

LANSING ENTERTAINMENT & PUBLIC FACILITIES AUTHORITY
BOARD OF COMMISSIONERS
October 25, 2022
MINUTES

At 8:01 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, Kenric Hall, Larry Leatherwood, Brian McGrain, and Maureen McNulty-Saxton.

COMMISSIONERS ABSENT: Price Dobernack, Desiree Kirkland (Ex-Officio), Danielle Lenz, Charles Mickens, and James Stajos.

OTHERS PRESENT: Mindy Biladeau, Heidi Brown, Scott Keith, Kasey McFadden, Paul Ntoko, and Tristan Wright - Lansing Entertainment & Public Facilities Authority, Joe Abood- City Attorney, Sherrie Boak- City Council, and Jack Alexander-Public.

III. Chairman's Comments: Chairman Leatherwood started the meeting by discussing the importance of Quorum. Chairman Leatherwood mentioned a letter that he sent out to each board member which explains why the board must have quorum to vote on certain items to help the organization achieve its goals and objectives. By the board reaching quorum, it contributes to the overall function and prosperous future for the organization.

Commissioner McGrain asked Scott Keith how many vacant positions are currently open. Scott Keith replied that there is currently one position that is vacant, and it is a CVB recommendation position.

Commissioner Saxton made suggestion for affirmations of attendance and flexibility of scheduling meeting.

Commissioner Saxton asked about the Board quorum this year.

*Joe Abood entered the meeting at 8:06 a.m.

Chairman Leatherwood asked about bylaws stating any attendance protocols.

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

V. PUBLIC COMMENT: None.

VI. APPROVAL OF SEPTEMBER 27, 2022, MINUTES: Minutes will be approved at the November 2022 meeting due to lack of a quorum.

VII. REPORTS:

A. **CHAIRMAN'S REPORT:** Chairman Leatherwood stated that to the attendance issue with getting to quorum, we the board will be addressing this concern to see if we can produce a solution so that the board can move forward with doing business.

B. **FINANCE COMMITTEE:** Chair of the finance committee, COMMISSIONER Saxton reported that the Finance Committee met and reported that Scott Keith reviewed some

financial information in their meeting. However, due to staffing and the timing of completion for the September financials, Scott has made the committee aware that they are not able to present the September financials at this time. Currently the committee is in the process of setting goals for this year which includes audit completion, budget approval and submission, and funding improvements for the three facilities.

- C. **PERSONNEL COMMITTEE:** Chair of the personnel committee commissioner Hall reported that the personnel committee met, and they discussed the following items. Commissioner Hall stated that the personnel committee discussed, the hiring and staffing of employees, reviewed the CBA negotiations with IATSE, discussed upcoming healthcare benefits renewal, and discussed the addition of Juneteenth to the paid holidays for 2023. The committee also set goals which included updating the employee manual, updating the employee incentive plan, and reviewing the succession plan.
- D. **STRATEGIC COMMITTEE:** President Scott Keith reported that the strategic committee did meet. Scott shared that the committee reviewed the strategic planning documents to which Scott noted that he will be sending out to the rest of the board members. The committee discussed items that will be the next steps to follow within the strategic plan.

E. **PRESIDENT & CEO REPORT:**

1. **Financials:** Scott explained that the monthly financials are in progress.
2. **Audits:** Scott shared that he spoke with the auditors on Friday and there were only a couple of items to address and will be completed on time.
3. **Stadium Audit:** Scott gave an update on the audit that they met with the city personnel and the Lugnuts to review the items addressed. Commissioner Collins asked regarding any specific items that need special attention. Scott answered that the group is working through the process.

Ovation Project: Put forward to City Council for resolution to approve. Scott shared that we are aware of the project and support additional entertainment facilities in downtown Lansing.

Silver Bells: Scott presented to the board the 38th Annual Silver Bells in The City Poster that Mindy had brought to the meeting for members to pass out at their businesses for advertisement.

- F. **VICE PRESIDENT/STAFF REPORTS:** Chairman Leatherwood took this time to give praise and thanks to the Vice Presidents on their outstanding hard work for the authority and board. He wanted to let each of them know that the board is appreciative in all that they do.

1. **TRISTAN WRIGHT:** Tristan began her report by providing an update on the IATSE contract. She then reported on the operations for Jackson Field, Groesbeck Golf Course and The Lansing Center.

2. **HEIDI BROWN:** Heidi Brown started her report by stating that in the month of September there were no full-time hires, but in October they hired LEPFA's Event Services Manager who started yesterday, and there is a Tech Services Coordinator who is starting October 31st. She added that there is also a Building Engineer who will be starting on November 7th, so there is one more full-time position to be filled. Heidi continued with her report by mentioning that they are starting up LEPFA's benefits renewal as the annual renewal takes place January 1 of every year.
Heidi shared that LEPFA U took place September 26 and explained that it was more of an in-service training for each department which ended up being a half a day session.
Lastly, Heidi mentioned that the Turkey for contributions to the Greater Lansing Foodbank is now up and it located by the Admin office door.

Commissioner McGrain asked if Heidi could share the vacant full-time position, and if she could share if LEPFA is staffed to meet the demands now; and, how hiring is going in general. Heidi shared that staffing is good. Heidi identified that the biggest challenge currently is hiring part-time and on call staff.

