Board of Directors – Regular Business Meeting
425 N. Capital Ave., Idaho Falls, ID 83402
Wednesday, April 9, 2014, 7:30 a.m.

Minutes:

In Attendance: Board Members Kris Meek, Cindy Ozaki, Allan Woolley, IFAD Legal Counsel Mark Fuller, IFAD Administrative Coordinator Jennie Weitzel, Architect Kevin DeKold, Mayor Rebecca Casper. Excused: Board Members Terri Gazdik and Janet Trujillo.

I. **Call to Order:**
Conducted by Chairman Ozaki, the meeting was called to order at 7:39am.

II. **Adoption of the Agenda:**
Action: Mr. Meek moved to adopt the Agenda.
Action: Mr. Woolley seconded the motion.
Result: All members present voted in the affirmative.

III. **Approval of 3/26/14 Business Meeting Minutes:**
Action: Mr. Woolley moved to approve the 3/26/14 Minutes with the noted correction to Ms. Trujillo's name in section XI.
Action: Mr. Meek seconded the motion.
Result: All present voted in the affirmative.

IV. **Approval of Payables:**
Action: Mr. Meek moved to approve the payables.
Action: Mr. Woolley seconded the motion.
Result: All present voted in the affirmative.

V. **Policy VI: Separation of Duties:** Mr. Fuller presented Policy VI: Separation of Duties as a result of Rudd & Co. audit recommendations to establish a division of responsibilities. Mr. Meek noted a minor spelling correction.
Action: Mr. Meek motioned to adopt Policy VI: Separation of Duties with the noted correction.
Action: Mr. Woolley seconded the motion.
Result: All present voted in the affirmative.

VI. **Reports and Updates:**
A. **Financial Report:** None given. Ms. Ozaki to forward Ms. Gazdik's report via email.
B. **Website Report:** Ms. Ozaki and Ms. Weitzel have updated website History. Ms. Ozaki reported hearing from Entrepreneurial Center who referred her to an outside company and will report back to board when she hears something.

C. **Administrative Reports and Updates:** Ms. Weitzel presented flyer options to be distributed at the Mayor's Business Day. It was suggested the rendering be a large portion of the page and information to include board members, meeting dates, site locations, website address and maybe a QR code. Final draft to be presented at the next board meeting.

D. **Other Reports:** Ms. Ozaki and Mr. Fuller reported on a phone conference call with Mr. Isom regarding Donation Agreement. Discussion included time frame extensions, schedule of events, storm drainage and water issues, master common area maintenance fees and signage. Mr. Isom plans to set up meeting with IFAD, Ball Ventures and Horrocks to address survey issues and provide copies of maintenance agreement. The meeting was cooperative and Mr. Fuller noted progress is being made.

Mr. DeKold spoke to the construction schedule and said he plans to forward an updated schedule as soon as he has time to review what was given to him by CRSA's constructability expert.

Ms. Ozaki reported on the joint tenant meeting for the Business Development Center. Discussion included the 10% administrative fee and the Chamber of Commerce confirmed that, at year end, they will calculate actuals and either refund or credit and difference. Copier and fax usage and needs will be assessed and then bid. Parking was discussed and it was asked that employees park as far back in the lot as possible. Downtown Development is managing the lot across the street. Ms. Holt, Chamber CEO, will send details of the meeting to tenants in writing.

Ms. Ozaki will attend the CMGC bill signing in Boise.

VII. **Calendar and Announcements:** Ms. Weitzel to forward any and all iCRMP and Chamber events to District Board Members. Mayor's Business Day is Tuesday, April 29, 2014. Ms. Weitzel to forward information on a Budget and Levy training provided by the ID Tax Commission being held on May 13, 2014 at EITC. Mr. Everhart's resignation from the Downtown Development effective April 11.

VIII. **Public Comment:** None Given.

IX. **Adjournment:**
   Action: Mr. Meek moved to adjourn the meeting.
   Action: Mr. Woolley seconded the motion.
   Result: The vote was unanimous in the affirmative. Meeting was adjourned at 8:19 am.