

**Board of Directors – Regular Business Meeting
425 N. Capital Ave., Idaho Falls, ID 83402
Wednesday, January 14, 2015, 7:30 a.m.**

Minutes:

In Attendance: Board Members Bob Everhart, Terri Gazdik, Cindy Ozaki, Janet Trujillo (by phone), and Allan Woolley, IFAD Executive Director Dave Lane, IFAD Legal Counsel Mark Fuller, IFAD Administrative Coordinator Jennie Weitzel, Architect Kevin DeKold, Accountants Fred Goodworth and Ryan Ballain.

I. Call to Order:

Conducted by Chairman Ozaki, the meeting was called to order at 7:37am.

II. Welcome: Chairman Ozaki welcomed guests and introduced Executive Director, Dave Lane. Congratulations were offered.

III. Adoption of the Agenda:

Action: Mr. Everhart moved to adopt the Agenda.

Action: Mr. Woolley seconded the motion.

Action: Mr. Everhart moved to amend the Agenda to include an Audit Report under Section VI.

Action: Ms. Gazdik seconded the motion.

Result: All present voted in the affirmative.

IV. Approval of 12/17/14 Business Meeting Minutes:

Action: Ms. Gazdik moved to approve the 12/17/14 Minutes.

Action: Mr. Everhart seconded the motion.

Result: All present voted in the affirmative. Ms. Weitzel noted that two minor spelling errors had been reported by Mr. Fuller and were corrected.

V. Approval of Payables:

Action: Mr. Everhart moved to approve the payables.

Action: Ms. Gazdik seconded the motion.

Result: All present voted in the affirmative.

Discussion: Ms. Trujillo inquired why the District pays for 20 internet domain names. Ms. Ozaki explained that the domain names cover all possibilities of name and extensions for Idaho Falls Auditorium District and Idaho Falls Event Center. The only combinations unable to be purchased by the District were any acronyms beginning with the letter 'I', as Apple has purchased them. Mr. Everhart agreed that it is normal for organizations to carry many possible extensions of the business name, so others can't appear to be a part of your organization.

VI. Reports and Updates:

A. Audit Report: Mr. Goodworth from Galusha, Higgins, Galusha, Wipfli introduced himself and Ryan Ballain. He reminded the board of the tasks he was charged with in July. He noted that he prepared a summary letter with the audit results which included rules, recommendations, and reminders. The letter was sent in August, 2014. The second task was obtaining records from the two hotels that did not submit. Of the two, one audit revealed significant differences between actual receipts and reported revenue. Mr. Ballain reported on the differences.

Action: Ms. Gazdik moved to hire GHG to conduct a final phase audit of Pinecrest Inn from the inception of the District tax in 2011 to date.

Action: Mr. Everhart seconded the motion.

Result: All present voted in the affirmative.

Discussion: Mr. Goodworth requested a letter of instruction from the board or Mr. Fuller consistent with the previous letter.

The board then discussed randomly identifying hotels for rotating audits and suggested Mr. Goodworth set up the schedule. Mr. Fuller will forward the audit steps correspondence to Mr. Lane. To conclude, Mr. Goodworth explained the merger between GHG and Wipfli.

B. Finance Report: Ms. Gazdik distributed financial statements for year ending Nov. 30, 2014. She reported that the receivable balance is up 15% from a year ago, district receipts are up 12.45% over the prior year, interest is up due to joining the Local Government Investment Pool (LGIP) and, net income was up 23% over last year. The reports show excellent growth over the prior fiscal year. Ms. Trujillo excused herself from the meeting via phone.

Budget discussion ensued. Ms. Gazdik distributed a draft budget. Line items were discussed.

Action: Mr. Everhart moved to approve the Budget with the discussed changes.

Action: Mr. Woolley seconded the motion.

Result: All present voted in the affirmative.

C. Architectural Update: Mr. DeKold had no architectural report. He noted that the CMGC legislation is being utilized throughout the state and he has been participating in the rules writing process. Mr. DeKold also noted the only rule proposal he is aware of is that the general contractor should not be allowed to weigh in on choice of sub-contractor where the general contractor would be bidding on the work themselves. He discussed scheduling the CMGC workshop and recommended it would be best closest to the hiring of a CMGC. The entire board would like to be present for the workshop.

D. Executive Director Report: Mr. Lane verified that he was to be meeting and greeting as many people as possible. He has met with board members individually, attended a YTT meeting and will attend Chamber events, is on the City's agenda email list, and will meet with Mayor Casper next week. Ms. Gazdik suggested he meet with Ammon's Mayor Kirkham as well. A discussion on promotional items ensued. Mr. Woolley suggested Mr. Lane gather Promotional items options and present to the board at the next meeting.

E. Administrative Report: Ms. Weitzel noted that ShadyRest Campground is still outstanding for November 2014 taxes. She also informed the board that Idea Com will add a second phone line and provide training for the phone system.

Ms. Ozaki noted that the board is operating without a Vice Chair since Mr. Meek moved from District boundaries and recommended action be taken to appoint a board member to the position.

Action: Ms. Gazdik moved to appoint Mr. Woolley as Vice Chair for the District.

Action: Mr. Everhart seconded the motion.

Result: All present voted in the affirmative.

F. Other Reports: Mr. Everhart inquired about Chamber Legislative days in Boise. The board agreed that more representation in Boise is better. Ms. Weitzel will arrange registrations and accommodations for the three attendees.

Ms. Ozaki suggested the District host the Chamber's Out of the Box Networking lunch. Mr. Lane will arrange.

VII. Calendar and Announcements.

A. Upcoming IFAD Meetings/Events: Next meeting is scheduled for January 28th at 7:30am.

B. Announcements and Questions.

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

IX. Adjournment:

Action: Mr. Woolley moved to adjourn the meeting.

Action: Ms. Gazdik seconded the motion.

Result: The vote was unanimous in the affirmative. Meeting was adjourned at 9:04am.