

## Idaho Falls Auditorium District

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Board of Directors — Business Meeting  
Idaho Falls Public Library — Room 1  
23 January 2012  
8:00 a.m.

### Minutes

**In Attendance:** *IFAD Board Members: Robb Chiles, Bob Everhart, Kris Meek, Cindy Ozaki. Jeff Sayer joined the first portion of the meeting by phone . Also: Mark Fuller (legal counsel) Rebecca Casper (consultant), Kevin Dekold (CRSA), and Linda Cise (public).*

- I. Call to Order.** The meeting was conducted by Chairwoman Ozaki and called to order at 8:13 a.m.
  
- II. Adoption of the Agenda.**  
*Action:* Mr. Everhart moved to add a discussion item to the agenda; “Discussion of Accounting Firms” and insert as the fourth item.  
*Action:* Mr. Meek seconded the motion.  
*Result:* All members present voted in the affirmative.
  
- III. Approval of the Minutes from Previous Meeting.**  
*Action:* In the interest of time, Chairman Ozaki suggested that approval of minutes from the two prior meetings be deferred to the next meeting. This was done without objection.
  
- IV. Discussion of Accounting Firms.**  
*Discussion:* The Board discussed the need to hire an accounting firm that would be able to manage the IFAD’s finances, including work for audits, bookkeeping, and the financial statements that will be needed when the IFAD begins the bonding process. There was broad agreement that there are three local firms with that have expertise as well as a strong enough regional presence to write a bond letter that would carry weight—Cooper Norman CPA; Galusha, Higgins & Galusha; and Rudd & Company. The board considered the question of whether or not a local firm could affiliate with a national firm. They also considered that hiring a larger firm might cost more for the day-to-day financial management, but determined that it was worth paying for the strength of the name—given bonding considerations. The Board members determined to move forward with the selection of the accounting forms in the same manner it used for hiring an attorney—RFQ, interview, selection. Chairman Ozaki directed Board Counsel, Mr. Fuller to prepare and send out an RFQ letter to the three firms.

**V. Consideration of Change to Tax Due Date.**

*Discussion:* Chairman Ozaki indicated that several hotels in Idaho Falls have requested a change in the tax due date—hoping it could coincide with the due date for the statewide Travel and Convention tax which is set for the 20<sup>th</sup> of each month. Ms Ozaki noted that the 15<sup>th</sup> was selected simply because they thought that was the statewide due date as it was the Board’s intention to use the same date. It is hoped that moving the date might be easier for local businesses to comply and thereby increase the compliance rate for local hotels and motels. Mr. Fuller agreed to notify all hotel operators officially of the date change.

*Action:* Mr. Chiles moved to change the IFAD room tax due date to the 20<sup>th</sup> of each month.

*Action:* Mr. Everhart seconded the motion.

*Result:* All members voted in the affirmative.

**VI. Consideration of Meeting Date.**

*Note:* Before Mr. Sayer had to leave the meeting, the Chair allowed Mr. DeKold to make a brief inquiry as to the best time for a half-day workshop to outline the design and programming processes to Board members. Several dates were discussed and the Board selected the morning February 10<sup>th</sup>. Ms. Casper was directed to obtain a facility that could support phone conferencing and internet access.

**VII. Consideration of Board Policy.**

**A. Money Policy.**

*Discussion:* Board Members once again considered how best to manage board finances and what they wanted included in a written policy. Signatures on a check, a cash-on-hand account, debit and credit cards, and expenditure approval were all considered. Board members felt strongly that they wanted to review expenditures on a monthly basis. Ms. Casper was directed to write a policy drawing from the discussion and the language in misc policy examples the board had before them.

*Action:* Mr. Chiles moved to authorize Ms Ozaki to obtain a debit card for cash-on-hand purposes and a credit card for larger expenses.

*Action:* Mr. Meek seconded the motion.

*Result:* All members present voted in the affirmative.

**B. Travel Policy.**

*Discussion.* The Board members considered how to address travel expenses. A reimbursement form was examined and edited. The rudiments of an IFAD Travel Policy were fleshed out. The merits of a per diem v. receipt-based travel were discussed.

*Action:* Mr. Meek moved that the IFAD Board adopt the applicable Idaho State rate for vehicle mileage reimbursement.

*Action:* Mr. Chiles seconded the motion

*Result:* All members present voted in the affirmative.

**VIII. Discussion of Maverick Center Tour.**

*Discussion.* Board Members reviewed the benefits of the tour of the Maverick Center—an arena owned by the city of West Valley City, Utah and privately managed by an operator that also owns and operates the team and catering portions of the facility. Comments about the tour were overwhelmingly positive. The Board members felt that the tour served to orient their efforts and broaden their understanding of the design, construction, purchasing, management, booking, etc. tasks and phases. Board Members discussed their tour notes. The primary take-away messages centered on the importance of designing a multi-use facility to the greatest extent possible and the desirability of having the operator and concessionaire on-board during the design phases to avoid expensive design changes. Mr. Meek requested that Mr. Fuller become familiar with the ramifications of the Lady Bird Johnson Highway Beautification act and how it might relate to any marquee-style highway signage the Event Center might obtain.

**IX. Next Steps & Tasks.**

*Discussion.* Board members discussed the need to see other facilities that are owned and operated differently—with emphasis on the operations. They determined that more on-site visits and interviews need to be conducted before making a decision on the right management model for the Idaho Falls Event Center. The public forums designed to elicit design and public use input will best be held after travel and research for other facilities is conducted. Board members additionally identified the need to make technical progress on soil sampling, establish a relationship with the New Sweden Canal Company, and work with the owners of Snake River Landing. Different members of the Board assumed responsibility for these tasks and agreed to report back to the full board.

**X. Public Comment.**

Ms. Cise, a member of the public, inquired about meeting notification, and the existence of a website. She also suggested that the Board look into more active means of communicating with the public such as personal contact, PSAs, and public calendars on TV and radio.

**XI. Adjournment.**

*Action.* Mr. Everhart made the motion to adjourn.

*Action.* Mr. Meek seconded the motion.

*Result:* All Board Members present voted in the affirmative  
The Meeting adjourned at approximately 10:03 a.m.