

Board of Directors – Regular Business Meeting
425 N. Capital Ave., Idaho Falls, ID 83402
Wednesday, October 26, 2016, 7:00 a.m.

Minutes:

In Attendance: Board Members Terri Gazdik (by phone), Mike Lehto (by phone), Mick Ohman, Cindy Ozaki, and Allan Woolley. IFAD Legal Counsel Mark Fuller, Administrative Coordinator Jennie Weitzel, Kevin Greene, Kevin DeKold, Blake Davis, Mike Clements, Mayor Casper, and Dana Briggs.

I. Call to Order:

Conducted by Chairman Ozaki, the meeting was called to order at 7:06 a.m.

II. Adoption of the Consent Agenda:

Action: Motion made to approve the Consent Agenda without the 9/7/16 minutes.

Discussion: Mr. Fuller noted the 9/7/16 minutes were already approved and adopted by the board and he finds no procedure that allows for the amendment of those minutes. Mr. Fuller requested a note will be made in today's minutes that 'in the 9/7/16 minutes, Section V, Mr. DeKold was not waiting on Mr. Anderson but rather Mr. Harvey.'

Result: All present voted in the affirmative.

Chairman Ozaki then presented one payable from CRSA for approval.

Action: Motion made to pay the CRSA payable as presented.

Result: All present voted in the affirmative.

III. Vote on Appointment of new Board Member:

Action: Motion made to appoint Mick Ohman to the IFAD board seat left vacant by Mr. Ryan Meikle.

Result: All present voted in the affirmative.

IV. Swearing in of newly appointed board member. Mr. Fuller proceeded to administer oath to Mr. Ohman. Board members welcomed Mr. Ohman. Ms. Weitzel will forward a draft press release for approval.

V. Reports and Updates:

A. Building Committee Discussion: Vice Chairman Woolley spoke to cost savings found during the Committee meeting. Bateman Hall Hogan have identified all the cost savings that are currently available. Other reductions may be possible. Chairman Ozaki asked for exterior suggestions to be sent to herself or Ms. Weitzel and Building Committee Discussion be added to November's meeting agenda.

B. CRSA Contract Negotiation Update: The Committee is still working through issues and will update at November's meeting. Ms. Gazdik spoke to a proposed fee for CRSA contract.

C. Task List and Committee Discussion: Chairman Ozaki noted new board member item on the task list has been completed and asked for potential board member suggestions be sent to her. She also asked for item suggestions for the task list and committee suggestions. Mr. Fuller noted that, at the May election, four board seats will be up for election. Mr. Fuller offered suggestions from Mr. Isom, who was not present. Mr. Isom suggested sub committees to include: Building, Construction, and Design Committee, Executive Director Search Committee, Formal Fundraising Committee (marketing, potential donors, and bonding), and CRSA contract negotiations committee. Most of these committees currently exist. Committees Discussion will be added to November's meeting agenda.

D. Executive Director Search Committee Report: Ms. Gazdik reminded members that Ms. Weitzel sent the original job description after the last meeting. Ms. Gazdik received proposed changes from Mr. Fuller. She asked for recommendations and input from the board. Discussion ensued. Suggestions included: project manager skill set and fundraising proficiency. Mr. Fuller spoke to GBAD's (Greater Boise Auditorium District) hiring of a Finance Director and the ID personnel system/State personnel system acts. The board agreed the fundraising/financial position is the priority. Criteria needs to be established to make a decision at the next meeting. Mr. Ohman will join Ms. Gazdik on the Executive Director Search Committee. Mr. Lehto was excused from the meeting at this time.

E. Administrative Report: Mrs. Weitzel distributed proposed 2017 Board Meeting Dates. Mr. Fuller spoke to Pinecrest Inn's outstanding balance and payment arrangements. Ms. Weitzel asked for feedback on available dates for the annual IFAD Holiday Dinner. Mr. Fuller and Ms. Gazdik suggested that January may be the best option. Ms. Weitzel also updated the board on the conference phone acquisition.

VI. Adoption of 2017 IFAD Business Meeting Dates

Action: Motion made to accept the 2017 Board Meeting dates as presented.

Result: All present voted in the affirmative.

VII. Preliminary review of 2017 Budget and 2017 Meeting Dates: Ms. Gazdik noted the fiscal year ends November 30. She does not have a proposed budget to hand out at today's meeting. She asked for expense suggestions and if the board agreed to add 5% over prior year actual again for revenues. Chairman Ozaki discussed possibly including a revenue increase in the busy months. Ms. Gazdik will increase the revenue expectations from May through September and be more conservative during the rest of the year. Ms. Gazdik will forward the 2016 budget as well as a 2017 draft. Ms. Ozaki discussed upcoming audit and options for one and/or three year contract.

VIII. Calendar and Announcements.

- A. Upcoming IFAD Meetings/Events:** The next IFAD meetings will be held on November 16, 2016 and December 14, 2016.
- B. Announcements and Questions:** Mr. DeKold asked for a road and bridge update. No details were available at meeting time.

IX. Public Comment: Mr. Greene spoke to the Melaleuca Field fundraising of \$1.6 million. He suggested finding a professional grant writer, or someone who really knows how to go after big money. Chairman Ozaki thanked him for his suggestion.

X. Adjournment:

Action: Motion made to adjourn the meeting.

Result: The vote was unanimous in the affirmative. Meeting was adjourned at 8:12 a.m.