



HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE  
AGENDA – NOVEMBER 16, 2020, 12:00 PM  
HELD VIA TELECONFERENCE AND AT  
FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



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PRELIMINARY MEETING II

1. Roll Call
2. Approval of Agenda
3. Approval of Meeting Minutes – November 2, 2020
4. Financial Report by Margarita Bell, Chief Financial Officer
5. Committee Member Comments
6. Adjournment



HOTEL/MOTEL DISCRETIONARY FUND COMMITTEE  
PRELIMINARY MEETING – NOVEMBER 2, 2020, 12:00 PM  
HELD VIA TELECONFERENCE AND AT  
FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



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PRELIMINARY MEETING

The Hotel/Motel Discretionary Fund Committee convened at 12:00 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 (remotely) and with the following members in attendance:

Members Present:                    Kathryn Fitzgerald, Seat A (remotely)  
    Ron Woolf, Seat B (remotely)  
    Traci Gatewood, Seat D (remotely)  
    Randi Carnahan, Seat E (remotely)

Absent:                                    Samantha Kirstein, Seat C

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

**APPROVAL OF MEETING MINUTES**

a)        Special Meeting Minutes of February 28, 2020

**Ms. Fitzgerald**, seconded by **Mr. Woolf**, moved to APPROVE the Special Meeting Minutes of February 28, 2020.

**Chair Rogers** calling for objection and hearing none, so ORDERED.

**NEW BUSINESS**

a)        Introduction of Committee Members

**Chair Rogers** asked the new members to introduce themselves and describe their community work experience and involvement.

**Ms. Carnahan** stated that she has worked on this Committee previously, has been a resident of Fairbanks since 1971, and has been heavily involved in the non-profit sector. She shared that she has managed the Tanana Valley State Fair, has served on numerous boards, is actively involved in the Rotary Club, and has been an associate broker at Somers Sotheby's International Realty for seven years. She stated she is happy to be back on the Committee again.

**Ms. Gatewood** stated she owns a small business, G2 Diversified Services, which she has ran since her husband retired about five years ago. She shared that she has a background in HR and grants, spent time working for a non-profit as an employee, has served on various boards, and has been a resident of Fairbanks for 27 or 28 years. She stated she has served on the United Way Board, Big Brothers Big Sisters Board, Health and Human Services Commission or Social Services Commission with the Borough, and she is now serving on the Salaries and Emoluments Commission with the Borough. She stated she is active in her profession as the VP of Program Certifications for the Society for Human Resource Management (SHRM).

**Chair Rogers** asked the other members present to briefly introduce themselves.

**Ms. Fitzgerald** stated that she has been in Fairbanks for 42 years, since 1978. She shared that she has been involved in different non-profit organizations and has served on some non-profit boards. She stated that she has been a recipient of the Hotel/Motel Discretionary Grant and is now on the other side of that interaction; she commented that she has learned a lot and that it is has been interesting seeing the process from both sides. She stated that she is currently serving in her second term on the Committee, and she is happy to continue serving.

**Mr. Woolf** said he has been in Fairbanks since 1983, is currently the CFO of Golden Valley Electric Association, worked for a non-profit for ten years, and was formerly the CFO of the City of Fairbanks. He shared that he has also served on the advisory board for the accounting program at UAF, has served as the treasurer of the board for the North Star Council on Aging, and has done other volunteer work throughout the community.

b) Financial Report by Margarita Bell, CFO

Ms. Bell reported that there were 24 applications received last year, and five of those applicants have requested to spend their granted funds in 2021 in lieu of applying this year. She stated that to date, the City has not received annual reports from four agencies who received funds in the previous cycle. She suggested that City Hall doors being locked may be a reason why the City has not heard from those organizations. Ms. Bell stated she remains hopeful that the applicants will still turn in their reports by the end of the week.

**Chair Rogers** asked Ms. Bell to review and clarify the suggestion of placing a comment in the overview section of the application notifying applicants to abstain from giving gifts to members of the Committee.

Ms. Bell asked for clarification on whether Ms. Rogers was referring to the notification to be added regarding deferred funding (2020 grant funds to be spent in 2021), or if she was referring to the statement to be added to the annual report paperwork regarding the giving of trinkets and things of that nature. **Chair Rogers** clarified that she was referring to the notification regarding deferred funding. This was verified by Ms. Bell. **Chair Rogers** then asked for clarification on the second issue raised by Ms. Bell. Ms. Bell clarified that in last meeting, there were some concerns about organizations giving Committee members gifts or trinkets. She reported that a statement was added to the grant agreement certification that the giving of gifts/trinkets to Committee members

is not allowed. Ms. Bell pointed out that the relevant discussion is located on page 3 of the last meeting minutes.

