



**eXplore Lawrence
Board Minutes
March 17, 2021
Zoom meeting – 3:30 p.m.**

Members Present: Mike Logan, Danny Caine, Peter Bobkowski, Heidi Champagne, Jamie Hays Szalc, Ivan Simac, Stuart Boley* and Hugh Carter*

Members absent: Ryan Robinson Sally Zogry* and Porter Arneil*
*ex-officio members

Staff: Michael Davidson

Meeting Materials provided by email: March 2021 Board Report / ED Job description

Meeting began at 3:35 p.m.

- Approve minutes of January and February 2021 board meetings Motion to approve made by Danny Caine seconded by Ivan Simac. Voting to approve, Mike. Danny, Heidi, and Jamie with Peter abstaining. Motion passed

Finance Report

- February 2021 – Heidi reviewed the February financial report
- We were unsuccessful in applying for a PPP loan. Once we resolve the issue we will reapply. Ivan offered to help with identifying a bank to work with

401K Plan

- Heidi and Peter meet on March 12th to discuss restoring the EL contribution 401k plan that was suspended due to CIVID -19. They recommend that beginning in April of 2021 that EL will contribute 2% with up to an additional 4 % match. Motion made by Jamie seconded by Ivan. Voting to approve. Mike, Danny, Heidi, Jamie, and Peter. None opposed.

Budget Process

- Michael provided an overview of the annual budget process. The working budget committee of Ivan, Heidi, and Mike will bring back to board on April 21st a proposed budget. We need to provide our budget request to the City by April 23rd.

Executive Director Search

- Andrea will provide the board with the completed ED job package to review before being listed
- Position will be listed on four (4) job sites. Destination International / TIAK / Indeed / DMO Proz
- Mike will reach out to Porter to review additional listing options
- Job will be listed on Monday, March 22th
- April 22nd will be the last day EL will be accepting applications
- EL will create a dropbox where all applications will reside
- Mike will set up and schedule meeting(s) to review applications with the hiring committee.
- Mike and Michael will meet with Kim Anspach to discuss her becoming the Interim Director, with a temporary salary increase of \$10,000.

Strategic Plan

- Mike made a motion to continue to work with Jonathan Morris on finalizing our Strategic Plan (SP) at a cost of \$1,600 seconded by Danny. Approved by unanimous vote. Work will include:
 - Facilitate 3 working meetings to draft final SP with board members Mike, Jamie, Peter
 - Provide review and summary guidance Onboarding and Orientation process for board members
 - Provide summary guidance on meeting facilitation and board member engagement.
 - Facilitation of 1 or 2 meetings with ED search committee to help organize strategic plan talking points
 - Mike will be working on forming a working group

Other items:

- Mike has a meeting with City Manager Owens to discuss updating the operating agreement 2016 Operating agreement. It was suggested that EL and City work on this after the 2022 budget is adopted.
- To bring the board up to speed Michael will provide the board with copies of
 - Resolution 9142
 - Operating agreement
 - Ordinance No 9731
 - Bylaws
 - Annual Agreement for use of guest tax funds

- Michael announced that he will be traveling back to New York when his grandchild is born.

Motion to adjourn made by Peter seconded By Heidi

Next meeting April 21, 2021 – 3:30 pm