LANSING ENTERTAINMENT & PUBLIC FACILITIES AUTHORITY
BOARD OF COMMISSIONERS MEETING
June 28, 2022
MINUTES

At 8:02 a.m. Vice Chairman Larry Leatherwood called the monthly meeting of LEPFA Board of Commissioners to order in the Governors Room, located at the Lansing Center; 333 East Michigan Avenue; Lansing, Michigan 48933.

COMMISSIONERS PRESENT: Cindy Bowen, Paul Collins, Price Dobernick, Kenric Hall, Larry Leatherwood, Charles Mickens, and Maureen McNulty-Saxton

COMMISSIONERS ABSENT: Desiree Kirkland (Ex-Officio), Danielle Lenz, Brain McGrain, and James Stajos.

OTHERS PRESENT: Mindy Biladeau, Heidi Brown, Michelle Green, Scott Keith, Kasey McFadden, Paul Ntoko, and Tristan Wright - Lansing Entertainment & Public Facilities Authority; Joe Abood-Lansing City Attorney's Office; Sherrie Boak – Lansing City Council; Julie Pingston- Greater Lansing Convention & Visitors Bureau; Mike Dombrowski- City of Lansing Parks Board and Jack Alexander

III. ESTABLISHMENT OF THE AGENDA: Motion was made to approve the meeting agenda as submitted.
MOTION: Commissioner Saxton SECOND: Commissioner Mickens

Roll Call Vote: **Yays:** Commissioner Bowen, Collins, Dobernick, Hall, Mickens, McNulty-Saxton **Nays:** None **MOTION CARRIED**

IV. PUBLIC COMMENT:

A. Jack Alexander asked if any board members reached out and brought any attention to the Mayor of what needs to be done at Jackson Field Stadium. He asked for the Commissioners who contacted the Mayor and asked Scott if he has heard anything regarding these issues. Scott Keith stated he was not sure of the number of people; however, he met with the Mayor two weeks ago about overall funding not just for the stadium, but for funding in general. Mr. Alexander asked if Scott Keith had a chance to talk to Mr. Andy Kilpatrick. Scott Keith stated he had talked to Andy Kirpatrick and Andy had questions; he wanted Scott to keep him informed on what needs to be done. Mr. Alexander asked if Mr. Kilpatrick has scheduled a walkthrough in the stadium. Scott Keith explained that we are waiting on Major League Baseball to do their site evaluation, which was completed last week but yet to be received. Then they will sit down with the team upon review of the evaluation. Mr. Alexander asked if the walkthrough with Mr. Kilpatrick would be scheduled after the meeting to go over the evaluation, he added these will need to be done as urgently as possible for the state of the ballpark.

B. Mike Dombrowski, an east side of Lansing resident and City of Lansing Parks Board Commissioner inquired about two things regarding Groesbeck Golf Course. One item was the burnt areas on the greens throughout course, and second rumors that there is going to be a potential driving range built in Bancroft Park. He stated that this addition has not been brought to the attention to the Parks Board. Scott Keith addressed both of Mr. Dombrowski's concerns and explained that for the greens, it has been an irrigation situation that is being addressed with to get fixed and repaired. To address Mr. Dombrowski's other concerns regarding the driving range, Scott mentioned that he was surprised to hear that the board has not heard anything regarding a practice range as an option in the future; as he has been in communication with the Director of the

Parks Brett Kaschinske and the Mayor regarding next step plans for improvements to the golf course. Scott Keith explained that seven of the holes are on a hydraulic irrigation system which was installed in the mid 1970's which is a hard system to run, especially in Michigan with the winter weather conditions and the entire system operates the sprinklers on that section of the course. These are plastic parts, combined with the water in the ground during the winter is not an ideal irrigation system; but is what they did at the time. Another challenge is getting parts for the system. Tristan and her team brought on Ron Lewis who has excelled with irrigation systems in the state of Michigan. Mr. Lewis is a retired ground's superintendent from Forest Acres Golf Course and is working with an irrigation systems specialist to get the system up and fully functioning and has only three heads left to replace. We are currently waiting on those parts, and it should all be completed by next week. The new Grounds Superintendent at Groesbeck started yesterday Scott added.

