



**Board of Directors – Business Meeting
Business Development Center, 420 Memorial Drive
Idaho Falls, ID 83402
28 November 2012**

Minutes

In Attendance: Board Members: Robb Chiles, Bob Everhart, Terri Gazdik, Kris Meek and Cindy Ozaki. Also present were: IFAD Legal Counsel Mark Fuller, IFAD Consultant Rebecca Casper, and CRSA Architect Kevin DeKold.

I. Call to Order.

Conducted by Chairman Ozaki, the meeting was called to order at 7:36 a.m.

II. Adoption of the Agenda.

Action: Mr. Chiles moved to approve the agenda as amended to include an executive session as item.

Action: Mr. Everhart seconded the motion.

Result: All members present voted in the affirmative.

III. Approval of Minutes from Previous Meeting.

Action: Mr. Everhart moved to approve the minutes from the 11/14 Business Meeting.

Action: Mr. Meek seconded the motion.

Result: All members present voted in the affirmative.

IV. Approval of IFAD Payables.

A. \$300.00. I.E. Productions for business card design.

B. \$187.50. to I.E. Productions for letterhead and envelope design

C. \$28.99. for Misc office expenses charged to IFAD Visa card for postage and computer supplies

D. Not to exceed \$150.00. to Alphagraphics approved in advance for payment of business card printing.

Action: Mr. Meek moved to pay IFAD obligations in the amounts listed above.

Action: Mr. Chiles seconded the motion.

Result: All members present voted in the affirmative.

V. Reports and Updates.

A. Finance/Accounting Report. Ms. Ozaki met with Mr. Goodworth regarding the proposed audit policy. They have discovered that certain data relating to the Travel Bureau tax is not available except on a county-by-county basis. As it will not be useful for audit purposes unless it is broken down on a per hotel

basis, it may need to be dropped as one of the external verification methods for compliance audits. Mr. Meek suggested requesting this information using the FOIA. Mr. Fuller was amenable to investigating this and he also explained further some of the background research he had conducted with Travel Bureau personnel. Unless a relatively simple to access this data is discovered, Mr. Goodworth will revise the procedure to exclude it. Mr. Fuller reminded Ms. Ozaki to sign the final version of the letter to all hoteliers notifying them of the Board's intent to perform these audits. Ms. Ozaki and Mr. Goodworth are working with Mr. Scott Bond of Rudd and Co. to prepare for the upcoming end-of-year audit. Finally, all hotels/motels have paid the October taxes in full to date.

- B. Architectural Report.** Mr. DeKold introduced the idea of *not* lining the canal which runs east of the proposed building site. This would be less-expensive, save construction start-up time, and eliminate additional involvement with property and canal owners. The Board agreed that it would be beneficial to wait a season to allow the land to dry out and observe the water flow patterns on the property—therefore postponing the lining might therefore be prudent. Mr. DeKold explained that the lining's purpose would be to facilitate the pouring of the foundation. His preliminary research indicated that lining may not be necessary. The Board felt to postpone canal lining for at least a season and possibly eliminate lining altogether. For now, skipping this step may also save time on the master construction schedule. Ms. Ozaki and Mr. Fuller also met with Mr. Isom to discuss the best way to proceed with an engineering survey of the property. Mr. Isom indicated that he was comfortable with the Board initiating survey work on the site prior to having an MOU in place. Mr. Fuller proposed that any costs associated with the survey would be paid by SRL and then reimbursed by the IFAD when the final property deed transfer occurs.

Action: Mr. Chiles moved that the IFAD move forward with the survey of the event center site pursuant to the entitlement process.

Action: Mr. Meek seconded the motion.

Result: All members present voted in the affirmative.

- C. Administrative Update.** Ms. Casper announced personnel changes in the website contractor's office that will affect the IFAD Website design schedule. She presented the latest suggested designs for the Website home page. The Board agreed to designate Mr. Chiles as the Board representative for future design questions. Another administrative report from Mr. Chiles and Mr. Everhart was given. They agreed to prepare and share a draft job description with fellow board members as soon as it is prepared or possibly at the next Board meeting. Ms. Casper agreed to send a draft position description she had prepared earlier this year to Mr. Chiles.

- D. Other Reports.** None given.

VI. 2013 Election Calendar.

Ms. Casper shared information with the Board about the 2013 election calendar and other information the County Recorder was requesting by November 30th. The Board members discussed the calendar for the coming year and opted to list the Post Register as the newspaper of choice for notifying citizens. The Board determined to have Mr. Fuller serve as the de-facto Clerk of the Board for purposes of submitting this form. This action would not preclude the appointment of a clerk or other such Board officer in the future.

Action: Ms. Gazdik moved that Mark Fuller serve as the Clerk of the IFAD for the purposes of interfacing with the Bonneville County Elections Office.

Action: Mr. Everhart seconded the motion.

Result: All members present voted in the affirmative.

VII. IFAD Open House.

Board members discussed plans for the open house and ribbon cutting to commemorate the opening of the new building location and to make a public announcement to the community about CMG being the selected event center operator. The event will be held Thursday December 6th from 5-7 p.m. and offer beverages and refreshments. Ms. Casper will send invitations to selected guests and coordinate with CMG to ensure their PR protocols are followed—including the preparation of a press release.

Action: Ms. Meek moved to authorize the expenditure of \$50 as contribution toward the Open House refreshment fund.

Action: Ms. Gazdik seconded the motion.

Result: All members present voted in the affirmative.

VIII. Calendar and Announcements.

A. Upcoming IFAD Meetings/Events.

11/28 Board Social

12/6 Open House

12/12 Scheduled IFAD Board Business Meeting

B. Announcements and Questions.

1. The Pocatello Auditorium district recently raised their Auditorium tax rate to the full 5% allowed by statute. This was not protested—and even supported—by local hoteliers—most of who are new to the area. The revenues will allow the PCAD to build their facility. This act also eliminates the tax differential between Idaho Falls and Pocatello.
2. Ms. Ozaki inquired about a holding a lunch or dinner with the CMG officials when they are in town for the announcement on the 6th. Most members were in favor of looking in to that.

IX. Public Comment.

Meeting time was made available for public commentary, but no members of the public provided comment.

X. Adjournment.

Action: Mr. Meek moved to adjourn.

Action: Mr. Everhart seconded the motion.

Result: The vote was unanimous in the affirmative. The meeting was adjourned at 8:39 a.m.