LANSING ENTERTAINMENT &PUBLIC FACILITIES AUTHORITY
BOARD OF COMMISSIONERS MEETING
November 28, 2023
MINUTES

At 8:17 a.m. Chairman Kenric Hall 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, Price Dobernick, Kenric Hall, Larry Leatherwood, Danielle Lenz, Emily Linden (Ex-Officio), Charles Mickens, and Maureen McNulty-Saxton.

COMMISSIONERS ABSENT: Desiree Kirkland (Ex-Officio), James Stajos, and Eric Sudol.

OTHERS PRESENT: Mindy Biladeau, Heidi Brown, Kirby Doidge, Scott Keith, Kasey McFadden, Paul Ntoko, and Tristan Wright - Lansing Entertainment & Public Facilities Authority; Lisa Hagean-Lansing City Attorney's Office; Julie Pingston- Choose Lansing; Tiffany Dowling and Penny Spehar- M3 Group; 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 OCTOBER 24, 2023, MINUTES: Motion was made to approve the meeting minutes for the October 24, 2023, meeting as presented. **MOTION**: Commissioner Leatherwood **SECOND**: Commissioner Mickens. **MOTIONED CARRIED**

VI. REPORTS:

A. CHAIRMAN'S REPORT:

Chairman Hall noted items for today's meeting include:

1. Update on the Lansing Center/Choose Lansing Agreement
2. LEPFA Rebrand Update from M3 Group's Tiffany Dowling and Penny Spehar
3. Financial Review for September
4. Audit Update
5. Budget Update
6. Updates from the LEPFA Personnel Committee
7. Updates from the LEPFA Strategic Planning Committee

a. **Lansing Center/Choose Lansing Agreement:** Scott Keith, along with Choose Lansing's President and CEO, Julie Pingston gave an update on the process of the Lansing Center and Choose Lansing agreement.

Scott began his report by presenting a notice from Julie Pingston and the Choose Lansing Board of Directors which stated that the Choose Lansing Board of Directors voted on November 16th to extend the current agreement between LEPFA and Choose Lansing through June 30, 2024. The payments will be the forecast amounts from the budget projections previously provided to LEPFA by Choose Lansing's Chief Financial Advisor. During this extended period, this will give

LEPFA and Choose Lansing a chance to work on a new agreement for the next fiscal year 2024-25.

Julie began her updates by conveying from Choose Lansing's Board of Directors that the pausing of the current agreement and working through a new agreement is for the best intentions of the Lansing Center and its relationship with Choose Lansing as the sales function. Julie stated that she is looking forward to working with Scott in crafting the new agreement between both organizations as they have already begun the process. Julie shared that the Choose Lansing Executive Committee is looking forward to working with the LEPFA Executive Committee to start the dialogue on the future of this agreement between the two organizations.

Julie then gave a brief update on the hospitality industry.

Chairman Hall asked Julie if she could report the booking pace for 2024. Julie shared that the leads sent out for 2023 are ahead of pace from 2019. One note Julie mentioned is that the properties are still short on staff, which is a gap that Choose Lansing is working to get through. However, they will be finishing off the year with 1,050,000 hotel rooms sold, which compared to last year, finished at 1,005,000 rooms sold. The pace is continuing to get stronger with corporate/government meetings and return to higher attendances that are driving the pace. Average rates are also continuing to go up.

b. **LEPFA Rebrand Update:**
Chairman Hall introduced Tiffany Dowling and Penny Spehar who gave the Board an update on the LEPFA rebrand.

Tiffany then shared some recommendations to the board based on the feedback from both focus groups. The main goal of the rebrand discussion was to help on awareness. This has not changed as the idea is to have others understand what LEPFA is, and why it is important to the region. Tiffany stated with the feedback from the focus groups, it did not seem like it was necessary to make the change. M3 Group then recommended keeping LEPFA as the brand but updating the visuals and messaging. Tiffany explained that they have not started on this until they get a path built on what the LEPFA board would like to do, but they will be working on this moving forward.