Joe Abood entered the meeting at 8:07 a.m.

Scott explained that LEPFA is working with Albanese and Lutzke golf course consultants about, "what is the next thing we can do to improve the course." It has not been decided where or what is going to be done, they are only recommending different options. LEPFA will review their suggestions, and they will be addressed with the board and the city administration based on funding, best use, and overall importance. Scott mentioned that this has been communicated to Brett Kaschinske and this will be a two-phase consultant approach. First phase is, "where we are at, and how we are doing". The second phase is, "here is what we need to do to take the next steps for the next five to ten years" noting nothing has been decided, just researching what is feasible. Scott Keith stated that he typically attends the Lansing City Parks Board every year to discuss Groesbeck Golf Course

Scott did clarify that he does think a limited flight practice range (as it will be smaller than a driving range) is a fantastic opportunity for the course as trends are showing an increase in youth golf activities. One element at Groesbeck that is missing is a place to practice or warm up before play. He shared a situation where Groesbeck held a tournament and the players had to practice at Forest Akers Golf Course and then travel to Groesbeck to play. Scott imparted that we will be waiting until the consultants give us their report.

V. <u>APPROVAL OF THE MAY 24, 2022, MINUTES:</u> Motion was made to accept the meeting minutes for the May 24, 2022, meeting as presented. MOTION: Commissioner Bowen SECOND: Commissioner Mickens. **<u>MOTIONED CARRIED</u>**

VI. REPORTS:

A. CHAIRMAN'S REPORT: Vice Chairman Leatherwood noted items for today's meeting include:

1. Julie Pingston, President & CEO of GLCVB Presentation
2. Financials Review
3. Thrift Plan discussion
4. Strategic Planning Committee
5. Personnel Committee
6. CEO Evaluation: Closed Session

Vice Chairman Leatherwood introduced Julie Pingston, President and CEO of the Greater Lansing Convention and Visitors Bureau. Julie presented the board with a brief update on the state of tourism and conventions.

Julie Pingston thanked Scott Keith for inviting her to come and talk to the board today, on behalf of the GLCVB. Julie provided a summary of her tenure with the GLCVB, noting she became the President and CEO in 2020 after 29 years with the CVB. She recognized the two board members on LEPFA's Board that are also on the GLCVB's Board Commissioners Hall and Bowen.

Julie noted one of her main goals is to continue to keep our region's voices and messages going outside the GLCVB walls by staying connected with their meeting/convention and sports clients such as outdoor recreation i.e., golf and parks. She stated that they have now begun to see a shift on the meeting side as clients have started to come back in our community. The biggest was Michigan State University coming back to campus, especially with the football team having an excellent season in the Fall. Because of this, the reports show we are on stable ground. However, Julie did state that we do have more to go, but currently we are stable.

Julie shared and reported data graphs of hotel occupancy which are a key component for the GLCVB and noted that for year-to-date, hotel occupancy is at 51.5% and the rate is $103.50. Julie noted the hotel occupancy showed one week being at 18% and the month of April is now at 22%. Based on the report, occupancy has come a long way in two years and is continuing to move forward. Julie shared that what she loves most with these numbers is GLCVB is trending and tracking every month, like every urban destination throughout the country. Urban destinations were slow when coming back to their normal. This is because people wanted to get out and go to a beach or park, so urban communities are slower related to hotels because they are so dependent on meetings/conventions.

