**Lansing Veterans Commission**

**Date:** October 18, 2019  
**Time:** 11:00 a.m. – 12:00 p.m.  
**Location:** Lansing Police Department Operations Center, 5825 Wise Road

**Members:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Alley – Chair</td>
<td>Michael Stone – Military Liaison</td>
</tr>
<tr>
<td>P.J. Anderson - Chaplain</td>
<td>Mark Sutton - Treasurer</td>
</tr>
<tr>
<td>Natrenah Blackstock – Vice Chair</td>
<td>Chris Taylor - Secretary</td>
</tr>
<tr>
<td>Anna Casey – Military Liaison</td>
<td>Mark Lawrence – Mayor’s Office Liaison</td>
</tr>
<tr>
<td>Mike McDaniel – Military Liaison</td>
<td>Daryl Green – LPD Liaison</td>
</tr>
<tr>
<td>Tim Salisbury – Business Liaison</td>
<td>Krishna Singh - LFD Liaison</td>
</tr>
<tr>
<td>Alfreda Schmidt – Veterans Assistant</td>
<td></td>
</tr>
</tbody>
</table>

**Guests:**

**AGENDA TOPICS (T):**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Old Business - Description</th>
<th>Facilitator</th>
<th>Objective</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Review &amp; approve meeting minutes from 30Sept2019</td>
<td>Alley</td>
<td>Minutes approval</td>
<td>11:00-11:05</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item No.</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Treasurer’s Report</td>
<td>Sutton</td>
<td>Update on finances – acknowledge and place on file</td>
<td>11:05-11:10</td>
</tr>
<tr>
<td>2</td>
<td>Veteran’s Day Planning</td>
<td>Taylor</td>
<td>Update on Veteran’s Day planning; committee members to provide assistance to Events Sub Team; Review Run of Show</td>
<td>11:10-11:30</td>
</tr>
<tr>
<td>3</td>
<td>Update from Military and Veteran Issues / Metrics Sub Team</td>
<td>Sutton</td>
<td>Provide update and gain feedback from Commission members</td>
<td>11:30-11:40</td>
</tr>
<tr>
<td>4</td>
<td>Discuss Annual Meeting Deliverables and Annual Report (Pages 4 &amp; 5 of the Veteran Commission Charter)</td>
<td>Alley</td>
<td>Identify Sub Team to lead deliverables creation</td>
<td>11:40-11:50</td>
</tr>
<tr>
<td>5</td>
<td>Open Discussion</td>
<td>Alley</td>
<td>Discuss any item(s) not previously covered in the meeting</td>
<td>11:50-11:59</td>
</tr>
<tr>
<td>6</td>
<td>Adjourn</td>
<td>Alley</td>
<td>Meeting Adjourned</td>
<td>11:59-12:00</td>
</tr>
</tbody>
</table>
Great Meetings

G – Give thought to whether a meeting is needed and its purpose
R – Respect global times/existing commitments when scheduling meetings
E – Ensure the agenda and materials are sent two days in advance
A – Assign a timekeeper and recorder
T – Turn off or silence electronics

M – Make sure to start and stop on time
E – Ensure that participants have needed expertise/authority
E – Explore options fully – listen and consider alternative views
T – Take action to stay on topic – “park” issues to be deferred
I – Inquire about others’ perspectives
N – Nicely “call out” distracting or counterproductive behaviors
G – Give your full support for final decisions
S – Summarize decisions, actions and due dates – include in minutes