LANSING ENTERTAINMENT &PUBLIC FACILITIES AUTHORITY
BOARD OF COMMISSIONERS MEETING
August 22, 2023
MINUTES

At 8:06 a.m. Past Chairman Larry Leatherwood called the monthly 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, Jordan Hankwitz (Ex-Officio), Desiree Kirkland (Ex-Officio), Larry Leatherwood, Danielle Lenz, Emily Linden (Ex-Officio), Charles Mickens, Maureen McNulty-Saxton, James Stajos and Eric Sudol.

COMMISSIONERS ABSENT: Price Dobernick and Kenric Hall.

OTHERS PRESENT: Mindy Biladeau, Heidi Brown, Kirby Doidge, Scott Keith, and Tristan Wright - Lansing Entertainment & Public Facilities Authority; and Jack Alexander- Public.

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

IV. PUBLIC COMMENT: No public comment was made.

V. APPROVAL OF THE JULY 25, 2023, MINUTES: Motion was made to approve the meeting minutes for the July 25, 2023, meeting as presented. **MOTION**: Commissioner Mickens **SECOND**: Commissioner Lenz. **MOTIONED CARRIED**

VI. REPORTS:

A. CHAIRMAN'S REPORT: Past Chairman Leatherwood noted items for today's meeting including:

1. Finance Committee Update:
    a. Review of the Draft Financials through April
    b. Approval of Purchases (Floor Scrubber and improvements to IT infrastructure)
2. Updates from Committees

1. **FINANCE COMMITTEE:** Finance Committee Chairwoman Danielle Lenz reported that the committee met, and she deferred the report to Kirby Doidge to report on the Draft Financials for June:

Paul Collins entered the meeting at 8:08 a.m.

1. **June Draft Financials:** Kirby shared that in the Finance Committee meeting, he presented all financials with highlighted items that the finance team is looking into; Kirby will be providing these items in his Friday updates.
    a. *Lansing Center:*
        i. *Revenue:* Most of the big items are box office revenue, which has now been offset. Scott added that they are in the process of renegotiating their contract with E-Tix to work this out. Another item is signage and promotion, which is made up of Silver Bells sponsorship that is in unearned revenue, which will be moved over into signage and promotion. Additionally, there was foodservice revenue that hit the wrong account and was not being recorded in the Lansing Center. Lastly, the money being withheld from the CVB will also be counted, totaling at least $600,000 which is not showing up on the revenue side.

b. *Expenses:* One item is professional services, this includes Event Security, Silver Bells, Attorneys, Auditors, Lehman Wesley Finance and IT Services, and Jennifer McFatridge Consulting; these have increased. The other item Kirby highlighted was Marketing. This includes Silver Bells, Silver Bells 5K, Lansing Center Marketing Web Domain, Event Hosting, and Rebranding on the Website The next item discussed was the insurance and bonding, which is being put into prepaid and will affect the fringe benefits and the insurance line. These items will be addressed and will be worked on before the Audit.

c. *Groesbeck Golf Course:*

   i. *Revenue:* Kirby stated that revenue for the actual is being pushed into Greens fees which was an interpretation of what a Greens fee actually is. This will be broken out for financial reporting reasons.

   ii. *Expense:* Salary and Benefits are overstated. This will also be looked at and verified. Lastly, for insurance, finance is looking at prepaid to make sure they can offset the prepaid account. Kirby noted that they are also looking into sales tax reconciliation for Groesbeck as well. Scott added that Groesbeck has made some capital investments over the past year for the course for example the front entrance stairs at the clubhouse were deteriorating, so they wanted to get it taken care of before it became a safety hazard.

d. *Jackson Field:*

   i. *Budget to Actual:* Kirby reported that Salary and fringe benefits were moved from the bill backs. This is the same for insurance that is sitting in prepaid and could be moved from the Lansing Center. This will also be billed to Jackson Field as the two properties are on the same policy. Additionally, Kirby shared that he and Scott have met with Rehmann (LEPFA's old auditors) Scott added that the purpose of reaching out to Rehmann is to verify potential items that will need to be reviewed like a pre-audit. This is to get back into the regular monthly routine of reporting the monthly financials for FY24.

2. **Floor Scrubber Approval:** Finance Chairwoman Danielle Lenz shared some insight on the current floor scrubber that cleaned the exhibit halls after 15+ years has broken down and is no longer fixable. Tristan explained that currently for the moment, the team is using a push scrubber. This adds more time for the floors to be cleaned and can be a lengthy process when multiple events are coming into the space. With multiple competitive quotes Tristan and the team selected a riding scrubber (FactorCAT-XR) that is cost-efficient but also has the necessary components to get the job done promptly for clients.

   The Finance Committee made a recommendation (motion) to approve a new scrubber as presented. **MOTION**: Finance Chairwoman Lenz **SECOND**: Commissioner Sudol. **<u>MOTIONED CARRIED</u>**

3. **Improved IT Infrastructure:** Finance Committee Chairwoman Lenz deferred to Scott for further explanation regarding IT infrastructure improvements.

