- f) Individual Distribution – round to nearest \$10 to make total grant amount \$270,000

Committee Members were reminded to round individual distribution amounts to the nearest \$10.

- g) New Logo

Mr. Kohler, seconded by **Mr. Woolf**, motioned to LAY ON THE TABLE the new Hotel/ Motel Discretionary Fund logo.

Chair Rogers called for objection and, hearing none, declared the MOTION CARRIED.

- h) Q & A

No issues were raised or discussed.

NEXT MEETING

The Hotel/Motel Presentation Meeting is scheduled for Tuesday, December 5 at 5:30 p.m.; the Distribution Meeting will take place on Friday, December 8 at 12:00 p.m.

ADJOURNMENT

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

Chair Rogers called for objection and, hearing none, declared the meeting adjourned at 1:48 p.m.



June Rogers, Chair



Michelle Gutierrez, Deputy Clerk I

Transcribed by: MG