



## **University District Public Development Authority**

### **Board of Directors Meeting Agenda**

**Tuesday, September 6, 2:00pm-2:15pm**

**McKinstry, Roundhouse Rooms 1 and 2**

- 2:00pm**      **Welcome – Karl Otterstrom, Chair**  
**Administration – Otterstrom**
- MOTION to approve UDPDA July 14 draft board meeting minutes
  - MOTION to approve UDPDA August 2 draft board meeting minutes
  - MOTION to approve UDPDA financials as of June 30, 2016
  - MOTION to approve UDPDA financials as of July 31, 2016
- 2:05pm**      **Business Plan/City Asset Transfer update**
- 2:15pm**      **Adjourn**

Americans with Disabilities Act (ADA) Information: Accommodation requests for people with disabilities can be made by contacting Alden Jones at [ajones@spokaneudistrict.com](mailto:ajones@spokaneudistrict.com) or by calling (509) 456 0580 x 106 four days or more in advance of the meeting.

## University District Public Development Authority

### Board of Directors Meeting Minutes

July 14, 2016 10:30-10:58am

McKinstry Station, 850 E. Spokane Falls Blvd., Roundhouse Rooms 1&2

**Board Members Present in Person:** Catherine Brazil, Bruce Butterworth, Chancellor Lisa Brown, Kent Hull, Taudd Hume, Mike Livingston, Mariah McKay, Karl Otterstrom, Kim Pearman-Gillman, Mark Richard, Kim Zentz

**Board Members Present via Telephone:** Dr. Christine Johnson, Council President Ben Stuckart, Dr. Beck Taylor, Steve Trabun

**Board Members Absent:** Barry Baker, Mayor David Condon, Dr. Mary Cullinan, Tom Johnson, Dr. Thayne McCulloh, Todd Mielke

**Other Participants:** Bob Eggart (WSU-Spokane), Mary Joan Hahn (Gonzaga University), Andrew Worlock (City)

**Staff:** Mark Robert Mansfield, Alden Lee Jones, Sherri Vernon

#### Call to Order:

Otterstrom called the meeting to order at 10:30am, welcomed the board and proceeded with administrative items.

#### Administration

- a) Otterstrom noted that a quorum (consisting of more than two-thirds of the board) was present and asked the Board to review the March 1 board meeting minutes. **MOTION to approve the March minutes as presented** (Pearman-Gillman); seconded (Livingston) and passed unanimously.
- b) Otterstrom asked the Board to review the 2016 UDPDA budget. **MOTION to approve the budget** (Livingston); seconded (Zentz) and passed unanimously.
- c) Otterstrom asked the Board to review the financials as of May 31, 2016. **MOTION to approve the financials as presented** (Richard); seconded (Livingston) and passed unanimously
- d) Karl Otterstrom requested the Board to sign the Confidentiality Policy (on file) and return it to staff.

#### Governance

Otterstrom and Hume reviewed the red-lined changes to the draft UDPDA Sixth Amended and Restated Bylaws (on file). Otterstrom reminded the group that, per the newly inserted sentence in Section 3.7 of the bylaws, a two-thirds majority of the board must approve any change to the UDPDA bylaws. **MOTION to approve the changes to the Bylaws as presented** (Pearman-Gillman); seconded (Brown). Hull requested that the board consider a two-step review process when implementing future bylaw changes. Otterstrom noted that the Executive Committee will take this under advisement. No further discussion. The motion passed with the needed two-thirds majority vote and one opposed (Hull).