   Scott explained the reasoning for improving the IT infrastructure to the Board. In the finance committee meeting, the Finance Committee reviewed some information regarding infrastructure upgrades for the Lansing Center. Scott added that they have been working with Lehman Wesley to produce a plan with a list of items to improve on. These items include updating all WI directs, access points, cabling, etc. This will result in adding a higher bandwidth to provide to customers. Additionally, they will be changing the IT infrastructure that LEPFA bills the customer. Currently, there is no free Wi-Fi, just a basic level at $10 a day with more levels that accommodate higher needs. The goal of the improvement is to raise these levels by improving the infrastructure and offering free Wi-Fi that covers basic needs. Scott added that this would be doubling the bandwidth that is currently at 5G level to 10G. The company that LEPFA will be working on this project with is CC Good out of St. Johns with help from Lehman Wesley. This is part of the five-million-dollar state-funded capital improvements project and thus is awaiting funding but needs approval to get the project moving as soon as the funding is available.

   The Finance Committee made a recommendation (motion) to approve the improvements to IT infrastructure as presented. **MOTION**: Finance Chairwoman Lenz **SECOND**: Commissioner Saxton. **<u>MOTIONED CARRIED</u>**

C. <u>PERSONNEL COMMITTEE:</u> Committee Chair Paul Collins reported the committee did not meet this month and will be meeting in September to go over goals and review any outstanding items.

D. <u>STRATEGIC PLANNING COMMITTEE:</u> Committee Chair Larry Leatherwood reported that the committee did not meet and will be meeting in September to discuss goals, branding, and capital improvement projects.

E. <u>PRESIDENT & CEO's REPORT:</u> Scott Keith reported the following:

1. **LEPFA Brand Update:** Scott began his report by giving an update on the rebrand focus groups. Two groups will be meeting with M3 Group with one being internal members and the second being external members. The internal group has met and there is an additional meeting for the internal group for members who were unable to make the meeting. The external group will be meeting in September.
2. **Athena Display:** Scott shared that he has signed an agreement with the Chamber of Commerce which runs the Athena program in the City of Lansing. The Athena program is an international program that started in Lansing that rewards and honors women who are entrepreneurs and business leaders in the community and around the world. Scott presented to the Board a mockup of an area in the Lansing Center that will display these acknowledged women as well as host their annual meeting/reception for the award

winners. Scott stated that this is a great opportunity to with Athena and highlight these women within our community. This display will be outside of rooms 103 and 104.

3. **IAVM Convention Center Results/Report:** Scott reported on a survey that came out of his trip to the IAVM Venue Connect in Pittsburgh a few weeks ago. The report he shared was the *Convention Center Event and Producer Industry Outlook* which was made up of results from a survey that the Lansing Center contributed, along with forty-five Convention Center management executives and over one hundred meeting event planners. Scott will be sending the presentation out to the board after the meeting.

   Overall, there is a strong rebound with mixed performances for different types of events. Inflation, staffing challenges, booking shifts, and social activism/politics have changed over the last year. Sports and competitions continue to be a critical booking category. There is a need for continued investments with a huge focus on technology. Lastly, 2024 should be the true "back to normal" year.

4. **Extra Items:**
   - **a.** Jury Duty: Scott added that he has been called for jury duty and will be updating the board should he have to serve. There have been three staff members who have recently been called to jury duty.
   - **b.** Greens and Grains: Scott shared with the board that he has some Greens and Grains posters for Board members to take and promote.
   - **c.** Full Board Photo: Scott added that he would like to get a full board group photo at one of the board meetings at the beginning of the meeting as this was something that was done in the past and he would like to bring it back.

F. VICE PRESIDENT/STAFF REPORTS:

1. **Mindy Biladeau:**
   - a. **Events:** Mindy began her report by stating that July was a good month for the 2023 Horseshoe Pitchers Association World Tournament. She gave kudos to all involved from the facilities, food service, and event services. The client is eager to come back in 2026 and is encouraging Lansing to bid for them to come back. The Lansing Center is gearing up for its busy season from Fall through Spring. Mindy was excited to share that for FY24, sales and services are already at 90% of the budget. This was an aggressive budget and Mindy is pleased with the direction this is going for rental.
   - b. **Event Diagramming Software Update:** Mindy shared that they are on the home stretch in finishing the transition into the new diagramming software. There was a small obstacle to switching old diagrams over to the new system, but Mindy is getting these diagrams to match the requirements to transition them properly. This should be completed by September.

c. **Special Events:** Mindy reported that Groesbeck hosted a Parent/Child Tournament on August 13; with 15 teams signed up. The second session of the Greens and Grains event will be on September 15.

d. Silver Bells: Mindy is in full planning mode for the upcoming 39th Annual Silver Bells In The City which will take place on November 17. All is moving at great speed with parade and vendor applications coming in daily. The committee is already in talks of ideas for the 40th annual event in 2024 which will be the ruby anniversary. For the Silver Bells 5k, sign-ups are already ahead of pace with a goal of a thousand runners.