Tiffany shared that based on the story that LEPFA would like to tell, M3 Group would produce three different ad campaigns which would include the tagline, message, and visuals that go with these campaigns. They would then bring to the Board mood boards and different elements that go with these campaigns so that they can move forward with a campaign that most reflects what LEPFA would like to convey to the marketplace. Tiffany added that once the plan is put together and put out into the marketplace, they would report back to the board with the results.

Commissioner Saxton added that this is something that could take months to get the proper research. Commissioner Leatherwood stated that research should reflect what customers would like in terms of services and what LEPFA can provide to the customer to get LEPFA's name out there to the public. Commissioner Lenz asked how the mission and vision that were just updated from the Board Strategic Planning Session back in August 2022, are to be of play when conveying LEPFA messaging. Tiffany explained that these would be worked into the process of making sure that when the brand is being rebuilt, these connect with the mission and vision so that there is no disconnect; everything has a cohesiveness, and it streamlines together in a way that helps support the story and what LEPFA wants to tell the public. Commissioner Hall asked Tiffany how this would reflect alongside the newly rebranded Choose Lansing as both organizations have dealt with the same customers and work closely but they are two separate organizations. He added that having some synergy and coordination as they don't want to become one brand but have similar characteristics. Tiffany stated that this can be easily done, as they can reference visuals from all surrounding organizations within the community. When put together on one document, the goal is to have the refreshed LEPFA brand look well with other organizations within the community. This is so that there is a sense of belonging with other surrounding organizations, which M3 will look at when building the new brand.

Chairman Hall suggested keeping the rebrand with the Strategic Planning Committee to lead on this task but incorporating Choose Lansing with M3 Group to develop a plan.

Tiffany Dowling and Penny Spehar exited the meeting at 8:50 a.m.

Commissioner Dobernick brought up that though he understands the regional aspect of rebranding, but asked from a sales perspective, if this will translate to new sales and if there will be a return in investment from a sales standpoint. Commissioner Saxton agreed with Commissioner Dobernick's statement. She added that this is being done because we want more sales and have a fundamentally stronger financial organization. This means being more attractive to people so that they understand that LEPFA is entertainment, it is conventions, its golf, it is Lansing Lugnuts, which economically affect the community (hotels, restaurants, business). With making these connections, the underlying focus is sales. Scott explained that the campaigns will be a mix of connecting the vibrancy of downtown Lansing through the education process as some are not aware that LEPFA's entities are coordinated through LEPFA. Such as Silvers Bells In The City is through LEPFA, and Groesbeck Golf Course is through LEPFA. The refresh will help the public understand that LEPFA is not just a convention center. Commissioner Lenz suggested adding more emphasis on internal talking points for external stakeholders and customers to help drive more business to other LEPFA properties like Groesbeck and Jackson Field. This can be done by looking at what is currently being done internally (talking points and messaging) to have these properties gain more business moving forward. Commissioner Lenz added that a rebrand is not just the logo, it is about the story and how it makes people feel, this is what needs to be the focus along with the talking points.

Scott explained that it has been a few years looking at this internally, but it is now the time to take a step back with new staff on board. By coming back with new perspectives that enhance LEPFA's efforts through M3's suggestions, going broader and deeper in sharing LEPFA's story, which is what has been missing for some time so that the public understands LEPFA's brands/properties. It is not a brand redo, it is more of a way to tell people who LEPFA is and what LEPFA does to get back on their minds about coming to Lansing for these entities such as going to a Lugnuts game versus a Tigers game. He added that the goal is to make Lansing the forefront in terms of entertainment and activities rather than going elsewhere. Commissioner Saxton noted that those she has referenced LEPFA to do not know what LEPFA is and what it does. She added that since there is no rebrand, it should be moved to a secondary priority. With this, the board, along with M3, should focus on the talking points about the three properties and events coming from LEPFA and their connections to a fun time that is competitive to Detroit and Grand Rapids.

c. **LEPFA's Marketing Manager- Rachel Beatty:**
At this time, Chairman Hall deferred to Mindy Biladeau to introduce LEPFA's new Marketing Manager, Rachel Beatty.

Mindy introduced LEPFA's new Marketing Manager Rachel Beatty to the board and the board individually introduced themselves to Rachel.

Rachel Beatty exited the meeting at 9:03 a.m.

