At 3:04 p.m. Chairwoman Cindy Bowen, called the meeting to order in Room 201 of the Lansing Center, located at 333 E. Michigan Avenue; Lansing, Michigan 48933.

COMMISSIONERS PRESENT: Tim Barron, Cindy Bowen, Eric Brewer (Ex-Officio), James W. Butler III, Price Dobernick, Charles Janssen, Larry Leatherwood, Charles Mickens and James Stajos.

COMMISSIONERS EXCUSED: Angela Bennett (Ex-Officio) and Brian McGrain (Ex-Officio).

OTHERS PRESENT: Heidi Brown, Scott Horgan, Scott Keith, Jennifer McFatridge, Paul Ntoko, Tristan Wright - Lansing Entertainment & Public Facilities Authority and Tom Dobson, IATSE & MPMT, Local M274.

III. ESTABLISHMENT OF THE AGENDA: No changes.

IV. PUBLIC COMMENT: No public comment.

V. APPROVAL OF MAY 28, 2019 MINUTES: Chairwoman Cindy Bowen requested a motion for approval of the minutes as published. 
MOTION: Commissioner Janssen 
SECOND: Commissioner Stajos 
Motion unanimously carried.

VI. REPORTS: 
A. CHAIRWOMAN: Scott Keith presented the 2019/2020 slate of LEPFA Board of Commissioners Officers as follows: 
Chairman: Price Dobernick
Vice Chairman: James Stajos
Secretary/Treasurer: Larry Leatherwood

Chairwoman Bowen requested a motion to accept the 2019-2020 slate of officers as presented. 
MOTION: Commissioner Janssen 
SECOND: Commissioner Butler 
Motion unanimously carried

B. FINANCE COMMITTEE: 
1. MAY 2019 Finance Report: Jennifer McFatridge, Vice President Finance reported the following:
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At 3:11 p.m. Commissioner Barron entered.

a. **Groesbeck Golf Course**: May Operating Revenue is up compared to budget for the month and for year to date. LEPFA was in the fifth month of managing Groesbeck at this time last year; this season has kicked off with green fees, cart rentals and concessions being up more than 10% compared to May 2018. Leagues began in April with the revenue being reflected on the financials moving forward. Operating Expenses are down compared to budget for the month and year to date. Categories providing the largest impact to the May budget include Fringe/Related Costs, Marketing, and Food/Beverage. Adjustments to the FY20 budget were necessary for Fringe/Related Costs, as we reviewed our allocations, in order to have a better target. Marketing expenses apply to the various forms of advertising purchased and additional signage. Finally, in the category of Food and Beverage, the expense is related to Concessions Labor and Cost of Goods purchased.

b. **City Market**: May Operating Revenue is up compared to budget for the month and year to date. Building Revenue dropped by 14% and Operating Revenue dropped by 18% when compared to the prior year. Operating Expenses are down compared to budget for the month and are up for year to date. The category providing the largest impact to the budget is Professional Services, where 96% of the expense is legal fees. Review of all anticipated expenses continues to determine when reserves will be depleted. LEPFA has received the final subsidy funds for the fiscal year.

c. **Cooley Law School Stadium**: Operating Revenue at Cooley Law School Stadium typically comes from the concourse ATM machine. Revenue is up compared to budget for the month and year to date. Overall, Operating Expenses finished up compared to budget for the month; however, it is down compared to budget for year to date. The category providing the largest impact to the May budget was Utilities. The Stadium is now equipped with smart meters to provide more accurate utility readings. There were 17 scheduled home baseball games, 3 scheduled Ignite matches, in addition to scheduled use of The View and activities at the stadium such as “BeerFest.” Also impacting the year to date budget is Maintenance of Facilities, which includes repairs reviewed in monthly board meetings, such as repairs to breakers in the Pepsi Porch and Chevy Terrace. Additional repairs were made to light poles, HVAC units, perimeter fencing and elevators.

d. **Lansing Center**: May year to date Operating Revenue decreased from last year by more than $700,000 or 11%. May Revenue is up compared to budget for the month; and is down for year to date. May events include MSHDA, MSU Extension Services Science T’s, Michigan Disability Rights Coalition and MALA. There were four (4) large events in May 2018 that accounted for $185k of the overall revenue. MI Celebrates, McDonalds, Northwest Lower Michigan Synod and Consumers Energy were not here in May 2019. Overall, there
were 18 events that occurred in May 2018 that did not repeat in May of 2019 accounting for nearly $16,000 in Food and Beverage, $66,000 in Equipment Rental and $45,000 in Rent. In May 2019, we have 12 events that did not occur in May 2018, capturing $83,000 in Food and Beverage, $42,000 in Equipment Rental and $28,000 in Rent. Overall, Operating Expenses are down compared to budget for the month and up for year to date. Categories impacting the May budget include Marketing and Events. In Marketing, the expenses are related to the Mackinac Policy Conference. Regarding Event Expenses, 49% or $33,000 of the expense is AV Supplies (laptops, projectors, etc.) and 16% or $11,000 is for microphones. Unearned Revenue-Advance Rent has increased when compared to last month; but remains strong compared to the last two fiscal years. At the end of 11 months of the fiscal year, the Lansing Center has captured 93% of the revenue budget and contained expenses to 92% of the budget.