Commissioner Sudol asked about Mindy's report asking if the PACE/Variance reports will start to be provided after September. Scott stated that they are starting to get them processed. Just one minor detail and they will be ready.

2. Heidi Brown:

a. New Hires: Heidi began by reporting on the new hires for the authority. Heidi announced that they have extended an offer for the Receivables Accountant, and it has been accepted. They will be tentatively starting full-time on August 28. The second accepted offer is for the Foodservice Supervisor position which will also have a tentative start date of August 28. The Accounting Manager position has been filled and they started in June, the new Accounting Manager is Frances Miller, and she will be introduced to the Board at the next meeting.

b. **Current Vacant Positions:** Heidi shared the current vacant positions which are as follows:

i. **HR/Payroll Coordinator:** This position has been posted and they have received and are reviewing applications at this time.

ii. **Marketing Manager:** Mindy has received the applications and will be scheduling interviews within the next few days.

iii. **Payables Accountant:** This position was posted, and they are currently receiving applications for this position.

iv. **On-Call Positions:** This is a continued process that has its challenges. They have received applications and interviews are set up, but they have seen a lot of "no-shows." In facilities, they have hired two on-call employees and with event staff, there have also been two hired with fifteen to be scheduled. They have seen the same challenges for cook positions when they schedule interviews, but the individual does not show.

c. Evaluations/Training: Aside from hiring/interviews, Heidi is continuing to work on scheduling training for staff. One training she is currently working on is a follow-up communications training with presenter Lisa Fisher. Heidi, along with the LEPFA U committee will be meeting shortly to start working on the second session of 2023 for LEPFA U. This session's theme is Work-Life Balance and will have different sessions for employees to attend. One vendor in particular is a flu shot clinic that is run through the Sparrow Pharmacy. The session will be held on November 1. The Healthcare committee will also start soon to discuss healthcare benefits with LEPFA's broker. Lastly, Heidi mentioned that leadership is gearing up for employee evaluations that will begin in September.

3. **Paul Ntoko:**
    a. **Groesbeck Golf Course:** Paul began his report by resharing that June was a short month in terms of rounds and revenue, however, he is pleased to share that July was a great month for rounds (5% increase) and revenue (10% increase). For August it is predicted to look like another strong month as well.
    b. **Lansing Center:** Paul also mentioned the impact that the recent Horseshoe championship had on the Lansing Center for July as July tends to be a slower month due to summer vacations. Looking forward to August for the Lansing Center there will be a pickup in terms of volume as August is starting the kickoff to the Lansing Center's busy season. Overall, the Lansing Center is having a great start to the 1st quarter of the fiscal year compared to the prior year.

4. **Tristan Wright:**
    a. **Utility Report:** Tristan began her report by reporting on the utility report for LEPFA's three properties. The utilities in some areas were higher due to the warm weather. Some systems rely on electricity so that shows higher for specific utility uses. Commissioner Sudol asked if the reports for the utilities could be more detailed. Tristan stated she would make sure to be more detailed for the report.
    b. **Jackson Field:** Tristan shared that the Lansing Lugnuts will have their last home game on September 3 with some special events that will be coming up in October. Maintenance will then be looking into getting the stadium ready for winterizing. With the funding for the MLB renovations, Jackson Field will then be beginning its necessary renovations through the MLB audit.
    c. **Groesbeck Golf Course:** Lastly, Tristan stated that Groesbeck is still open and suggested to the Board to make a trip out to the course if they have not this year before the season is over.

James Stajos exited the meeting at 9:15 a.m.

5. **Kirby Doidge:** Kirby added to his report that he is excited to have the new receivables accountant on board as an additional finance team member. She will be overseeing the receivable side as well as some payables. This new hire has been working in this position for the past three months already, so he has seen that she is capable of doing the work that is needed to get the finance team caught up and back on track.

Emily Linden exited the meeting at 9:16 a.m.

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

1. Past Chairman Leatherwood: Past Chairman Leatherwood took this time to thank the board for letting him serve as Chair for the 2022-2023 year. He looks forward to seeing the new board chair Kenric Hall and what he has in store for the authority. Scott added that with Commissioner Hall out of this meeting, the gavel will be passed in the next meeting. Additionally, Scott took this time to present Commissioner Leatherwood with a thank-you gift from LEPFA. Scott thanked Commissioner Leatherwood for his service as Chair for the 2022-2023 year and thanked him for challenging the board to think differently coming out of the pandemic.

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

IX. <u>NEW BUSINESS:</u> None

X. <u>AJOURNMENT:</u> At 9:19 a.m. the regular monthly meeting was adjourned.

THE NEXT MONTHLY MEETING IS SCHEDULED FOR:
TUESDAY, APRIL 26, 2022
8:00 a.m.
LOCATION: TBD

Respectfully submitted,

Kasey McFadden

Heidi Brown, Recording Secretary