

LANSING ENTERTAINMENT & PUBLIC FACILITIES AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES

August 21st, 2025

At 8:0 a.m. Chairwoman Maureen McNulty-Saxton called the monthly meeting of the LEPFA Board of Commissioners to order in the Governor's Room located at the Lansing Center; 333 East Michigan Avenue; Lansing, Michigan 48933.

COMMISSIONERS PRESENT: Paul Collins, Lolo Robison, Larry Letherwood, Danielle Lenz, Charles Mickens, Maureen McNulty Saxton, Crystal Thomas(EO), Rawley Van Fossen(EO)

COMMISSIONERS ABSENT: Kenric Hall, Dustin Howard

OTHERS PRESENT: Mindy Biladeau, Heidi Brown, Kirby Doidge, Paul Ntoko, Ryan Tess,- Lansing Entertainment & Public Facilities Authority; Sherrie Boak- City of Lansing (City Council) Dave Buckenburger- Choose Lansing; Jake Brower – City of Lansing and Greg Venker (City Attorney) ;Bryan Crowe – ASM Global; Tracie Kent – Residence Inn; Aaron Matthews – AOM Legal and Jack Alexander- Public.

I. CALL TO ORDER:

Chair Saxton called the LEPFA Board meeting to start at 8:03AM.

II. ESTABLISHMENT OF THE AGENDA: There were no changes to the agenda.

MOTION: Commissioner Lenz **SECOND:** Commissioner Mickens **MOTIONED CARRIED**

III. PUBLIC COMMENT:

Kristy Doak (Choose Lansing)- The trends from the CRM destinations for Q2 ending in June for convention centers with less than 100,000 square feet saw event lead decrease from 2024 by 10.7%. Choose Lansing is seen about the same decrease in event leads of 10.6% compared to 2024. Even with the leads being down, we are seeing our booked events increase by 1.6% but our short term event leads are down 14.1% from 2024 but still up 1% from 2023.

IV. APPROVAL OF THE July 21, 2025, MINUTES: Motion was made to approve the meeting minutes for July 21, 2025, meeting as presented. **MOTION:** Commissioner Collins **SECOND:** Commissioner Mickens **MOTIONED CARRIED**

V. REPORTS:

A. CHAIRMAN'S REPORT: Chairwoman Saxton noted items for today's meeting

1. July 2025 Financial Review and Approval
2. ASM Global Transition Update
3. Personnel Committee Update
4. Strategic Committee Update
5. Introduction of Lolo Robison on our newest board member.

B. ASM Report- Interim General Manager /Regional VP

Interim General Manager provided an updated plan on the transition: FIRST 30 DAYS Initially, our objectives have focused on familiarizing ourselves with employees and encouraging their participation. It was crucial that every employee comprehended their new benefits package as well as the associated transition procedures. We have encountered several challenges throughout the process, and it has taken considerable time to transition all individuals to the ASM Benefits and payroll system. Although we are still addressing a few remaining issues, we are progressing positively toward our objectives. We have been evaluating the cost-effectiveness and current business practices to determine their effectiveness and identify areas that are less successful.

First 60 Days Throughout the process of transitioning our operations, we undertake a comprehensive assessment of every external vendor and subcontractor involved. This evaluation is critical to ensure that their pricing structures, contractual agreements, and deliverable meet and conform to the established standards set forth by the city. By doing so, we aim to maintain a high level of quality and compliance in all aspects of our partnerships.

Our efforts are focused on implementing ASM programs designed to facilitate a thorough integration of our management strategies throughout all facets of our facility operations. This strategic alignment will guarantee that every component functions cohesively, ultimately driving us toward the successful realization of our organizational objectives.

The sales and events department is undergoing a realignment process in collaboration with the (DMO) to foster a more cohesive team. This initiative aims to enhance our selling capabilities and ultimately boost revenue for the venue. We are committed to implementing these changes by October 1st at the latest.