Chairwoman Bowen requested a motion to accept the May 2019 Financial Statements for: Groesbeck Golf Course, Lansing City Market, Cooley Law School Stadium, and Lansing Center be received as published; and further that the monthly expenses for each entity be accepted as presented.

Scott Horgan explained the loss of events and noted April was a difficult month despite budgeting 20% less in revenue, attributed to the rolling spring breaks. Also, in April SBAM and the Children’s Trust went to the Breslin Center and typically they aren’t booked more than one year out. The SBAM loss was about $45,000 in F&B and the Children’s Trust Fund not as much. SBAM is typically in halls; Trust Fund in the ballrooms.

MOTION: Commissioner Butler
SECOND: Commissioner Barron
Motion unanimously carried.

2. Special Liquor License: Chairwoman Bowen requested a motion to approve use of a special liquor license for the “Prime Fest” to be held on September 20 and 21, 2019.

MOTION: Commissioner Barron
SECOND: Commissioner Dobernick
Motion unanimously carried

C. PRESIDENT & CEO: Scott Keith, LEPFA President & CEO reported the following:
1. Scott clarified that we operate the Liquor License for Prime Fest and receive a fee.
2. Financials: Groesbeck Golf Course is doing well despite the weather.
3. Lansing City Market: We are working on having the City Market utilities transferred to the City as there is no budget as of July 1, 2019.

Tom Dobson entered the meeting at 3:23 p.m.

4. Cooley Law School Stadium – Based on the use of smart meters at Cooley Law School Stadium, we budgeted for an increase in utilities. The Lugnuts and Ignite have two different budgets allowing for allocation of the cost and the smart meters will allow for real time readings.

5. Common Ground - tickets will be distributed to the Board.

6. I Love the 90s – the event went well, overall it was a good night, and was well attended; we are working on the settlement. Set up occurred the morning of the event and we were out that night, and therefore costs were limited. Attendance was around 4,000.

7. Lansing Center – We have received complaints from customers regarding walkers in the building, Scott indicated that we responded clearly to complaints about limiting the walkers and has had no further response. Signage has been posted and we have been diligent in our efforts to meet our customers requests.

8. Labor Complaint – “I Love the 90s” received a complaint for not using union labor for stagehands. They had their own staff, which meant there was no need for labor. The production company hired for the load out.

9. Margarita Fest - 1000 people were in attendance. “Best Margarita” winner was Cantina Eastwood and they won by 2 votes. Overall it was a good event, we had great weather and generated revenue.

10. Silver Bells in the City – Scott reported the Board of Water and Light is a Signature Sponsors for two (2) years and sponsorship is over $100,000. City declined their sponsorship and Crest Pontoon is a new sponsor.

11. Parking – Scott reported he is meeting with Brian McGrain on Thursday. There are issues with the lot behind the Lansing Center, customers are complaining, and while LEPFA is working to get revenue for the City, it is creating issues for our convention business. Commissioner Barron questioned who is creating the issues? Scott noted it is the Lugnuts staff and players who are utilizing the lot and are leaving vehicles parked for 3-4 days in premium parking spots. Scott noted he and Brian McGrain are meeting to resolve the matter in the best interest of all parties.

12. Waterfront Bar & Grille Update- Scott noted their motion for reconsideration was denied and the 42 days started at that point. July 15 they have to vacate or apply to Supreme Court; LEPFA made an offer and will remind them of the offer or consider something new. They submitted a FOIA request last week. The settlement expiration date is June 30. They will either vacate or apply to the Supreme Court. They have been denied,
and we are not sure why they would apply, other than application allows for delay up to November. Commissioner Stajos encouraged Scott Keith to keep working to get the matter resolved.

13. Facility Audit – Scott reported we are waiting on pieces and should have a draft of audit in next two weeks.

14. Brand Change Proposal – Chairwoman Bowen questioned the status of proposed brand change, noting she has concerns. Scott Keith noted the purpose of the presentation was to get feedback. Scott Keith will schedule a time for Commissioners Mickens and Bowen to meet with M3 Group as he is looking for feedback to a more regional approach. Legalities were questioned, Scott noted it would be a DBA, but we would revert to the LEPFA by-laws and Articles to make legal. Chairwomen Bowen questioned the cost -Scott noted it was approximately $30,000 with additional fee potential. Commissioner James Stajos noted at Mackinac Island people had no idea who/what LEPFA was, and we need to do something because people don’t understand the current brand. Scott Keith noted it is a challenge and we are trying to move to a logo that represents what LEPFA does – and its t is a process. Scott will forward the presentation and set a meeting for those interested in attending. Chairwoman Bowen commented that there is no guarantee that the change will acknowledge brand recognition; and she brings history with business and association branding experiences and noted timing is important. Chairwoman Bowen commented that she feels it is incumbent upon the Board to understand the process and that it is a huge undertaking and may be costly. Chairwomen Bowen requested detail on changes, costs, time frame, how we will accomplish the change. Commissioner Barron suggested the presentation be held at her property. Chair Bowen indicated that she has been through the process and it is costly. She explained in her past experience two entities didn’t merge and timing was the issue and they couldn’t ramp up the new brand and membership didn’t grow after two years. Scott Keith noted in the feedback of the concept - the purpose for the change is public image related and to boost up property and experience recognition such as Silver Bells, Groesbeck Golf Course, and should have a positive connotation. We are trying to boost recognition and display our positives. Currently, you have to explain LEPFA and based on the explanation, they may already have a negative impression. Other business have the same issues.