**Ms. Gatewood** asked for clarification regarding eligibility for funding for agencies that have not submitted their annual reports. She asked whether the four that had not turned in annual reports would be ineligible since the October 31 deadline had passed.

Ms. Bell explained that the Finance Department reviews each application to ensure the criteria is met; she stated the Committee will see a spreadsheet at the next meeting showing each applicant and whether they have met the application requirements. She stated that the Committee may use that information to decide applicant eligibility. She stated that it is yet unknown whether the City will receive the annual reports in the mail as postmarked by the deadline.

**Chair Rogers** reminded members that, due to COVID-19, City Hall has been locked for a period of time, and this may have had an effect on the applications and timeliness; she suggested that those circumstances should be taken into consideration for this year.

Ms. Bell stated she will have a better idea of eligible applicants by Friday, November 6.

**Ms. Fitzgerald** asked about hand delivery of applications this year. Deputy Clerk Hebel explained that applications have been and are being received by mail as well as in person, and there were currently about 15 applications.

**Ms. Fitzgerald** asked if whether applications may be considered timely if postmarked by the deadline; Deputy Clerk Hebel confirmed that postmarks are taken into consideration.

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

**Chair Rogers** explained that, in the past, there have been members who did not communicate regularly regarding attendance. She asked whether there was a need to go over Committee member responsibilities and possibly change the Committee's policies.

**Ms. Carnahan** pointed out that with a small group and about three meetings a year, it is not unreasonable to expect 100% participation. **Ms. Gatewood** agreed that 100% attendance is expected and required, but wished to add, "...except in cases of emergency", due to the unusual circumstances with COVID-19. She added, however, that if there is an emergency, a member should communicate such as soon as possible.

**Chair Rogers** asked for a motion.

**Ms. Gatewood**, seconded by **Ms. Carnahan**, moved that the Hotel/Motel Discretionary Fund Committee members are expected to attend 100% of scheduled meetings unless there is an emergency, in which case members are expected to communicate the absence as soon as practical prior to the meeting.

**Mr. Woolf** offered a clarification to the motion. After some discussion among committee members, **Chair Rogers** summarized the changes in wording and the inclusion of a definite time limit within the statement.

**Ms. Gatewood** read back the final motion statement as, “100% attendance is required for all scheduled Hotel/Motel Discretionary Fund Committee Meetings unless there is an emergency, in which case members are expected to communicate absences as soon as possible. Committee members will be removed for any unexcused absence.”

**Mr. Woolf** asked whether (because the committee is appointed by the Mayor) the Committee has the power to remove its own members. Ms. Bell replied that the Committee may recommend the removal of a member to the Mayor.

**Chair Rogers** called for objection to the motion that 100% attendance is required for all scheduled Hotel/Motel Discretionary Fund Committee Meetings unless there is an emergency, in which case members are expected to communicate absences as soon as possible and that Committee members will be removed for any unexcused absence objections, and hearing none, so ORDERED.

#### **DATE OF NEXT MEETING**

**Chair Rogers** requested that “Approval of Agenda” be added to future agendas.

After some discussion, the Committee decided to schedule second Preliminary Meeting for November 16, 2020 at 12:00 p.m.; the Presentation Meeting for December 15, 2020 at 5:30 p.m.; and the Distribution Meeting for December 21, 2020 at 12:00 p.m.

**Ms. Fitzgerald**, seconded by **Mr. Woolf**, moved to schedule meetings on the above-listed dates.

**Chair Rogers** hearing no objection to the motion, so ORDERED.

#### **COMMITTEE MEMBER COMMENTS**

**Ms. Gatewood** stated that she is happy to be here and learn about the process. She stated she looks forward to the meetings, the outcome, and the assistance that can be provided by the Committee to the Hotel/Motel industry.

**Ms. Fitzgerald** asked if the Zoom meeting format would be available for the Presentation Meeting, or if that meeting would be held in person. **Chair Rogers** explained that Zoom would be available, but those who wish to attend in person may do so.

**Ms. Fitzgerald** welcomed the new members.

**Mr. Woolf** welcomed the new members and expressed that it is an honor to be able participate. He stated it is nice to be able to do something good and give away some funds during these times.

**Ms. Carnahan** stated she is happy to be back working with the Committee again. She stated that she will be participating in all the meetings via Zoom.

**Chair Rogers** stated that the Mayor encourages the use of Zoom as much as possible.

**Chair Rogers** and Ms. Bell thanked members for serving on the Committee.

**ADJOURNMENT**

There being no more business to address, **Chair Rogers**, declared the meeting ADJOURNED at 1:02 p.m.

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June Rogers, Chair

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Diana Hebel, Deputy City Clerk I

Transcribed by: DH