We have been diligently crafting detailed job descriptions for essential positions that require immediate attention and filling. These openings have been made available on the ASM careers portal, and we are pleased to report a significant level of interest in them. The initial phase of interviews is scheduled to commence on Friday, August 22, 2025, specifically targeting these critical positions. This recruitment process will persist until all vacancies are successfully filled, ensuring that our team is completely staffed and operational.

We have been actively engaged in negotiations for new agreements with our local union partners, IATSE and UAW. The progress we are making is promising, and we anticipate finalizing the process in the near future. Currently, the existing contract extensions are scheduled to end on August 31, 2025. While we are striving to finalize everything by that date, all involved parties understand the approaching deadline and are prepared to initiate discussions for a potential 30-day extension if necessary.

The Food and Beverage division has been tirelessly engaged in establishing comprehensive inventory assessments, refining our menu offerings, negotiating with suppliers to optimize costs, and enhancing our service efficiency. Implementing structured processes and procedures is crucial as it

First 90 Days In the upcoming months, we will undertake a series of building assessments aimed at enhancing our comprehension of both the overall condition of the building and its infrastructure. These evaluations will also encompass an analysis of our sustainability practices, which will guide us in reducing our carbon footprint and promoting a healthier environment. Additionally, we will conduct a security assessment to assess and improve the safety for our employees, clients, and guests, ensuring that everyone within our premises feels secure and protected.

The evaluations will assist us in initiating the compilation of our comprehensive capital improvement plan for the upcoming year and into the future. This process will allow us to prioritize which essential pieces of equipment require repair or replacement. Additionally, we are consistently engaging in brainstorming

sessions to explore innovative methods for formulating a list of customers facing capital improvements that ASM Global has committed to delivering. Sustain employee involvement and ensure that staff members are kept informed about the ongoing transition developments

The board chair asked if any of the capital improvements were in the current budget and the Director of finance mentioned they were not as we had the grants so the strategy was to not ask for capital dollars this year.

Bryan Crowe (Regional Vice President ASM Global) added the capital improvement items will be budgeted for in next years budget and utilizing the contracted \$500,000 for customer facing improvements to the Lansing Center.

Bryan Crowe (Regional Vice President ASM Global) also provided an update on where they were in finding a General Manger. Currently they have 30 applicants, want to narrow it down to 10 through screening, and then present three or so candidates to the interview panel made up of key stakeholders.

Tony Watson (Interim General Manger) provided an update to the organization chart to the board showing the new sales chart as well as the open positions that we are looking to fill.

C. FINANCE COMMITTEE- Commissioner Collins represented the Finance, Commissioner Collins deferred to Kirby Doidge to report on the July 2025 Financials as follows:

1. Financial Review:

- a. Lansing Center - *Revenue- Month of July revenue was \$114,298. Building rental was \$34,020, food and beverage revenues were \$32,4555, and our box office revenue was \$17,081. Our box office revenues from our events double the anticipated revenue due to the largely attended box office events in July. Notice the signage and promotion line at \$150,000, an assumption was made that was for naming rights or sponsorship and the Director of Finance made an incorrect assumption on what that allocation was. The Director of Finance mentioned there would need to be a budget amendment in the future.*

Expenses- In July at the Lansing Center expenses were \$397,938 we were under budget by \$86,440. Utilities were \$78,492, which is, due to the significantly hotter month we had, we will continue to monitor utility cost and usage. Looking at the large increase in professional services, that is where the management fee will be placed moving forward. Food and Beverage \$166,944 under the anticipated budget for the month by (\$3,824). Salaries are under due to the open position that we do have currently but should see that righting itself moving forward. We also had a slower event month which then produces less hourly wages which is also why that line in under budget.

Overall, the Lansing Center is down the \$150,000 in sponsorship, other than that, the Lansing Center is where we anticipated it to be.