The second graph shows hotel occupancy are continually trending and she is waiting for the day when the graph crosses over the high benchmark for 2019. They have been trending at 50% for the year, but they used to be at the mid 60% range. Julie mentioned that the hospitality community is still struggling related to employment. Even though many hotels in the area would like to get back to full capacity for guests, there are still limitations on certain services due to lack of staff which affects the numbers on the graphs and includes the pandemic, the workforce shortage, and the destination factors (such as gas, inflation, etc.). Based on other preliminary research the GLCVB has done, when it comes to inflation,

increase in gas prices or any other economic issues, our destination does manage to handle it well because we are centrally located in the state.

Our destination is extremely aggressive in summer sporting events including amateur sporting events throughout the community, which is having a tremendous impact on the summer's numbers and has fully brought back the GLCVB's sport staff who all have returned into the office since the pandemic. Next week, the GLCVB will be heading to Louisiana to attend the National Horseshoe Pitchers Association Conference for a two-week-long conference to understand the event. This is to pre-promote the National Horseshoes Pitchers event that will be hosted here at the Lansing Center next summer (2023).

Julie announced that the GLCVB will be rebranding the organization and their name on the next couple of months. Therefore, they have held back on advertising or shooting content because they do not want to get people confused. Currently, they are doing a local campaign called #LoveLansing and another which is a popular campaign, Be a Tourist in Your Own Town. This specific event has been going on for the last 25 years, minus the last three years due to the pandemic.

Julie again thanked the board for letting her speak regarding the GLCVB and mentioned she will be popping into some future board meetings to observe and answer any questions.

Commissioner Collins asked Julie, as she had mentioned this was a big year for sporting events, "What are some bigger draws expected this summer?" Julie answered that they just finished the High School Athletic Association State Championships for Baseball, Softball and Soccer. This year they hosted the BIG10 Women's Softball Championship, which was a big turnout that positively impacted the community as the attendees were here for multiple days. There are lots of championships with tennis, softball, baseball, and bowling on national and regional levels. Lastly, they hosted two events already for the Clay Target Shooting and will host the national championships in the next couple of weeks.

B. FINANCE COMMITTEE: Commissioner Hall reported that the Finance Committee met, and he deferred the report to Michelle Green to report on May 2022 Financials as follows:

1. Jackson Field: Michelle Green reported for the summary, we are keeping track of all the additional costs for Maintenance of Facilities. She noted one of the outstanding items this month when looking at comparison to budget is concrete work that was completed in August 2021. The vendor reached out and provided an invoice recently to be paid and is why it is showing up now. Michelle stated that they have a process moving forward, where they will

know if something is happening around the facilities, so that they may plan for these items, and they don't show up so late in the year.

Last board meeting, Commissioner Bowen brought up a good point on what is happening with the stadium, Michelle deferred to Tristan to explain what all is happening throughout the facilities.

Tristan reported our facilities are aging, especially the HVAC systems. At Jackson Field, with the recent heat wave, our HVAC systems were breaking down which needed to be addressed as the team was home for the past two weeks and the equipment at the stadium is twenty-six plus years old. There is a preventative maintenance contract that the stadium has with TRANE, and they keep our units at float, but there are times when it gets too hot for it to manage, and we had to invest quite a bit of funding to keep items maintained. Moving forward, TRANE is developing a plan to replace the units that are twenty plus years old and are difficult to find parts for. The plan might have to go in phases as we continue with our CFP at the stadium to recycle out these old units and replace with some innovative technology.

Commissioner Bowen asked if the Board is going to present that as a capital project, or operating expense? Tristan responded that it will be presented as a capital project, because we are looking at this as a large ticket item.

Michelle Green circled back on the topic of the HVAC system. She stated we will be seeing additional expenses in the coming months, especially in June and July, for repairs on those systems. From a balance sheet perspective, Michelle reported that the stadium is tight on cash, so June will be and was a tight month. May balances were low from a cash perspective.

Rebecca Yeary entered the meeting (8:28 A.M.).

