



## **University District Public Development Authority**

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

**Tuesday, August 2, 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 financials as of June 30, 2016
- 2:05pm**      **Board review and approval process update (Otterstrom)**
- 2:10pm**      **Business Plan/City Asset Transfer update**
- 2:15pm**      **Adjourn**



## 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

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>