LANSING ENTERTAINMENT & PUBLIC FACILITIES AUTHORITY
BOARD OF COMMISSIONERS
BOARD STRATEGIC PLANNING SESSION
August 29, 2022
MINUTES

At 8:16 a.m. Chairman Larry Leatherwood called the meeting of 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, Price Dobernick, Kenric Hall, Larry Leatherwood, Danielle Lenz, Brian McGrain, Charles Mickens, and Maureen McNulty-Saxton.

COMMISSIONERS ABSENT: Desiree Kirkland (Ex-Officio), 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 and Dorothy Maxwell.

III. ESTABLISHMENT OF THE AGENDA: Motion was made to approve the meeting agenda as submitted.

MOTION: Commissioner Saxton **SECOND:** Commissioner Mickens MOTION CARRIED

IV. PUBLIC COMMENT: None.

VI. REPORTS:

I. **CHAIRMAN'S REPORT:** Chairman Leatherwood introduced Dorothy Maxwell. Introductions: Session host Dorothy Maxwell opened the meeting by introducing herself and asked for staff introductions.

II. PowerPoint Presentation: Dorothy Maxwell presented the LEPFA Board of Commissioners' roles and responsibilities as follows:

1. Develop and adopt Mission, Vision, and Core Values
2. Hire President & Chief Executive Officer
3. Support, Monitor and Evaluate President & CEO's Performance
4. Lead Effective Planning Process
5. Create Policy-Based Controls
6. Ensure Resource Availability
7. Manage Resources Effectively
8. Maintain Accountability, Legal and Ethical Integrity
9. Enhance Public Standing Through Board Advocacy
10. Institute Vital Care of Your Board

Michelle Green exited the session at 9:20a.m.

Once Dorothy was finished presenting, she had board members introduce themselves and state their goal for the board.

Michelle Green entered the session at 9:26a.m.

III. <u>Trends: Threats or Opportunities:</u> Attendees researched news articles to find trends based on a month of their choosing and then discussed various trends and categorized them to see if they were a threat to LEPFA or if they can be an opportunity.

Paul Ntoko exited at 9:55a.m.

The different trends/topics applicable to LEPFA were:

1. Safety: Commissioner Saxton suggested LEPFA's website include a statement that clarifies how LEPFA protects their clients and attendees as well as new ways of communicating to clients that they will be safe when entering any of LEPFA's facilities.

Paul Ntoko entered at 10:00a.m.

2. Fear of Future: Topics discussion/trends noticed were inflation, war, and weather. Commissioner McGrain stated having a plan in place regarding space, food, and equipment could help LEPFA for challenges or issues that could potentially happen. He added this could keep LEPFA ahead of said events so that they can help the community, clients, etc.

At 10:15 a.m. there was a break, and returned at 10:37a.m.

IV. <u>Core Values:</u> Dorothy highlighted vocabulary that the board had to utilize based on LEPFA's different departments. These terms were as follows:

1. Business Line
2. Business Unit
3. Business Division
4. Core Business

The attendees categorized LEPFA departments for example, Groesbeck Golf Course or Jackson Field would be considered a Business Line as they service a particular customer transaction or business need. Whereas LEPFA would be a Business Division because it is looked as the "parent" organization. Then a Business Unit would be the staff of LEPFA as they are different departments that generate products and services.

Danielle Lenz exited at 11:39a.m.

After discussing the differences in terminology, the group was asked to write down some of their values. Dorothy stated, "When you look at hiring someone, what qualities or skills should they have" and then discussed their qualities as posted.

Danielle Lenz entered at 11:42a.m.

Session Lunch with Mayor Andy Schor from 11:45 to 1:00

V. Core Values (continued): Those present (by majority votes) narrowed to six (6) Core Values.

1. Customer Focused
2. Diverse and Inclusive
3. Industry Innovators
4. Safety
5. Fiscally Responsible

VI. Vision & Mission: Dorothy had each attendee write out what they would hope others would say about working with LEPFA and they were:

1. Customers
   "Space has improved, they will return for more events, LEPFA's staff were kind people, they had positive experiences."
2. Employees
   " Positive work environment, respected values, excellent wages and benefits, good with team/ staff communication and interaction, many development and growth opportunities."
3. Competitors
   "Facility improvements, strong financial position, replication/envy."
4. Stakeholders
   "Valued relationships, increased investments, proud partnership."
5. Market Position
   "Innovation, affordable experiences, top of the line (elite), competitor within their industry."
6. Reputation
   "State of the art facilities, service, safety, well respected, positive reviews, and ratings."
7. Standards of Excellence
   "Employer and facility and constantly improving."

Afternoon break 2:00p.m. to 2:15p.m.

VII. Vision & Mission (continued): Dorothy Maxwell shared other company's vision & mission statements. Based on the seven-topic listed above, would be considered the following vision statement was developed:

"TO ACCELERATE ECONOMIC GROWTH BY INCREASING CONVENTION AND ENTERTAINMENT BUSINESS, CREATING MEMORABLE CUSTOMER EXPERIENCE IN OUR STATE-OF-THE-ART VENUES AND SPECIAL EVENTS."

Due to time limitations, it was determined that Ms. Maxwell would continue the strategic planning process with the Board of Commissioners at a future date and time to be determined.

VII. **COMMISSIONERS AND STAFF COMMENTS:** None.

VIII. **OLD BUSINESS:**

A. Discussion regarding Lansing Center Website Re-Design: Did not occur.

IX. **NEW BUSINESS:** None.

B. **Close Out Session:** Motion was made to adjourn.

MOTION: Commissioner Hall **SECOND**: Commissioner Dobernick **Motion Carried**

X. **AJOURNMENT:** At 3:58 p.m. the meeting was adjourned.

THE NEXT MONTHLY MEETING IS SCHEDULED FOR:
TUESDAY, SEPTEMBER 27, 2022
8:00 a.m.
LOCATION: Lansing Center- Governors Rooms

Respectfully submitted,

Kasey McFadden, Recording Secretary