B. FINANCE COMMITTEE: Commissioner Danielle Lenz reported the committee met and she deferred the report to Kirby Doidge to report on September 2023 Financials are as follows:

1. September Financials:
   a. **Lansing Center:**
   Kirby noted that he is only presenting the September 2023 financials as he did come up short of getting October's financials due to the audit.

Heidi Brown exited the meeting at 9:04 a.m.

i. *Revenue:* Kirby began his report by sharing that building rental beat the budget. Food and Beverage also beat budget which is due to a large mix of events through September and October as they are the beginning of the Lansing Center's busier seasons. Equipment rental is down due to the mix of events during September as well as there was not a lot of need for equipment. This is also reflected on the expense side of events as these two items correlate. Kirby noted that in September, signage and promotion, parking, and special events are off. He explained that when creating these budget lines and looking at history, this was largely Silver Bells with a mix of other events LEPFA would put on. At the time, the only sure item was Silver

Bell, so the budget items went to the month in which Silver Bells occurred (Nov). Because there were no expenses in September, the revenue was not recorded. Overall, for September, the Lansing Center was short compared to the budget amount for revenue which is largely due to the equipment rental. Year to date, the Lansing Center has revenues exceeding expenses for the budget.

ii. *Expense:* Kirby highlighted expenses that have exceptions such as professional services, as September had heavy Audit prep with continued cleanup which will also be shown throughout October and November for heavy audit assistance. Maintenance of Equipment is largely over-expensed due to the purchasing of the floor scrubber which was approved by the Finance Committee and the Board. This is not a budgeted item which is why the line is over-expensed. Expenses for events are down which is correlated with the revenue mentioned earlier. Food and beverage expenses are down which will begin picking back up come October for the busy season. This will be caught up. Overall, revenues are better than expenses.

iii. *Changes in Reporting:* Kirby noted some changes in future reports. The change will be with special events and security, which is currently showing that it is over budget. This is due to where these numbers are being placed. In the budget, which is based on history, will now be changed and the numbers currently are not accurately being reflected for these moves. Moving forward this will be looked at for this upcoming budget process.

Heidi Brown entered the meeting at 9:10 a.m.

The balance sheet will have some items that change moving forward. One item is restricted assets, which is where the $5 million project will start to be reported as this is not in LEPFA's general cash. It will be reported separately.

b. **Groesbeck Golf Course:**

i. *Revenue:* Kirby began his Groesbeck report by sharing that Power cart rental beat the budget, and Greens fees beat the budget. Leagues will start to begin to drop down in numbers due to them finishing out the season, this will correlate with concessions and overall use of the course. For September, Groesbeck was beating the budget. Year to date, Groesbeck is under budget. Kirby noted that In the audit, there will be some revenue recognized in earlier months due to greens fees and season passes. This will adjust based on audit moves that need to be made.

ii. *Expense:* Groesbeck is under for expenses for September. Kirby noted that there is not anything standing out of any concern. There will be some upcoming purchases (supplies, sand, chemicals, pesticides, etc.) as there are deals for purchasing these items early. Excess revenue over expenses is better than budget for September and for the year to date.

Scott reminded the Board that Groesbeck is now prepping for Winter with the Simulator getting ready for the season. At this time numbers will flip with some revenue coming in but fixed labor, fixed benefits, and fixed utilities. Kirby highlighted that on the balance sheet, Cash is currently negative $3700, this is not accurate and is due to an audit move in moving money that was in Groesbeck to the Lansing Center where it should be. This is a positive $3,600; this will be reflected once the audit is complete. Overall Groesbeck ended on a good month with Winter approaching.

c. **Jackson Field:** Kirby mentioned that the report he has been sharing for salary and wages is currently low; this adjustment will need to be fixed as Kirby was busy with the audit. This report is coming and will be adjusted. Supplies and materials are fixed for the next month as these were items that were contracted and are now being spread out over months. This was recognized in the month that these took place but is for the quarter. For September, utilities are down but with the construction which started November 6th, there will be utilities showing higher compared to prior years as there is more activity at Jackson Field.