Commissioner Dobernick questioned if TRANE gave us any timeframe on the equipment. Tristan replied that she is meeting with them to get that all into place as far as what equipment they will need, and when it will be available, but she believes it could take a while. Commissioner Dobernick explained that with his company they also work with TRANE, and that the wait time to get the HVAC systems is a year out. He suggested getting that done and sent out within the next couple of months to have it fixed by next year's season. Commissioner Dobernick added that it took his company 11 months to get one large unit.

2. <u>Groesbeck Golf Course:</u> Michelle Green reported rounds per month to date are down compared to prior year, however, due to COVID, 2020 was a record year and if it was compared to previous years before COVID, we are exceeding. Revenue per round is up; while food and beverage suffered slightly because we are down a beverage cart; Paul and Scott have been

collaborating with our vendor to get that resolved. For year to date, we are doing well for revenue per round and food and beverage revenue per round. Looking at June numbers, we will surpass our forecast for the year, as June will be a strong month for us given the challenges that we have had with the course.

Michelle noted salary and wages, which was brought up in the last board meeting, due to allocations and timing, Scott was correct in the last meeting noting that that allocations of wages was changed in the beginning of the year. During the winter months we were allocating VP salaries during those months, and now they have picked up during our busy seasons.

Commissioner Bowen asked if that was not planned in the budget. Michelle explained that it was altered after the budget was established. Scott validated that once the ground superintendent (Golf Operations Manager) left, they had to produce a plan, which we do have moving forward, which was passed in time to resubmit the budget last year. Commissioner Bowen questioned if Scott was suggesting that the change was done because we did not have a Superintendent, then asked will we not continue that. Scott Keith explained that we were going to change the allocation; and then they lost their Superintendent, and we needed to make sure we had full-time staff to manage the grounds. So, they made that advancement of the Assistant to a full-time position.

In addition to salaries and wages, supplies and materials were purchased this month (chemicals and treatment for the grounds). Excess revenue over expenses, we had $32,000 in profit with a 24% margin. From a balance sheet perspective this a positive month for Groesbeck Golf Course.

3. Lansing Center: Total operating revenue was $285,000. In comparison to previous years, Michelle pointed out that while there was a pickup in previous months in positive trends, post COVID, May was a little lower compared to previous fiscal years. Overall, we are still trying to get back up to where we were pre COVID.

For Salaries and Wages, Michelle explained that we hired additional employees to keep up with the increase in revenue. She noted that for professional services, this month the account was high because we needed to spend $10k to replace laptops. A lot of our equipment is aged beyond warranty and repairs, so all our computers need to be replaced. This process started in May and will be hitting in the following months as we are getting everything up to date. Also, there were some additional spending on labor for internet and server issues requiring our third-party IT service to help fix these issues. They also updated the firewall, operating systems, and $12,000 was spread over three previous months for our software service agreement. There was $6,000 spent on labor for filling EP, an additional financial service as well as security expenses. With events increasing in size, we will see an increased need for Security, which is about $20,000 for May for Security.

Commissioner Bowen asked what caused our May to not progress, as that is not what the general community of hospitality is seeing, and that each month is getting stronger. She questioned if it is something specific such as an account that did not return. Mindy Biladeau replied that in general the number of attendees is nowhere near pre pandemic numbers. Mindy explained that a group that recently came to the Lansing Center for their event every year, in

previous years normally had about six hundred attendees, this year they had about 250 and this is a trend with all our groups. Attendance numbers are down in general for every month not just May and all groups are different, but a lot of them are smaller than what they have been for a variety of reasons. Commissioner Bowen asked if when we built the budget, did we build on the assumption that all groups would come back in full numbers. Mindy stated that we are way above budget for rental we budgeted $400k, and we are ending June with $753,000. Scott Keith added we are trending way ahead. Commissioner Dobernick explained that the comparison that Michelle was explaining was prior to the pandemic, not May of last year.

Commissioner Bowen understood we were improving but in May we were not, Michelle Green clarified that May was a slower month compared to April where we saw additional revenue.