**Adjourn:** Meeting adjourned at 10:58am.

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Mike Livingston, Secretary

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Date



## University District Public Development Authority

### Board of Directors Meeting Minutes

August 2, 2016 - 2:06-2:30pm

McKinstry Station, 850 E. Spokane Falls Blvd., Roundhouse Rooms 1&2

**Board Members Present in Person:** Barry Baker, Catherine Brazil, Dr. Mary Cullinan, Tom Johnson, Mariah McKay, Karl Otterstrom, Kim Pearman-Gillman, Steve Trabun

**Board Members Absent:** Bruce Butterworth, Chancellor Lisa Brown, Kent Hull, Taudd Hume, Dr. Christine Johnson, Mike Livingston, Mayor David Condon, Dr. Thayne McCulloh, Todd Mielke, Mark Richard, Council President Ben Stuckart, Dr. Beck Taylor, Kim Zentz

**Other Participants:** Bob Eggart (WSU-Spokane), Mary Joan Hahn (Gonzaga University), Brian McClatchey (City), Rhosetta Rhodes (Whitworth University), Andrew Worlock (City)

**Staff:** Mark Robert Mansfield, Alden Jones, Sherri Vernon

#### Call to Order:

Otterstrom called the meeting to order at 2:06pm, welcomed the board and, due to lack of quorum, action items were tabled until next month.

#### Board review and approval process update

Per last month's Board meeting and the suggestion to consider a two-step process to review bylaws changes; Otterstrom noted that Roberts Rules of Order does not call for this process. The previously approved changes to the bylaws remain in effect.

#### Business Plan/City Asset Transfer update

The City Asset Transfer business plan document is being drafted and once complete, it will be distributed to the Board for review. Otterstrom suggested that Worlock provide a one page UDRA update at the next meeting and to consider the UDRA playing a larger role and distributing funds.

**Adjourn:** Meeting adjourned at 2:20pm.

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Mike Livingston, Secretary

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Date

**UNIVERSITY DISTRICT PUBLIC DEVELOPMENT AUTHORITY**  
**Profit & Loss Budget vs. Actual**  
 January through June 2016

	<u>Jan - Jun 16</u>	<u>Budget</u>
<b>Income</b>		
4000 UDDA Income	0.00	1,252.00
<b>Total Income</b>	<u>0.00</u>	<u>1,252.00</u>
<b>Expense</b>		
<b>6060 OFFICE EXPENSES</b>		
6065 Licenses and Permits	0.00	100.04
<b>6070 Insurance Expense</b>		
D&O Insurance	0.00	450.00
Liability Insurance	0.00	250.04
<b>Total 6070 Insurance Expense</b>	<u>0.00</u>	<u>700.04</u>
6077 Bank and CC Charges	0.00	150.00
6100 Legal, Accounting	0.00	250.04
<b>Total 6060 OFFICE EXPENSES</b>	<u>0.00</u>	<u>1,200.12</u>
<b>Total Expense</b>	<u>0.00</u>	<u>1,200.12</u>
<b>Net Income</b>	<u><u>0.00</u></u>	<u><u>51.88</u></u>

## UNIVERSITY DISTRICT PUBLIC DEVELOPMENT AUTHORITY

## Profit &amp; Loss Budget vs. Actual

08/16/16

January through July 2016

Accrual Basis

	Jan - Jul 16	Budget
<b>Income</b>		
4000 UDDA Income	0.00	1,460.00
4010 Misc Income	0.00	0.00
<b>Total Income</b>	<b>0.00</b>	<b>1,460.00</b>
<b>Expense</b>		
<b>6060 OFFICE EXPENSES</b>		
6065 Licenses and Permits	0.00	116.70
6070 Insurance Expense		
D&O Insurance	0.00	525.00
Liability Insurance	0.00	291.70
<b>Total 6070 Insurance Expense</b>	<b>0.00</b>	<b>816.70</b>
6077 Bank and CC Charges	0.00	150.00
6100 Legal, Accounting	0.00	291.70
<b>Total 6060 OFFICE EXPENSES</b>	<b>0.00</b>	<b>1,375.10</b>
<b>Total Expense</b>	<b>0.00</b>	<b>1,375.10</b>
<b>Net Income</b>	<b>0.00</b>	<b>84.90</b>