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2. October Financials: Kirby gave a brief overview of the October financials sharing that October was a strong month for both Groesbeck and Lansing Center. These are not ready to be presented, which will be presented to the Finance committee along with the November financials.

3. Audit: The Auditors will be providing the draft audit by the end of next week. This will mean that the Finance Committee will have a committee meeting in December. It is estimated that the Board will have a full presentation of the audit in January. Kirby mentioned that for Groesbeck, some fixed discrepancies were put in different categories; these are now fixed, which delayed the audit. Kirby also noted that they had to recognize additional funds in unearned revenue due to unearned revenue being overstated due to invoices not offsetting unearned as it should of. All is accounted for, it just never offset where it needed to.

   Scott proposed that the Finance Committee meet in December with the draft audit and accept the draft audit as it will need to be submitted to the city by the end of December. Then Scott recommended to Chairman Hall that the auditors come to the full board to present in January.

4. Budget: Kirby gave a brief timeline for the budget beginning where Scott and Kirby have already met to go over the preliminary Groesbeck Golf Course and Jackson Field budget. Kirby then had the VPs look over the two budgets for review to see if there is anything they foresee coming. Lansing Center is more complex, so Kirby is working with VPs and managers to truly see where they are predicting, so they can better allocate, so there are no overages. Scott explained to the Board that they look at what is coming to the Lansing Center in terms of bookings, so they can formulate revenue, and then move to expenses. Scott stated that the hardest part will be the timeframe of the budget with the agreement with Choose Lansing as it expires June 30th. The team will need to predict a number that will best see fit as this will have to be due to the City by the end of January/February for their review, which then has a process on the city's end that could go until May.
   Chairman Hall asked in terms of revenue by taking the piece of the agreement with Choose Lansing and LEPFA, how the sales staff and finance staff are working with Choose Lansing and other surrounding hotels to get the best possible projection for revenue for Lansing Center for the next year. Kirby shared that for Public Act 25, Commissioner Sudol has provided what he thinks for calendar year 2024 will look like, these are just projections. Chairman Hall added that by looking at the business that is coming to the city that is going to affect the Lansing Center, to make sure that the right people are being talked to that have the hotel nights that are coming with each convention, to make sure there is a clear picture of what business trends look like from year to year to make sure what they have going on ties into how LEPFA is doing the budget.

C. PERSONNEL COMMITTEE: Committee Chair Paul Collins reported the committee met and discussed the following items:

1. Retention Pay Incentive Program: The Personnel Committee discussed and approved a retention pay incentive program for eligible staff with primary criteria of the staff members working the fiscal year 2023. The retention pay incentive is equivalent to 1-3% of the eligible staff's pay.
2. Personal Time Off: The Personnel Committee discussed potential changes to "personal time off" based on a review of employee policies and handbook. This would allow employees to take personal time off in smaller increments and be more flexible in use.
3. Healthcare Benefits Renewal: The Personnel Committee reviewed and renewed the healthcare benefits from the Brogan & Associates proposal. LEPFA plans to stay with the current PHP HMO, as well as offering the option of PPO, to which the employee pays the difference of the premium between the two plans. Additionally, employees are to increase their premium contribution by 1% beginning January 1st and will revisit another increase of 1-3% on July 1st.
   Scott added that the committee looked at all offerings provided to LEPFA, and they received about a 15% increase in premiums this year. During the pandemic, LEPFA switched to a small employer, and the premiums dropped. Now that the pandemic has subsided, the increase that was predicted is here. Last year's PPO had a 50% paid by LEPFA and there was only one employee that had PPO.

Julie Pingston exited the meeting at 9:34 a.m.

D. STRATEGIC PLANNING COMMITTEE: Committee Chair Larry Leatherwood noted the committee met and discussed the following items:

Lisa Hagen exited the meeting at 9:36 a.m.

1. Proposed Improvements of the Lansing Center and Jackson Field: Commissioner Leatherwood deferred to Tristan Wright to discuss the updates on the Lansing Center and Jackson Field improvements.
   - ***a.*** *Jackson Field:* Tristan began by sharing that the construction project at Jackson Field began on November 6th. The team meets for their owners' meeting once a week for frequent updates on the demo and various findings. The construction is going well with an estimated completion date in March 2024.
   - ***b.*** *Lansing Center:* Tristan shared that she and Scott met with a Project Manager from the City of Lansing to talk about the $5 million projects to help utilize the funding to the best of LEPFA's intentions and take care of items that need to be taken care of.