Julie Pingston also clarified the data in the graph was hotel driven. In May, Michigan State University's commencement occurred and had a significant impact on area hotels, not the Lansing Center. Scott added that there were also a lot of sporting events. He also circled back to what Mindy had mentioned on attendance with events. For example, the Lansing Center hosts the INCH event, which pre-pandemic was a large event, filling multiple halls; this year the attendance was half the number of previous years and used one hall. Scott suggested this has happened because some attendees cannot make events due to staffing so, when planning for events, it is up and down and there is no specific answer when it comes to attendance.

Commissioner Bowen questioned the laptop/computer line item and wondered if those came as a surprise to be fixed or was it discussed at budget time. Scott Keith stated, as we brought on new employees, we looked at the budget and it was a cognitive decision from our executive team to do this now to give the new employees the right tools when they started so that they have the newest technology to be successful in their new roles. Michelle Green also added that we do reference our cash position before making those decisions. Commissioner Hall added that in the Finance Committee meeting they did have a conversation regarding the cost, and other

local options and picked the option that is more cost-effective. Scott stated that we will have additional cost as we have software that needs to be upgraded, particularly our events software. Currently we use Delphi, and for our diagramming software we use Meeting Matrix which is outdated. We are considering Delphi's diagraming software in lieu of Meeting Matrix.

Motion was made to accept the financials as presented for Jackson Field, Groesbeck Golf Course, and the Lansing Center for the period ending May 31, 2022.

MOTION: Commissioner Saxton SECOND: Commissioner Bowen **MOTIONED CARRIED**

5. **Pension Plan Restatement (Thrift):** Scott explained why the Pension Plan Restatement is in the Finance Committee report instead of Personnel Committee report. Foster Swift advised technically it could go into either location if we had a resolution passed. Scott explained he knew the Finance Committee would meet before this Board Meeting and is why they have the

   pension plan restatement under their report. Scott indicated both committees reviewed the plan, so it does apply to both areas. Vice Chairman Leatherwood ask if there will be any action necessary on the restatement plan. Scott replied there is a resolution in the packet for the Board to approve the restatement as was presented and deferred to Michelle Green to explain the changes.

   Michelle explained the changes to the restatement pertains to the 7.5% that employees contribute to the Savings Plan instead of Social Security. Historically, employees were required to wait 120 days before they were able to contribute, and we are looking to wave the 120 days waiting period and allow them to contribute on day one. Scott clarified that we must restate the plan every so many years as required by the by IRS/Government; this is the restatement of the plan with that one specific change.

   Commissioner Dobernick asked Scott if he could explain the reason for the change. Scott explained at the last board meeting the need for the change, and at the Executive Committee that Michelle noticed an account that showed staff were contributing to in lieu of their 7.5% of Social Security; and if they leave before they hit their probationary period, they will lose that money. No one ever questioned/complained; however, we felt that this was not appropriate, as this was the staff members money, and they should get their funds when they leave. The change

   applies to the 7.5% employee contribution only not any other funds. and is the contribution put into an account in lieu of social security at 7.5%and they would be able to take that with them when they leave employment with the Authority.

Motion was made to accept the Pension Thrift Plan Restatement as presented.

MOTION: Commissioner Hall **SECOND**: Commissioner Saxton **MOTION CARRIED**

C. PERSONNEL COMMITTEE: Committee Chair Cindy Bowen reported the Committee met and discussed the following items:

1. Evaluations: Commissioner Bowen stated that she did not hear back from Commissioner Stajos for the Personnel Committee update and asked Scott if he could assist her. She stated that the evaluation document has been updated, and they had a procedure regarding the who, what, and when. She stated that they were supposed to be at the deadline to have the evaluation as of June, but the process dragged out as a Committee, so she has no updates. Scott stated that he should have sent the update over to her, but a few weeks ago, the Executive

Committee performed the evaluation, and they are going to discuss that in close session today. Scott relayed a message of "kudos" to Commissioner Bowen for keeping the committee on track and getting the procedures done. Scott also added that Commissioner Bowen would also like to start working on the LEPFA Incentive Plan for the upcoming year. Vice Chairman Leatherwood also complimented Commissioner Bowen for the revisions of the Personnel Committee Guidelines.