3. **PAUL NTOKO:** Paul Ntoko began his report by reporting on Groesbeck Golf Course and how the season is slowly starting to wind down. Staff at Groesbeck have started prepping the simulator for the upcoming winter season.
4. *Joe Abood left the meeting at 8:37 a.m.

They are starting to hit PRE-PANDEMIC numbers for attendees, but this is also a challenge due to staffing. But even though we are low on numbers for staffing, Paul said that his team is incredible and are willing to take on these challenges and produce great results. Another challenge Paul discussed was the supply chain issues which they have been able to navigate well with their vendors. Lastly, Paul announced that LEPFA is at 4,000 pounds of reusable food contribution to the Greater Lansing Foodbank.

*Joe Abood entered the meeting at 8:47 a.m.

5. **MINDY BILADEAU:** From the sales end, Mindy noted that October is the busiest month for the Lansing Center. For rental revenue, Mindy reported that her team is at 95% of the budget

Mindy then took this time to announce that her team has added an Event Services Manager who started yesterday. The event services manager is Angela Sees. Mindy mentioned that Angela has extensive experience in planning concerts, festivals, company outings, and overseeing 200+ staff for game days. Mindy stated that Angela will be a tremendous addition to the Sales and Services team, and she will fit in very nicely with her leadership, customer service and organizational skills.

Mindy finished her report by announcing that the 38th Annual Silver Bells in the City will be here on Friday, November 18th. Mindy presented the board the event poster for Silver Bells to share with their businesses to get the word out. She added that the Silver Bells 5k will follow the event on Saturday, Nov 19. The tree will be harvested this Friday in St. Johns as this is the first tree to come out of Clinton County. The electric parade does have a silver anniversary (25th) and it is completely full and back to pre-pandemic numbers with seventy units total and twenty new entries; that starts at 6pm. Following the parade, will be the community sing with Season 22, top 20 American Idol contestant, and mid-Michigan native from the Dansville area, Jacob Moran. Once the tree is lit, there will be a 200-drone show, following will be a grand finale with a fireworks show. Mindy shared that the Silver Bells village will be returning with a full vendor list. Lastly, Santa and Mrs. Claus with the live reindeer will also be returning and will be in the plaza outside the Lansing Center. The 2022 Silver Bells ornament was made by Tiffany at La Fille Gallery, and they are for sale at silverbellsinthecity.org. All of this and more will be live broadcast on FOX 47, and locally on channel 12 Lansing Public Media on comcast from 6-8pm. There will be four additional replays throughout Thanksgiving weekend, Black Friday, Football Sunday, and Christmas Day.

VIII. COMMISSIONERS AND STAFF COMMENTS:

- A. Commissioner Hall: Commissioner Hall shared some updates from the CVB. He reported on the following topics.
1. **Star Report (*Smith Travel and Research Report*):** Commissioner Hall explained that the Star Report presents occupancy, rates, etc. He presented that for our region and city, for the month of August, they had a 62% occupancy, which is the highest occupancy since October of 2019. Their rate in August was also very strong as it was the second highest in 2022 with a solid performance in the second quarter for the second half of the year. These two things combined give them (RevPAR) which is a combination of rate and occupancy. Commissioner Hall explained the significance of RevPAR from an economic standpoint and shared that their RevPAR was at about \$69 for the month of August, which was the highest since October for 2019. He added that this shows that things are moving in the right direction, and when we step back and look a little further

out, they have seen growth each month of this year. The state, however, Commissioner Hall stated is currently at 68%, so we are slightly behind the state of Michigan. The United States are currently at 66.5% which is a growth of about 5%. He believes that we are growing at a good pace.

2. Upcoming Events: Commissioner Hall wanted to share that the Greater Lansing Sports Authority has four events coming up in the month of November. These events include:
 - I. The Midwestern Sectionals: Singles and US Pairs Final: November 6th – 10th at Suburban Ice.
 - II. Team USA vs Canada The North American 2023 Pan American Games Qualifier for Women's Handball: November 10th at the Lansing City Arena.
 - III. Capital City Tennis Classic: November 13th and 20th at the MSU Tennis Center.
 - IV. 2022 NCAA Division 3 Men's and Women's Cross-Country Championships: November 19th at Forest Akers.

- B. Commissioner Collins: Commissioner Collins wanted to take this time to share his appreciation to the board on starting to move forward some of the goals that were discussed in the Strategic Planning session. He stated that he looks forward to continuing to address this plan and finishing the work that the board has started in future meetings.

IX. OLD BUSINESS:

- A. Approval of August 23, 2022, Board Meeting Minutes, Board Strategic Planning Session Meeting Minutes (August 29, 2022), and September 27, 2022, Board Meeting Minutes and August and September Financials:

President Keith noted that the board will move the approval of August 23, 2022, meeting minutes, Board Strategic Planning Session Meeting Minutes (August 29, 2022), and September 27, 2022, Board Meeting Minutes, as well as the August and September Financials to the next month's board meeting.

- X. NEW BUSINESS:** None.

- XI. AJOURNMENT:** At 8:58 p.m. the meeting was adjourned.

THE NEXT MONTHLY MEETING IS SCHEDULED FOR:

TUESDAY, November 22, 2022

8:00 a.m.

LOCATION: Lansing Center- Governors Rooms

Respectfully submitted,

Kasey McFadden, Recording Secretary