

Board of Directors – Regular Business Meeting
425 N. Capital Ave., Idaho Falls, ID 83402
Wednesday, December 4, 2013, 7:30 a.m.

Minutes:

In Attendance: Board Members Kris Meek, Cindy Ozaki and Janet Trujillo, IFAD Legal Counsel Mark Fuller, IFAD Administrative Coordinator Jennie Weitzel, Rebecca Casper, Bob Everhart. Excused: Robb Chiles and Terri Gazdik.

I. Call to Order:

Conducted by Chairman Ozaki, the meeting was called to order at 7:52am.

II. Adoption of the Agenda:

Action: Ms. Trujillo moved to adopt the Agenda.

Action: Mr. Meek seconded the motion.

Amendment: Ms. Ozaki amended the agenda by adding Audit Agreement Contract and Investment Fund Update before Reports and Updates.

Action: Ms. Trujillo moved to adopt the Agenda as amended.

Action: Mr. Meek seconded the motion.

Result: All members present voted in the affirmative.

III. Approval of 11/13/13 Business Meeting Minutes:

Action: Mr. Meek moved to approve the 11/13/13 Minutes.

Action: Ms. Trujillo seconded the motion.

Result: All present voted in the affirmative.

IV. Approval of Payables:

Action: Ms. Trujillo moved to approve the payables.

Action: Mr. Meek seconded the motion.

Result: All present voted in the affirmative.

Discussion: The Chamber Invoice was received. Ms. Ozaki will review prior to paying and after reviewing IFAD's tenant contract and present at the next meeting.

V. Audit Agreement Contract: Rudd and Co submitted a contract to IFAD that was exactly like last years and at the same price. It offers 25% off professional fees if they are able to begin in December and have the report by February.

Action: Mr. Meek moved that IFAD have the audit completed by Rudd and Co. and Scott Bond according to the contract that was submitted.

Action: Ms. Trujillo seconded the motion.

Result: All present voted in the affirmative.

VI. Investment Fund Update: Ms. Ozaki reported that the LGIP fund has been established, the first transfer was made and Ms. Ozaki is the only person authorized to make deposits into the LGIP fund. It was noted that, unfortunately, automatic deposits/transfers are not available at this time.

VII. Reports and Updates:

A. Architectural Report: Mr. DeKold is out of town. Ms. Ozaki reported that AGC approved legislation. Discussion ensued. No action was taken. Ms. Trujillo noted that the renderings at SRL Discovery Center looks nice. Discussion about acquisition of rendering boards followed.

B. Website Update: Most board members were unable to review, in detail, the History webpage on Google Docs. Ms. Ozaki was able to make changes last night and would like to update data under the economic benefits page. Ms. Weitzel is seeking approval for 2014 meeting dates to update the website.

C. Budget Committee Report: Mr. Meek and Ms. Gazdik will work with Mr. Bond on Audit.

D. Administrative Reports and Updates:

1. Ms. Weitzel presented the board with 2014 board meeting dates, noting possible changes to accommodate the holidays next year. Changing the Nov and Dec dates will still allow for an every other week schedule and two meetings each month. Ms. Weitzel will post 2014 meeting dates physically and on website.

Action: Mr. Meek moved to accept the document, as amended, entitled 2014 IFAD Board of Directors Business Meetings as the business meeting schedule for the 2014 calendar year.

Action: Ms. Trujillo seconded the motion.

Result: All present voted in the affirmative.

2. Ms. Ozaki has arranged for Dot at GHG to accept and enter tax revenue information while she is out of the country. Ms. Weitzel to submit hours to Mr. Meek and Dot during that time. In addition Dot will also be making all account reconciliations beginning in October.

3. Discussion about shared use copier and consideration for purchasing a personal printer for the IFAD office ensured. Ms. Ozaki will review tenant contract and explore options.

4. Discussion of the letter regarding hotel audits by GHG and relocation of GHG to SRL.

E. Other Reports: BMPO meeting for Sunnyside Road Access Plan will be held December 5, 2013 from 4-6pm at 1810 W. Broadway. Mr. Fuller and Ms. Ozaki will attend so that IFAD's interests are represented.

VIII. Calendar and Announcements.

A. Upcoming IFAD Meetings/Events: The holiday get-together will be held December 4th at 6:15pm at Copper Rill Restaurant. The next IFAD BOD meeting will be December 18, 2013 at 7:30am. Ms. Ozaki will be out of the country from Dec. 19 until Jan 6. The Chamber office will be closed Dec 23- Jan 1, 2014. Ms. Weitzel will be in the office to make sure tax revenue is deposited in a timely manner. Annexation agreement will not be presented until January.

B. Announcements and Questions: None given

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

X. Adjournment:

Action: Mr. Meek moved to adjourn the meeting.

Action: Ms. Trujillo seconded the motion.

Result: The vote was unanimous in the affirmative. Meeting was adjourned at 8:49 am.