



IDAHO FALLS
AUDITORIUM DISTRICT

**Board of Directors Business Meeting
Tuesday 27, November 2018, 7:00 a.m.**

Location: 467 Constitution Way, Idaho Falls, Idaho 83402

In Attendance: Board members Chair Terri Gazdik, Doug Swanson (by phone), Bob Nitschke, Legal Counsel Dan Beck, Administrative Coordinator Salem Thomas, Blake Davis, Mike Clements, Kevin Greene, Chad Hammond, James West.

Minutes:

I. Call to Order - 7:04 a.m.

II. Action Item - Accept the Consent Agenda Nitschke asked for adding a discussion items topic concerning how we are going to keep track of action items of all meetings so they can be resolved. Gazdik suggested we add it to the next meeting agenda because it will fit in with the Document Control presentation Scott will be presenting. This is agreed. Motion to accept consent agenda by Nitschke. Seconded by Gazdik. Motion passed.

A. Meeting Minutes - 11/13/2018, 10/23/18 & 8/31/18 (If input received) Nitschke still has updates for all three. He agreed to send them to Thomas.

B. Approve IFAD Payables - no payables available

III. Discussion Item - Public Comment - none.

IV. Discussion Item - Draft Press Conference Outline - Chad Hammond - Instead of having a press conference right away, Scott is planning to have a meeting/get together of sorts, to invite others to participate in the business advisory committee. After there is more support from the community, then the media will be invited in to share, maybe in a press conference.

V. Action Item - Final Review and Approval of Fundraising Marketing Kit - Chad Hammond - Displayed documents of the packet to be sent to potential

donors. He presented the idea for the website page and Facebook page. Hammond said he would like to get the website up and running before too many people get involved so they have one location to get everything they need. Nitschke still had some corrections for the FAQs and an issue with one bullet point. Hammond said all he needs is approval and then everything will be ready to print and pass out. Hammond said he will email out to the board all the information that they are planning to use. Nitschke asked what other social media sites we have been using and Thomas explained that she had been updating Twitter and Swanson had been answering questions on the Facebook page. Gazdik asked which things Nitschke wanted to change about the marketing content. The Board agreed that the wording of the bullet point concerning the space availability could be reworded to be less "inflated" as Nitschke pointed out. Hammond said all he needed was for the Board to approve the marketing plan. Hammond is concerned because Phyllis Hockett has been going around asking for sponsors without anything to backup her points. Gazdik asked if the Board could approve the documents with the one small change and Nitschke asked about the missing Frequently Asked Question. Hammond explained that what is on the presentation is not the complete document, it is just an idea of what the design will look like. All Hammond needs is approval of the wording so they can print the documents. Gazdik asked Swanson if he had taken an opportunity to read through the document that had been emailed out. Swanson said he didn't see anything that jumped out at him and didn't want to get in the way of Pathway doing their job. Gazdik suggested that everything be approved and printed except for the FAQ page. Nitschke moved to proceed with printing the marketing materials as presented with a small change with the wording in the fourth bullet and leaving out the FAQs until they are reviewed. Motion seconded and approved.

VI. Action Item – Review and Approval of 2019 Operating Budget - Gazdik December 1 we start a new fiscal year. The revenues were based on a 5% growth of the prior. There is a projected hotel revenue of \$2.4 million. It is taken into account that the Board is paying for roads and bridges throughout the year so the interest revenue is decreasing. Nitschke asked why the insurance jumped up from \$600 to \$2,000. Public comment, Kevin Greene, suggested that the cost may have changed due to the land the Board accrued at Snake River Landing. The Board will have to cover that expense eventually. Nitschke feels that an increase in the amount of pay for the executive director needs more discussion, but agrees that this is just a placeholder or idea for the year. Total payroll is \$114,868 assuming a pay raise for the executive director, and that the Administrative Assistant hours stay the same. Kevin Dekold explained that his portion of the money is pretty straight forward on what he will be doing and what his cost will be going toward within the contract that is currently being drafted. Nitschke

said he would like to see those monthly allocation. He wants to see that the money is matching up with the level of effort put out and supplies needed. The operating budget may not hold all the direction that Dekold has in the draft contract. Gazdik explained again that this document is just a placeholder of information and potential/expected payments for the next year. Road and bridge expense is listed as the remainder of the contract that was started this year. Legal fees went up in December 2018 in order to cover the extra expenses for bond review. There is a contingency planned for about \$500 per month. The Board can reopen the budget if the Board sees the need to pay for more later in the year. The final statement is that there would be more than \$1 million in excess revenue drawing from the capital reserves. Swanson said that he understands this is an estimate or a goal and that it is a moving target. It is technically just a planning tool. Motion to approve the budget from Swanson and second from Nitschke. Motion passed.

See the 2019 Operating Budget [HERE](#).

VII. Discussion and Action Item – Project Management Plan - Establish revised dates for a project management plan. Nitschke wants to see a document that lays out the goals, the plans, etc. Nitschke pointed out that this document is in the deliverables of the Executive Director's contract. Nitschke suggests using a template. Gazdik asked Blake Davis about his idea of who is managing which portion of the project. Mike Clements suggested Scott put together a schedule and then explain the events that are in the plans, then put the steps needed to complete the events and achieve the goals. Nitschke agreed and said that he wants to know what the Board's roles and responsibilities are as opposed to the close details that the designers are presenting. Clements suggested having a meeting with all the designers and construction managers to put together the document that Nitschke is requesting. Nitschke wants a list of who will be in charge of which event/activity and who will be keeping them accountable to finish. Hammond agreed with Clements that there should be a meeting with influential people to put together everything that needs to happen in order and who will be in charge of each thing. Clements and Davis agreed to come to the meeting to give their input. Gazdik said she would meet with Scott on the project and find a time to meet with Davis and Clements. Gazdik will report at the next meeting and will have Scott discuss what he thinks the timeline will be for completing this.

VIII. Report and Updates

A. Discussion Item - Executive Director's Report – 2019 Meeting Schedule - Chip Scott was not in attendance

IX. Calendar and Announcements

- A. Upcoming IFAD Meeting/Events – Next Meeting on December 11, 2018
- B. Discussion Item - Announcements and Minor Questions
- C. Action Item - Agenda Items for December 11 meeting.

X. Adjournment - Motion to adjourn by Swanson. Seconded by Nitschke.
Meeting adjourns at 8:05.

Before Next Meeting

Gazdik and Scott will discuss the Project Management Plan
Revise FAQ and have them for review
Hammond will print marketing materials and update website

On the Next Agenda

Scott will discuss the 2019 schedule
Scott will present on Document Control
Discussion whether action items were completed
Approve FAQ page
Jacket discussion?

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