



DISCRETIONARY FUND COMMITTEE
MEETING MINUTES, NOVEMBER 12, 2025, 12:00 P.M.
HELD VIA TELECONFERENCE AND AT
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Discretionary Fund Committee convened at 12:04 p.m. on the above date to conduct a Preliminary Meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, and via teleconference with Council Member **Lonny Marney (Seat F)** presiding and with the following members in attendance:

Members Present: Karen Blackburn, Seat A (remotely)
 Thomas Alexander, Seat B
 Samantha Kirstein, Seat C
 Traci Gatewood, Seat D
 Victoria Dowling, Seat E

Also Present: Diana Hebel, Licensing Clerk / Cashier
 Sarah Fuerst, Grants Administrator

APPROVAL OF MEETING MINUTES

a) Approval of Meeting Minutes – January 8, 2025

Ms. Gatewood, seconded by **Mr. Alexander**, moved to APPROVE the meeting minutes.

There being no objection, the minutes were APPROVED.

NEW BUSINESS

a) Introduction of Committee Members

Members introduced themselves. Ms. Fuerst introduced herself at Chair Marney's request.

b) Report from Chair Marney

Chair Marney introduced himself and indicated that this would be his last year on the committee and that his last meeting will be in October of 2026.

c) Committee Policies and Procedures (tardiness, absences, presentation format, etc.)

Committee members took turns reading the Policies and Procedures aloud for understanding and consideration.

Ms. Kirstein asked for confirmation that the intent for 2026 grant expenditures by organizations is not to cover purchases made prior to 2026. The inquiry was confirmed by Ms. Fuerst.

Ms. Kirstein pointed out the need to add that clarification to the Policies and Procedures.

Ms. Dowling indicated she would not be available in person for the meetings in December, but would be attending via Zoom.

d) Financial Report by Sarah Fuerst, Grants Administrator

Ms. Fuerst followed up on notable items for a prior year awardee:

- Fairbanks Youth Soccer Association did not submit an annual report and did not submit an application for the 2025 grant [2026 distribution].

Ms. Fuerst indicated that there were 31 total applicants and a total requested amount of \$1,008,774.98, an increase of approximately \$125 from the prior year in which there were 30 applicants. She stated that this year there were 4 new applicants. She explained that 5 of the 6 applicants that had been denied the prior year reapplied for the 2026 grant. [The amount of funds requested was corrected to \$1,009,149.98 with an increase of approximately \$375 over the prior year.]

Ms. Fuerst listed application deficiencies one by one for the committee to hear and determine eligibility prior to disclosing the names of the organizations.

1. Schedule A attachments included the names and salaries of employees for 2024 and 2025 but did not include employment titles or proposed salaries for 2026.

A discussion was had regarding the numbering of the agency, and it was determined that numbering should not have been used. There was further discussion regarding the purchase of a sign that was already made by the applicant, although they were requesting 2026 funds to cover the purchase.

Committee Decision: Nay

2. The application ended on page 31 of 49 and did not include proof of use of the logo.

Committee Decision: Nay

3. It could not be determined if the proper dates were used on the financial statement. Dates used for the fiscal year end were June 30 on Schedule A, and the statement provided for the fiscal year ended July 31. A full twelve month period was presented but was unclear whether that represented the agency's fiscal year.

The committee asked for clarification on the dates provided and what the application asks for. It was clarified that the application asks for an income and expense statement for the last fiscal year, and the last fiscal year should contain the last 12 months.

Ms. Fuerst clarified that the information provided was for a fiscal year, but she was unsure if it was the agency's fiscal year.

The committee determined that since the information provided was technically what was sought in the application, it would not eliminate the application at this point.

Committee Decision: Yea

4. The current year balance sheet did not present assets, liabilities, and equity or fund balance information.

Committee Decision: Nay

5. The balance sheet provided contained income and expense information, but no assets, liabilities, equity, or fund balance. Records for deposits and expenses were provided, but the organization did not provide a profit and loss statement.

Committee Decision: Nay

6. The balance sheet included headers for assets, liabilities, and equity, but the section for liabilities and equity stated zero, leaving out financial information for that section.

Committee Decision: Nay

Ms. Fuerst revealed the names of the agencies that had been eliminated from eligibility:

- Blood Bank of Alaska
- Yukon Quest International Ltd. (Yukon Quest Alaska)
- Interior Alaska American Legion – Post 99
- World's Biggest Backpack
- Fairbanks Queer Collective

Ms. Fuerst revealed the name of the organization that had not been eliminated from eligibility:

- Fairbanks Curling Club

COMMITTEE MEMBER COMMENTS

Chair Marney requested a note be added to the discussion for next year that the committee consider whether to add a sign-up sheet for the Q&A session. He asked the committee if anyone else had discussion ideas for the following year.

Ms. Gatewood said that she would like to see the Q&A session become mandatory.

Ms. Kirstein said that she would like to set a dollar limit of \$35,000 on grant applications. **Ms. Dowling** agreed with Ms. Kirstein but stated that she would like to cap the amount at \$20,000.

Mr. Alexander said he would like to set a percentage limit based on the amount an organization received the prior year. For example, if an applicant received \$20,000, they could only request up to 10 or 15 percent more the next year.

After more discussion around the number of applicants, new applicants, and whether to use an amount or a percentage limit, it was decided that the subject be continued in the wrap-up meeting.

DATE OF NEXT MEETINGS – PRESENTATION & DISTRIBUTION MEETING DATES TO BE DETERMINED BY THE COMMITTEE

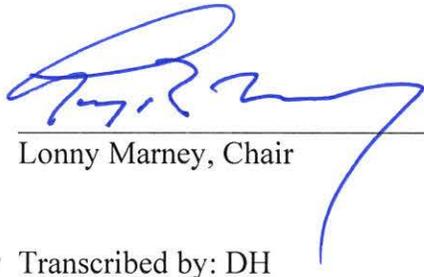
The Presentation Meeting was set for Tuesday, December 2, 2025 at 5 p.m., and the Distribution Meeting was set for Wednesday, December 3, 2025 at noon.

Ms. Fuerst clarified that scoring spreadsheets would need to be turned in by 10:00 a.m. on the day of the Distribution Meeting and asked if anyone had a conflict of interest to declare.

Ms. Gatewood stated that she has a conflict of interest with The Literacy Council's application. **Ms. Dowling** declared a conflict of interest with Golden Heart Consulting's application.

ADJOURNMENT

The meeting was declared ADJOURNED at 1:00 P.M.



Lonny Marney, Chair



Diana Hebel, Licensing Clerk / Cashier

Transcribed by: DH