2. Board Member Business/Contacts: Additionally, Commissioner Leatherwood and the Strategic Committee discussed and recommended that each Board member identify up to three pieces of business or contacts that could be utilized by the Lansing Center for events and connect the Lansing Center sales team with these businesses or relationship contacts. Commissioner Leatherwood deferred to Scott to elaborate on this discussion.
   Scott shared that coming out of the pandemic it would be a great idea to go over/review the Lansing Center's business plan as it is time for an update. As part of the budget process, Scott suggests looking at the business plan and adjusting it, as necessary. For revenue options, LEPFA staff will be holding an all-staff event brainstorming session to help generate some ideas internally and look into other grant options and capital funding. Scott added as part of the Strategic Planning Session, LEPFA is always pushing for new revenue sources such as a Grab N Go option, a change to box office fees, and updating the wi-fi at Lansing Center.
   Commissioner Leatherwood then restated that the Strategic Committee would like to recommend that each Board member bring three pieces of business or contacts to help bring in potential business to LEPFA and its three entities, particularly the Lansing Center. Scott added that this could also be a potential sponsorship opportunity, an outing, or an outing at the stadium. This would be the responsibility of each Board member who could bring contractual business to LEPFA. A motion will be made at a future Board meeting once a drafted one-page recommendation with talking points that the Board can communicate and reach out with which Scott will draft.

3. Strategic Planning Session Part II with Dorothy Maxwell: The Strategic Committee would like to reconvene another session with Dorothy Maxwell about progress and next steps on the Strategic Plan created in August 2022.
   Chairman Hall asked if a date has been selected for this session to reconvene, Commissioner Leatherwood stated there has not been a date selected yet but will report to the board once

selected. Scott added this could potentially take place end of the second quarter. Chairman Hall suggested that the Strategic Committee work with Dorothy Maxwell and get this session on the calendars to discuss the next steps.

E. PRESIDENT & CEO's REPORT: Scott Keith reported the following:

1. **Hotel Tax Meeting:** Scott shared that there will be a meeting to discuss the updates on the new hotel tax bills with Julie Pingston and the County Controller. This meeting will discuss the new taxes, how they will be implemented, and how things will look moving forward.

2. **Athena**: Scott announced that the Athena Award will be announced next week with Julie Pingston as the 2023 recipient. LEPFA is currently working with the Chamber of Commerce to have the Athena Wall of Fame displayed outside of the 100s in the Lansing Center. Next Tuesday they will be unveiling the Wall of Fame.

3. **Groesbeck Golf Course News:** Scott highlighted that Groesbeck Golf Course received the 2023 Top of the Town Award for Best Golf Course. Scott also read a review from a Groesbeck customer who shared that they drive from Grand Rapids to play at Groesbeck. They stated that it is the best-kept courses they have played and that the cost is amazing. Continued work on the Master plan is scheduled for January.

4. **LEPFA New Text Alert System for Board Members:** In previous meetings, Scott has talked about looking into a new way of alerting Board members of upcoming meetings and communicating Board members' RSVPs to Board meetings and Committee meetings. Scott presented to the board a draft letter for board members to opt into a text alert system for these occasions. This will only be used for notification of board items specific to meetings, not to share items. He will be looking at the draft with the LEPFA/City of Lansing attorney first to make sure that it is compliant with the Open Meetings Act and then will bring it to the board.

F. VICE PRESIDENT/STAFF REPORTS:

1. **Mindy Biladeau:**
    a. *Pace/Variance Sales Report:* Mindy began her report by reporting that for September, sales beat the budget. Mindy noted that the next month October, is the Lansing Center's busiest month followed by February; the report will be showing big numbers for these months.
    b. *Silver Bells In The City 2023 Recap:* On Friday, November 17, Lansing kicked off the Holiday season with the 39th annual Silver Bells In The City. Mindy shared that the weather for this event was lovely making it a fantastic night filled with lots of live events. Mindy noted that this was the rockiest start to the parade, but twelve minutes later after the parade was supposed to start, the parade was ready to go. Mindy said she received a handwritten letter from the tree donors thanking Silver Bells staff. The event received rave reviews regarding this year's drone show, with the Detroit Lions logo receiving the biggest applause. Mindy is still in the process of compiling all the numbers from the event. Once this is completed, she will be sharing it with the Board.