D. STRATEGIC PLANNING COMMITTEE: Scott Keith reported the following on behalf of Committee Chair Lenz:

1. Board Strategic Committee All Day Session with Dorothy Maxwell: This meeting is scheduled for August 4, 2022, and Scott requested Board Members to make sure to please put this on their calendars and plan to attend. Vice Chairman Leatherwood asked Scott if he could go over what the meeting is all about. Scott presented that this is an open meeting because it will be a full quorum of the Board; and will be a strategic planning session with the Board and Dorothy Maxwell. Scott stated we have not done this in a few years, and it is something that we need to address, especially coming out of the pandemic. Dorothy requested full Board participation and she will be calling the Board members over the next couple of weeks to ask a couple of questions she and Scott developed. The phone conversation should be between 15 and 30 minutes, and she will be scheduling calls with all members soon. Scott and Dorothy talked about moving the session to after Labor Day, but then the challenge is work schedules; he noted he believes this will be an important meeting, crucial to LEPFA.

2. Groesbeck Plan: Vice Chairman Leatherwood questioned the Groesbeck plan. Scott reported that he and Commissioner Lenz are meeting in the next week to review the plan and make their recommendations back to Albanese and Lutzke and then they will get the contract and have a sit down with them in August and start the process in September. Scott did state that it will come back to Committee one more time.

E. PRESIDENT & CEO'S REPORT:

1. Honeywell Conference: Scott reported he attended the Honeywell User's Group (HUG) Conference and was based on buildings and learning the products that Honeywell offers that LEPFA uses and how we can improve. Scott stated he spent most of his time in sessions based on Cyber Security, which is based on more issues, particularly with smart systems throughout buildings that control HVAC, elevators and how these things can now be hacked and create issues. He shared with the Board that Tristan is on this regarding cyber security, but when it comes to IT and OT (the new phrase which is operational technologies) they are intersecting the cybersecurity world and they can hack in through IT to interfere with your OT. This will be something we will be addressing to make sure we are on top of this.

2. Staff Training: Scott reported that we do have staff trainings scheduled and will be a focus and priority this year. Monthly we have an All Staff meeting where we discuss/integrate training topics. This past month included training for staff on how to correctly fill out forms that are crucial to HR/Payroll. We also held a Scavenger Hunt for staff members to partake in, which was a great exercise, especially for our newer employees because they had to go around our buildings to find items and information. Each group had to work together, and they had to make sure they paid attention to detail and answer correctly, and in the end the staff really enjoyed it.

There is a planned Sales Service/Customer Service training, which will identify (same with GLCVB) communication and negotiation skills with our clients and customers. Karlene Belyea will lead the training with both the LEPFA and GLCVB teams on communication and negotiation with our customers and customer service.

Another training that we are working on is a LEPFA U session for August with our entire LEPFA team. The focus will be on communication and interaction. and was an item staff identified as a priority. Lisa Fisher will be the present on communication and interaction.

3. **Negotiations:** Scott mentioned that we are going to be focusing on getting our CBA (Collective Bargaining Agreement) negotiations completed by July 1st.

4. Upcoming Events: Lansing's Sports Hall of Fame Dinner is on July 28, at the Lansing Center. The Michigan Democratic Party will be at the Lansing Center on August 19. The Michigan Republican Party will be held at the Lansing Center on August 26. The second of the Greens and Grains events will be held at Groesbeck Golf Course on September 16.

