



DISCRETIONARY FUND COMMITTEE
MINUTES – NOVEMBER 9, 2021, 12:00 PM
HELD VIA TELECONFERENCE AND AT
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



PRELIMINARY MEETING

The Discretionary Fund Committee convened at 12:03 P.M. on the above date to conduct a Preliminary Meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, with Council Member Lonny Marney (Seat F) presiding and with the following members in attendance:

Members Present: Kathryn Fitzgerald, Seat A
 Ron Woolf, Seat B
 Samantha Kirstein, Seat C
 Traci Gatewood, Seat D (remotely)
 Rachael Kvapil, Seat E (remotely)

Also Present: Diana Hebel, Deputy City Clerk I
 Margarita Bell, Chief Financial Officer

APPROVAL OF MEETING MINUTES

a) Wrap-up Meeting Minutes of January 15, 2021

Ms. Fitzgerald, seconded by **Ms. Kirstein**, moved to APPROVE the meeting minutes of January 15, 2021.

Chair Marney called for objection to the approval of the minutes, and hearing none, so ORDERED.

NEW BUSINESS

a) Introduction of Committee Members

Each member introduced themselves in order of their seats.

b) Financial Report by Margarita Bell, Chief Financial Officer

Ms. Bell announced that last year there were seven agencies that were allowed to extend their funds for 2020 for use in 2021. She shared that all applicants have responded but two were late with their annual report. She stated that per Fairbanks General Code (FGC), those who were late would not be eligible to apply, and she shared that those two organizations were Pioneer Memorial Park and the Fairbanks Children’s Museum. Ms. Bell stated that, regarding the 2020 applicants, the Fairbanks Racing Lions returned all its grant funds, and Cold Pan Orchestra returned some of its funds.

Corrected

Ms. Kirstein asked if the two that are not eligible this year will be eligible next year. Ms. Bell clarified that since they responded to the notice, they will be eligible next year. She stated that had they not responded, they would have been ineligible for two years.

Without listing the names of the agencies, Ms. Bell listed the issues she identified during her review that may cause an agency to be ineligible; she asked the Committee to make a determination based on the issues presented:

- One applicant was missing their license information.
- Two applicants were late to turn in their annual report to the Finance Department, and one did not submit an annual report at all.
- Three applicants did not provide documentation to prove use of the logo.
- One applicant was missing page 2 of their financial statement.
- One applicant was missing information on Schedule A: they provided the prior year info, but nothing on the current year or proposed year.
- One applicant had no information on Schedule A.
- Four applicants had miscellaneous income or expenses in excess of 10% without an explanation.

Ms. Gatewood thanked Ms. Bell for providing the review. She voiced her opinion that those who did not follow the directions in the application should not be eligible.

Chair Marney clarified with Ms. Bell that the applicants had a good amount of time to complete their application and ask questions, if needed.

Mr. Woolf, Ms. Fitzgerald, Ms. Kvapil, and Ms. Kirstein also expressed their opinion that those applicants should be ineligible.

Ms. Bell then listed the eleven agencies as follows:

Fairbanks Racing Lions Club, Inc.	Other income exceeded 10% of total with no explanation
Fairbanks Children's Museum	Late annual report & no demonstration of use of logo
Kitty Hensley House Museum	No demonstration of use of logo
Pioneer Memorial Park, Inc.	Late annual report
Alaska Dog Musers Association Inc.	No demonstration of use of logo; no Schedule A information
Hockey Club Fairbanks	Missing pg. 2 of income/expense statement and Schedule A information
Fairbanks Arts Association	Other income exceeded 10% of total with no explanation
Lavelle's Bistro	Other income exceeded 10% of total with no explanation
Alaska Goldpanner Baseball, Inc.	No details on financial statement
Alaska Songbird Institute	Missing annual report
Alaska Golden Heart Cheerleading	Late application; no copies of application provided

Ms. Gatewood, seconded by **Mr. Woolf**, moved that the eleven agencies, as discussed, be removed from consideration for the 2021 Discretionary Fund Grant.