Overall, the event was a huge success and a signature event within the community. Mindy took this time to thank Commissioner Lenz for her assistance in helping with news releases and getting the media out. The ornaments were also a hit with only 40 ornaments left.

c. *Silver Bells In The City 5K Recap:* The following morning after Silver Bells In The City was the Silver Bells In The City 5K. Mindy shared that they were up over 15% of their goal with 952 runners. Contest packages are going out today for the costume contest winners. The weather was chilly, but good compared to prior years. Mindy also took this time to thank Paul and his team for all their services during the event.

Chairman Hall expressed his appreciation to Mindy and the Silver Bells team in the forefront and behind the scenes of Silver Bells as the event is an important event within the community. Chairman Hall also expressed his thanks to the staff at the Lansing Center for their hospitality at the Board/ Staff Silver Bells Reception in the Governor's Room for Board members, staff, and their families.

Mindy Biladeau exited the meeting at 10:00 a.m.

2. **Heidi Brown:**
   a. *Vacant Positions:* Heidi began her report that for vacant full-time positions are the HR/Payroll Coordinator position which they have received applications for and are reviewing. The Payables Accountant position has been posted. For the Sous Chef position, they have conducted interviews and interviewed one applicant yesterday and one today. The current Sous Chef of 20+ years is retiring at the end of the year. There is also a full-time facility worker position that is vacant, Ryan and Tristan are looking into the next steps for this position. Heidi has received a letter of resignation from the Account Manager position, this position has been posted as well. Lastly, the Golf assistant pro has resigned, and they are looking to get this position filled soon as well. Ongoing interviews with Foodservice and Operations team as applications become available for Part-Time and On-Call positions.
   b. *Benefits Renewal:* Today there is a meeting for staff with Grant Hendrickson from Brogan to discuss with the staff LEPFA's benefits renewal. This is an opportunity for the staff to dive into the new benefits and ask any questions. The benefit renewal also includes the Flex Spending Account and Healthcare benefits with no other changes to Dental or Vision.
   c. *Thanksgiving Turkey Fundraiser:* Heidi acknowledged to the Board the Turkey outside of the Administration Office which is the annual turkey fundraiser that LEPFA puts on. All proceeds go to the Greater Lansing Foodbank. This fundraiser goes until November 30th to which the staff have already graciously contributed.
   d. *LEPFA U:* On November 1st, the LEPFA U committee, with Heidi as their chair, put on LEPFA U for the second session of the 2023 year. This session's topic was the topic of "Work. Life. *Sway*." This was a very engaging session with vendors within the community to provide any services that staff could utilize.

Heidi took this time to also thank the board for their support over this past year and wished them a happy holiday.

3. **Paul Ntoko:**
    a. *Lansing Center:* Paul began his report by acknowledging Brian Anderson who has been the Lansing Center's Sous Chef for over twenty years. He will be retiring in early January, and he will be very missed.
    b. *Groesbeck Golf Course*: Paul announced that the course is officially closed so plans to get the simulator up and running have begun.

    Paul also took this time to wish the Board a happy holiday.

    Chairman Hall mentioned some issues that transpired last year with the simulator and asked if this has been fixed for the upcoming season. Paul confirmed that the parts have all been repaired and replaced. By the time they got these fixed last year, the weather got better to start the 2023 golfing season, so they switched over very quickly. They are hoping to start strong this simulator season with the new promotions that will boost some excitement for the Simulator and drive some additional revenue. Scott added that with the simulator, they have grown in terms of demand as they are now everywhere, including in people's own homes.
    Commissioner Lenz asked if there would be any promotions for the leagues, to which Paul confirmed. Commissioner Lenz also suggested for talking points for the simulator with events coming to the Lansing Center is to market to clients having private experiences with client's executives, attendees, etc. Paul shared that Greg is sending over to Mindy and Rachel a summary list to get out to the public. They also are expanding who they are having special pricing to this season that they did not do last year, specifically high school kids.