5. CATA: Scott wanted everyone to keep a lookout for any CATA busses that will have his face on it, as he is in the campaign ad for CATA with Kelli Ellsworth Etchison (LAFCU)

6. Groesbeck: Scott informed the Board about challenges at Groesbeck with a teenager being destructive. Tristan, Paul, and staff are working with the LPD to resolve the issues with the individuals who find it amusing to be destructive at the golf course and it has been particularly challenging this year as the group of individuals seemed to be more amped up by interacting with the golfers in an unacceptable way. We have tried to resolve it ourselves, but it is now escalated where LPD are involved.

Julie Pingston left the meeting (9:05 A.M.)

Jacob Quertermous entered the meeting (9:05 A.M.)

G. VICE PRESIDENT/STAFF REPORTS:

1. Tristan Wright: Tristan noted her report was already discussed, such as the irrigation system at Groesbeck. During July her team will be focused on cleaning, maintenance projects, etc. The pedway renovations have started and will last throughout the summer.

2. Heidi Brown: Heidi stated there are three full-time position left to fill and they are: the Foodservice Supervisor, Accounting Box Office Coordinator, and Events Services Manager and interviews have been set up this week. There currently are four (4) vacant positions that have not been posted. Since our last Board Meeting, Heidi stated that there have been three team members hired, an Event Coordinator, an Accounting Manager, and the Golf Operations Manager. There have been no Worker's Comp, Short Term Disability, Long Term Disability, or FMLA claims. There have not been any Employee Referrals. She also touched on Scott Keith's report previously about LEPFA U and that the topic will be communication. Staff Committees will be reviewed and looked at for new team members. As a part of LEPFA U, we will have some internal departmental trainings after the initial larger presentation on Communication. Looking at the LEPFA bucks' program which is an incentive program for employees who go above and beyond and then redeem the bucks for various awards.

3. Paul Ntoko: Paul shared that last Friday, Groesbeck received its official beverage cart, and the impact was felt over the weekend. During leagues, we will see a lot of positive feedback as the cart is a significant factor for leagues.

For Greens and Grains, it was a tremendous success. The weather was great for the players as there was more time for daylight during this event than in the fall, so players did not feel rushed.

4. Mindy Biladeau: Mindy introduced the new Event Coordinators: Rebekah Yeary, Jacob Quertermous and Justice Shankel (who was not in attendance due to his wedding/honeymoon). The new Coordinators all started in May, and Mindy noted she is excited, as we have not had fully staffed Event Coordinators for a while.

Rebekah provided an introduction noting she just graduated from Michigan State University as a Hospitality Major, and this is her first job after a couple of internships in the event industry. She is excited to be here. Jacob (Jake) noted he also graduated from MSU as a Hospitality Major and has worked in the event industry in a variety of positions including Operations, and specifically traveling stage work. Likewise, he also is happy to be here. Mindy stated that they have been acclimating the ECs with our programs, planning and all things events since they have started and are doing a wonderful job thus far. She indicated Justice, who was not able to attend today's meeting will be at the next Board meeting.

Jake Quertermous and Rebekah Yeary left the meeting (9:09 A.M.)

Mindy reviewed the Events and Sales reports for May noting rentals were at $81,465. Overall, for the fiscal year, May was the fourth-highest month; and we are ending the fiscal year with over $753,000 in rental, it was budgeted at $40,000, which stronger than anticipated for the year. We are at about 75% for rental compared to 2018/2019. Mindy reported that we are trending in the right direction. We currently have over 70% of our budget for FY23 already locked in. Mindy stated summer is our slower season in general, but June was strong and then slows down between July and August, which is normal.

Regarding marketing, as Scott and Paul discussed Greens and Grains currently, she is addressing planning/fundraising for all things Silver Bells in the City, which will be held on November 18, 2022. Friday, all parade, vendor, and band applications will be available at Silverbellsinthecity.org and emailed to 2021 participants and people who have inquired thus far directly.

