



Board of Directors – Regular Business Meeting
425 N. Capital Ave., Idaho Falls, ID 83402
Wednesday, April 8, 2015, 7:30 a.m.

Minutes:

In Attendance: Board Members Bob Everhart, Cindy Ozaki, Janet Trujillo, and Allan Woolley, IFAD Legal Counsel Mark Fuller, IFAD Executive Director Dave Lane, Administrative Coordinator Jennie Weitzel.
Excused: Terri Gazdik

I. Call to Order:

Conducted by Chairman Ozaki, the meeting was called to order at 7:35am.

II. Adoption of the Agenda:

Action: Mr. Woolley moved to adopt the Agenda.

Action: Mr. Everhart seconded the motion.

Result: All present voted in the affirmative.

III. Approval of 3/25/15 Business Meeting Minutes:

Action: Mr. Everhart moved to approve the 3/25/15 Minutes.

Action: Mr. Woolley seconded the motion.

Result: All present voted in the affirmative.

IV. Approval of Payables:

Action: Ms. Trujillo moved to pay the bills as presented.

Action: Mr. Woolley seconded the motion.

Result: All present voted in the affirmative.

Discussion: The Chamber has issued a credit for tenants of the Business Development Center through December 2015. Chairman Ozaki asked for a motion to approve the new rate as had been previously done with the monthly Chamber of Commerce bill. Mr. Everhart asked for verification of conference phone charges.

Action: Mr. Everhart moved to pay the Chamber at the new rate for the year.

Action: Mr. Woolley seconded the motion.

Result: All present voted in the affirmative.

Discussion: Ms. Weitzel presented a bill from the Chamber for the Out of the Box luncheon that was not on the payable list.

Action: Mr. Woolley moved to pay the Chamber lunch invoice.

Action: Mr. Everhart seconded the motion.

Result: All present voted in the affirmative.





Discussion: Ms. Ozaki noted that the mileage rate had increased from 55.5 cents/mile to 57.5 cents/mile. Therefore Mr. Lane's mileage reimbursement would increase. She suggested that Ms. Weitzel also submit for mileage reimbursement.

V. Election Update: Mr. Fuller distributed a draft ballot from Bonneville County. Bonneville County accepted the District's seat designations and asked for approval of the ballot. The board reviewed the ballot and found no discrepancies. No one opposes Mr. Woolley or Mr. Everhart and there was no write-in campaign against either of their seats. Therefore their names will not appear on the ballot. Discussion on campaign reporting law ensued. Mr. Fuller verified that anyone who runs, contested or not, must file a report, whether or not campaign funds are raised. Mr. Fuller will follow up on the reporting obligation and submit the required forms to all candidates. Ms. Trujillo suggested that the Secretary of State provides the report. Mr. Fuller also reminded the board they are free to support or oppose a candidate personally but did not recommend speaking on the board's behalf.

VI. Reports and Updates:

A. Financial Update: Ms. Ozaki reported in Ms. Gazdik's absence. She noted a 3.3% increase in net income and an 11% increase over last year. Mr. Lane asked about the large reduction in accounting fees from the previous year. It was noted that the accounting firm conducted audits on all hotels last year and will only be conducting random, rotating audits on about five hotels per year unless other discrepancies are found. The LGIP fund, after March's transfer, is at \$3.9 million.

B. Executive Director Report: Ms. Ozaki began by offering accolades to Mr. Lane and Ms. Weitzel for a good presentation and set-up at the Chamber Out of the Box networking luncheon. She said the event was well attended and attendees received the presentation positively.

Mr. Lane updated board members on the HARN monument. He, Ms. Ozaki and Mr. Fuller attended a meeting yesterday with the City engineer, Planner, and public works representatives. The City sent a letter to the State requesting the work. It is Mr. Lane's understanding that, according to information provided yesterday during the meeting with City personnel, ITD (Idaho Transportation Dept.) is developing a cost estimate for the removal and re-installation of the HARN monument, including research and preparation of a future site. ITD is one of only two agencies with the necessary equipment and knowledge to provide the service. The board reiterated that physical contracts that show a paper trail are highly recommended.

Mr. Lane discussed Pioneer Road and noted the City acknowledged it is able to provide a Certificate of Occupancy without full expansion of Pioneer Road and only has jurisdiction over the annexed property. However, concern still lies with the parts of Pioneer Road that would remain outside the annexed area. Mr. Lane asked for help crafting legal verbiage for the Donation Agreement for road issues. Discussion ensued. Mr. Lane noted he, Ms. Ozaki, and Mr. Everhart are on the County Commissioners' agenda for April 15 at 10am for introductions only.





Board members suggested the District contact land and business owners along Pioneer Road for education and support.

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Mr. Lane sought board feedback on the possibility of a bond election for purposes of a Gantt chart noting that the information will drive the timeline. No discussion. No decisions.

Mr. Lane reiterated that the Chamber Out of the Box presentation was received well, IFAD will be a vendor at the Mayor's Business Day on April 21, and he will be a guest speaker at The Exchange Club on April 28.

YTT discussion ensued. The board agreed that, at this time, it does not appear that Mr. Lane need to sit on any of the recently proposed YTT committees. Mr. Lane informed the board that, as a courtesy, IFAD will be sending a cover letter to District hoteliers asking them to consider YTT membership.

Administrative Coordinator hours were discussed. Mr. Lane suggested it was necessary for Ms. Weitzel to increase her hours, if only temporarily, to help with office filing.

Action: Mr. Everhart moved to add up to 5 hours a week for the next few weeks for filing and to reassess after that.

Action: Mr. Woolley seconded the motion.

Result: All present voted in the affirmative.

C. Administrative Report: Ms. Weitzel informed the board that Comfort Inn has an outstanding balance for a late fee due to the fee not being added to the tax return last year. In addition, she found an overpayment by Best Western Driftwood Inn due to a late fee being repeated on monthly statements. A credit was issued immediately at Mr. Fuller's recommendation.

Ms. Weitzel discussed promotional materials. She offered board members information on advertising on the YTT's promo bags for \$500, purchasing IFAD stationery (quotes available), and purchasing nametags for board members and administration. The board noted there is still money left in the marketing account for the Executive Director to use at his discretion. They felt nametags would be more beneficial at this time and may consider the YTT bags after the event center is built. Board members offered a variety of options for Mr. Lane and Ms. Weitzel to distribute IFAD promotional items.

VII. Calendar and Announcements.

A. Upcoming IFAD Meetings/Events: Next meeting is scheduled for April 22nd at 7:30am. IFAD will have a vendor table and attend the luncheon at Mayor's Business Day at the Shilo Inn on April 21st. Board members are able to attend breakfast, speaker presentations, and lunch.

B. Announcements and Questions: None given.

VIII. Public Comment: Time was made available for public comment. None given.



IX. Adjournment:

Action: Mr. Everhart moved to adjourn the meeting.

Action: Mr. Woolley seconded the motion.

Result: The vote was unanimous in the affirmative. Meeting was adjourned at 8:54 am.