4. **Tristan Wright:**
    a. *Groesbeck/Jackson Field:* Tristan briefly shared that with the Winter season, there is not much going on at both Groesbeck and Jackson Field as they are in their maintenance mode, especially Jackson Field. This is the time that maintenance gets prepared for the next season by getting repairs done.

Mindy Biladeau entered the meeting at 10:10 a.m.

Danielle Lenz exited the meeting at 10:10 a.m.

    b. *Holiday Board Party:* Tristan reminded the Board of the Board Holiday party which takes place on Tuesday, Dec 19 at 5 pm. There is a signature drink for attendees and the staff looks forward to spending time with the board over wonderful food. Tristan asked to RSVP by Dec 8th.

Danielle Lenz entered the meeting at 10:11 a.m.

c. *DEI Update:* Tristan took this time to thank the board for producing a DEI statement during the Strategic Planning Session with Dorothy Maxwell in August of 2022. They will be continuing to train staff and implement moving forward.
d. *Kudos:* Tristan also took this time to thank Scott for all his hard work this past year and continued leadership.

5. **Kirby Doidge:**
   a. Finance Update: Kirby noted that he is down an Accounting Manager, but is still hopeful as he has his Accounts Receivable staff. The team has been willing to help assist Kirby and the Finance team to get back on track.

VII. COMMISSIONERS AND STAFF COMMENTS:

1. *Price Dobernick:* Commissioner Dobernick thanked the staff for all their hard work this past year and wished everyone a happy holiday.
2. *Charles Mickens:* Commissioner Mickens planted a seed and suggested a communication piece to create a LEPFA App that communicates to its subscribers all news that comes out of LEPFA and its entities which could help in terms of marketing. This could be utilized for every attendee who comes to each property to help communicate what is going on within LEPFA.
3. *Maureen Saxton:* Commissioner Saxton agreed to Commissioner Mickens's suggestion on the LEPFA app. She also emphasized to the Board going to the Board Holiday Party as it is a lovely event. This year she hopes to make it to this event.
4. *Paul Collins:* Commissioner Collins brought up that at the end of last fiscal year when Scott's performance evaluation was approved by the Board, Chair Leatherwood issued a memo that his performance incentive would be tabled until financials were available. Now financials for FY23 are available so he pulled last year's executive committee to see what an appropriate recommendation for the end of the fiscal year 2023 incentive would be for Scott and brings this to the board.
5. *Kenric Hall:* Chairman Hall piggybacked off of Commissioner Collin's recommendation and stated that the Executive Committee did meet and discussed this exact topic. The Executive Committee then asked to go into a closed session following any business and update the board on their discussion. Chairman Hall reminded staff of the Holiday Party and thanked LEPFA for the Silver Bells In The City Ornament.

VIII. OLD BUSINESS: No report**.**

IX. NEW BUSINESS:

1. **CEO Evaluation:** Motion was made to allow the Board to move into a closed session for the discussion of the President and CEO incentive for FY23.
   MOTION: Chairman Hall **SECOND:** Commissioner Collins

Yays: Commissioner Collins, Commissioner Dobernick, Commissioner Hall, Commissioner Leatherwood, Commissioner Lenz, Commissioner Linden, Commissioner Mickens, and Commissioner Saxton
Nays: None **MOTIONED CARRIED**

Mindy Biladeau, Heidi Brown, Kirby Doidge, Scott Keith, Kasey McFadden, Paul Ntoko, Tristan Wright, and Jack Alexander exited the meeting for a closed session at 10:24 a.m.

X. AJOURNMENT: At 10:28 a.m. the regular monthly meeting was adjourned.

THE NEXT MONTHLY MEETING IS SCHEDULED FOR:
TUESDAY, JANUARY 23, 2024
8:00 a.m.
LOCATION: Governor's Room- Lansing Center

Respectfully submitted,

Kasey McFadden

Kasey McFadden, Recording Secretary