- b. *Groesbeck Golf Course- Revenue: Groesbeck Golf Course revenue was \$183,065, under budget by \$27,222. Greens fees and power carts beat anticipated revenue by \$2,018.. Leagues will need to be allocated and will be caught up.*

Expenses: Salaries and Wages are over budget by \$1,523 for the month and YTD over by \$47,198 which is largely hourly staff and this will continue to be monitored.

Month of July under our expenses budget by \$6,448.

- c. *Jackson Field- Month of July expenses \$149,283 which is over the anticipated monthly budget by \$87,662.. This is largely due to the HVAC projects that we were working on. These items are being reimbursed by the city until the MEDC grant comes through. This will eventually cause cash flow issues without the grant money coming in.*

Salary: we will be working in the allocation as this is a new system and getting it all in correctly as well as having open positions. The available salary allowance will be utilized.

Utilities: we are in full swing of the season and we had hotter months and came over budget by \$2,500.

Motion was made to accept the July financials as presented. MOTION: Commissioner Leatherwood SECOND: Commissioner Howard MOTION CARRIED.

- D. PERSONNEL COMMITTEE-** Dustin Howard, not present, provided a question about the delegation of the agreement with the unions to see if the contract could be signed before a board vote was taken and the board was advised the contracts had to go before the whole board and voted on. The committee also discussed outstanding personal items during their meeting.

E. VICE PRESIDENT/STAFF REPORTS

1. **Mindy Biladeau: Sales & Services-** Mindy noted Sales wise, they have been focusing a lot on June 26 and the summer months and that we did land IBEW with our 100th anniversary gala in June 26 with 1000. People over 100K and food and Beverage. Grand concert has been going well and we have received a lot of good feedback from the attendees. Silverbells 5k is ahead of pace where we were last year and anticipate meeting our goal of 1200 runners.
- 2.
3. **Tristan Wright: Administration-** Reference the Administrative Report.
4. **Paul Ntoko: Foodservice-** Paul Ntoko indicated his report is in the Administrative Report. Paul mentioned the progress of the golf course and the hard work of the staff. The golf course has bounced back from the closure from the storm and irrigation project. We have had a few record days and weekends in the past month. We did win the community choice award as the best course in the Lansing region. At the Lansing Center we will see the September calendar fill up as we get into conference season. After the summer projects, the staff is ready to go.

5. **Ryan Tess: Operations-** Ryan Tess stated his report is in the Administrative report and would be happy to address questions. Touched how the life safety system is about 90% complete and they have started testing. The anticipated completion date is the end of next month. Golf is doing well. The team was able to control the spread of disease, and we are getting good feedback from golfers. Jackson Field is approaching the end of the season and will be moving into winterizing which will have some expense tied to it. Our elevator did pass inspection at the stadium

6. **Kirby Doidge: Finance-** No report.

VI. COMMISSIONERS AND STAFF COMMENTS:

Moving on to Commissioners and staff comments, going around the table, Paul, Charles, Lolo. Crystal nothing. Probably nothing. Board Chair: I have a question for the City of Lansing, does the city have an admissions tax? There's no amusement tax in Lansing. There's no. I don't believe there is. Board Chair: Dustin wanted to see if the staff wanted to have a meeting with the board to talk about how the transition has gone.

VII. OLD BUSINESS: No Old Business

VIII. NEW BUSINESS:

Choose Lansing Agreement: Proposed the extension of the Choose Lansing Strategic and Sales agreement to coincide with the new ASM Global Contract to 2023.

MOTION: Commissioner Saxton SECOND: None MOTION CARRIED

- IX. AJOURNMENT:** Motion was made to adjourn the meeting **MOTION: Commissioner Saxton SECOND: None MOTION CARRIED**

At 9:12 a.m. the regular monthly meeting was adjourned.

THE NEXT MONTHLY MEETING IS SCHEDULED FOR:

TUESDAY, September 23, 2025

8:00 a.m.

LOCATION: The View at Jackson Field

Respectfully submitted,

Kirby Doidge, Recording Secretary