D. PERSONNEL COMMITTEE: James W. Butler III, Personnel Committee Chairman moved to move to closed session to discuss the President & CEOs performance evaluation at 4:03 p.m.
MOTION: Commissioner Barron
SECOND: Commission Mickens
Roll Call Vote: YES – Commissioners Tim Barron, Cindy Bowen, James Butler, Price Dobernick, Charles Janssen, Larry Leatherwood, Charles Mickens, and James Stajos. NO- none. Motion carried.

At 4:18 p.m. Commissioner Charles Janssen exited the meeting.
At 4:27 p.m. the closed meeting was adjourned, and Commissioner James W. Butler III moved to adjourn closed session and return to the regular monthly meeting.

MOTION: Commissioner Barron
SECOND: Commission Mickens

Roll Call Vote: YES - Commissioners Tim Barron, Cindy Bowen, James Butler, Price Dobernick, Larry Leatherwood, Charles Mickens, and James Stajos. NO- none. Motion carried.

E. STRATEGIC PLANNING COMMITTEE: No report. Chairwoman Bowen questions the status of the Committee Goals and Committee Chair Mickens reported they are in process. Chair Mickens reported he and Scott Keith met and moving forward they will not have monthly set meetings and will outline areas address regarding funding and building needs and will be involved in the facility audit. Scott Keith and the Committee Chair will provide updates to the Board as needed.

F. VICE-PRESIDENT & STAFF REPORTS:
1. Jennifer McFatridge – Vice President Finance: No additional report.
2. Scott Horgan – Vice President Sales & Services: Groesbeck Golf Course is doing well. We hosted two (2) Best Ball Golf Tournaments for 13 different High Schools which is about 158 players in May. The girl’s tournament will take place in the fall. Leagues are at full strength. Golf outings are up about 45%; and we are up 62% compared to last year - despite weather. Last year at this time we were in a drought - next few months will tell.
3. Tristan Wright – Vice President Operations - the first Grand Concert Series took place and Mindy did well overseeing the event, which had to be moved inside. Work continues at the ballpark on minor repairs. Maintenance continues working on work orders. Ryan and his team converted the field for “I Love the 90s.” Soccer is being embraced by community 3,000-4,000 for the Ignite opener. The seating is the challenge, but the crowds are louder and lots of families are attending. Commissioner Barron noted the many families and multicultural interest in soccer. Scott Keith noted the concessions are different from baseball, because people don’t leave seats until half time. There are more hawkers because ppl don’t leave their seats. Sports becoming more that way with phone delivery and the different set-ups.
4. Paul Ntoko – Vice President Foodservice - Interviews are completed for the Foodservice Supervisor position and the new team member will start next week, which will allow for them to have the Common Ground experience. Paul extended his thanks for the help from all departments with Margarita Fest. Cindy Bowen questioned the fiscal year menu revisions? Paul noted they will be addressed in August after Common Ground. Wedding menus will be updated in July. Chairwoman Bowen asked if prices are compared to competition, and Paul noted they are and some items lower, some higher; for example, our chicken breasts are done freshly which results in no complaints.
5. Heidi Brown – Vice President of Administration- Recapped the report in the Administrative Board Report – there were two Workers Comp claims and one FML leave. Work continues on the collective bargaining agreements with all three unions. The Anti-Harassment training took place in 2 sessions with Cliff Hammond. All LEPFA Committees will be reviewed regarding chairs and members. Employee Performance Evaluations and job descriptions are under review and due to Scott Keith by September 13. Interviews are underway for full-time positions.
VII. COMMISSIONER & STAFF COMMENTS: Commissioner Barron noted in regard to Waterfront Grille – he is hearing great things about LEPFA. He extended his “hats off” to LEPFA’s Management Staff. He noted all is handled very well. When he visits he sees friendly faces, has good experiences and is proud of how everything has been handled, and everyone is fantastic. He noted that he really means his comments, noting it has been tough, and our team has been resilient.

VIII. OLD BUSINESS: No report.

IX. NEW BUSINESS: No report.

X. ADJOURNMENT: At 4:37 p.m. the meeting was adjourned.

THE NEXT MONTLY MEETING IS SCHEDULED FOR:
AUGUST 27, 2019 at 8:00 a.m.
LANSONG CENTER – GOVERNOR’S ROOM

Respectfully submitted,

Heidi Brown, Recording Secretary