A vote was taken, and the motion PASSED unanimously.

c) Format of Presentations – Zoom or not to Zoom

Corrected

The Committee discussed the format for the Presentation Meeting. Members agreed that with the pandemic still being a variable, applicants should be allowed to present via Zoom.

Ms. Kirstein, seconded by **Ms. Fitzgerald**, moved to allow presentations via Zoom.

A vote was taken, and the motion PASSED unanimously.

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

Ms. Fitzgerald spoke to the circumstances of her tardiness at the last meeting of the previous year, which was the wrap-up meeting of January 15, 2021, and about her trouble connecting via Zoom.

Ms. Kirstein stated that technology like Zoom can have issues periodically. She suggested that those issues be taken into consideration.

Ms. Gatewood stated that the Committee's decision was to allow Ms. Fitzgerald to score those presentations she was present for but not any presentations she had missed.

Ms. Fitzgerald pointed out that Ms. Carnahan was also allowed to score, although her internet cut in and out, so long as she had enough information to make a decision. Members discussed whether to make allowances on a case-by-case basis.

Ms. Kirstein, seconded by **Mr. Woolf**, moved that the policies and procedures remain as they are currently written.

Ms. Gatewood asked for clarification on whether someone would be allowed to score applications if their internet was going in and out of connection. Some discussion ensued to reword the seventh policy in the "Stated in the Minutes" list. That policy read, "If Committee Members miss any presentations they will not be permitted to score any applications." This was changed to, "If Committee Members miss any presentations due to absence they will not be permitted to score any applications."

The motion to keep the policies and procedures as currently written was withdrawn.

Mr. Woolf, seconded by **Ms. Kirstein**, moved that the seventh policy under "Stated in the Minutes" be amended to read, "If Committee Members miss any presentations due to absence they will not be permitted to score any applications."

A vote was taken, and the motion PASSED unanimously.

COMMITTEE MEMBER COMMENTS

Members expressed their surprise at the number of incomplete applications; they also expressed some frustration with the difficulties brought about by COVID-19. Members expressed their disappointment in having to remove eleven agencies from the Discretionary Grant process.

Corrected

John Weed, appearing by Zoom, was given the opportunity to comment. Mr. Weed stated that Ms. Bell has been helpful over the years in answering concerns and questions and has made the rules regarding amounts over 10% and other requirements very clear.

DATE OF NEXT MEETING – PRESENTATION AND DISTRIBUTION MEETINGS

Members collectively decided that the next meetings dates would be as follows:

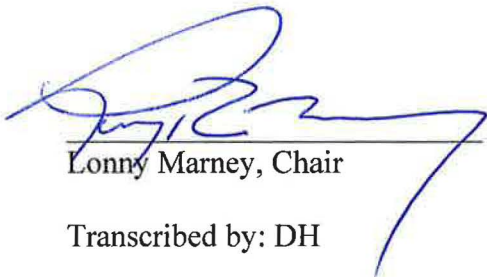
- Presentation Meeting – December 15, 2021, at 5:30 P.M.
- Distribution Meeting – December 20, 2021, at 12:00 P.M.

A note was made to possibly invite applicants to the Wrap-up Meeting so that the Committee could get some feedback from applicants on their experience with the process, including those who were eliminated from the process.

ADJOURNMENT

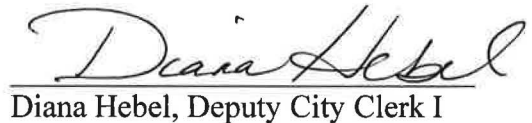
Ms. Kirstein, seconded by **Ms. Fitzgerald**, moved to ADJOURN the meeting.

Chair Marney called for objection and hearing none, declared the meeting
ADJOURNED at 1:19 P.M.



Lonny Marney, Chair

Transcribed by: DH



Diana Hebel, Deputy City Clerk I