To help with HR recruitment the team has put together some departmental employee testimonial videos that are short and will be used for recruitment efforts. These will be on all social media outlets, Facebook, LinkedIn, etc. and will start with Foodservice to get the word out that we are hiring and show what it is like working here as told from an employee perspective.

VII. <u>COMMISSIONERS AND STAFF COMMENTS:</u>

1. Commissioner Saxton questioned if Grains and Greens could occur monthly throughout the summer for next year because it was so successful. Paul replied that due to the nature of that specific event the whole course is shut down at its peak time. We would have to shut down 6-8 tee times to even allow them one section of nine holes to play. With the event being on a Friday, it is one of the days when we do not have discounted rates. Fridays, Saturdays, and Sundays is when we get our most public play, and we see increased revenue on those days. Therefore, the event was chosen to have at least two separate dates, one in Spring and one in Fall. Commissioner Saxton asked if Thursdays would be better, and Paul explained to her that Thursday are when the larger leagues play, so unfortunately events can not happen on the Thursday.

VIII. <u>OLD BUSINESS:</u> No report**.**

IX. <u>NEW BUSINESS:</u>

A. <u>CEO Evaluation Closed Session:</u> Motion was made to allow the board to go into closed session for the President and CEO evaluation.
MOTION: Commissioner Collins **SECOND**: Commissioner Dobernick **Roll Call Vote**: **<u>Yays:</u>** Commissioner Bowen, Collins, Dobernick, Hall, Mickens, McNulty-Saxton **<u>Nays:</u>** None
<u>MOTIONED CARRIED</u>

Mindy Biladeau, Heidi Brown, Michelle Green, Scott Keith, Kasey McFadden, Paul Ntoko, and Tristan Wright, Joe Abood, Sherrie Boak, Mike Dombrowski, and Jack Alexander exited the meeting for closed session at 9:16 A.M.

Scott Keith re-entered the meeting at9:36 A.M.

Kasey McFadden reentered the meeting (9:43 A.M)

B. CEO Evaluation: Motion was made to return the board back into regular session.

C. Motion was made to accept the CEO Evaluation as presented by the Executive Committee of the LEPFA Board.

MOTION: Commissioner Dobernick **SECOND**: Commissioner Saxton **Roll Call Vote**: **Yays:** Commissioner Bowen, Collins, Dobernick, Hall, Mickens, McNulty-Saxton **Nays:** None
MOTIONED CARRIED

C. Final Comments from President and CEO: Scott thanked the Board. He also mentioned that he completed his Oral exam for his CVE. Commissioner Saxton asked what the CVE

accomplishes, Scott explained that it is the Certification for Venue Executives, which approximately three hundred people that have completed it. You must have certain

qualifications on an application to be accepted into it, and then you must write a thesis based on certain criteria, then you do the written test, and then the oral exam. Commissioner Saxton asked who is the organization that sponsors the CVE, and Scott replied it is International Association of Venue Managers (IAVM), which is for people who manage stadiums, convention centers, arenas and performing arts centers. Commissioner Saxton congratulated Scott and Scott noted that he hopes to have his results by this week.

Scott thanked Commissioner Bowen for taking notes during the closed session. He explained to the Board that the notes go into a sealed file, and they are kept for a year in a board folder should anyone on board need to access them.

Scott added one more report, that Vice Chairman Leatherwood and Scott will be meeting for lunch to discuss the Board Committees and asked that if any board members had any committee of interest that they would like to partake in next year, please share that with either Scott or Vice Chairman Leatherwood so that they can get the committees planned for next year.

X. AJOURNMENT: At 9:49 a.m. the regular monthly meeting was adjourned.

THE NEXT MONTHLY MEETING IS SCHEDULED FOR:
TUESDAY, AUGUST 23, 2022
8:00 a.m.
LOCATION: Lansing Center- Governors Rooms

Respectfully submitted,

Kasey McFadden, Recording Secretary