

**MINUTES OF THE MEETING OF THE
Irby/Finance Committee of the Board of Directors of the Louisiana State Museum
Friday, February 4, 2022
10:00 am**

Members Present: Wendy Lodrig, Christopher Tidmore, Madlyn Bagneris, Melissa Steiner, Ken Pickering

Others Present: Fairleigh Jackson, Suzie Terrell

LSM Staff Present: Anna Cahill, Yvonne Mack, Michael McKnight, and Julia George Moore

A quorum was present.

- I. Call to order**
Wendy Lodrig called the meeting to order at 10:04 am.
- II. Adoption of the Agenda**
Madlyn Bagneris made a motion to adopt the agenda. Christopher Tidmore seconded the motion and it was unanimously approved.
- III. Adoption of Minutes from Irby/Finance Committee of the Louisiana State Museum Board of Directors Meeting held January 31, 2022.**
Melissa Steiner made a motion to adopt the Minutes. Christopher Tidmore seconded the motion and it was unanimously approved.
- IV. Review Draft Audit Response to Internal Audit Report No. 21-1-002**
Wendy Lodrig notified the Board that the deadline for the response is due on Monday, February 7, 2022. Melissa Steiner mentioned that it was unfair for one staff member to be blamed for the audit findings. Several Committee members expressed their agreement with Melissa.
Michael McKnight shared the letter of response with the Committee. He mentioned that the Irby Manager will be the key piece for moving forward. They plan to advertise the job for another five days to try to get more applicants. There was a brief discussion regarding the Irby Manager position.

Wendy Lodrig suggested a new rent study be done to assist with establishing rental rates for commercial and residential spaces. Melissa Steiner reminds the Committee that they agreed to do a rent study every three years but that was not done due to Covid. There was a brief discussion on doing a rent study now or waiting further to allow vacancies to be filled, Covid to be less of a factor on businesses, etc.

Michael McKnight asked the Committee to make a motion to require ACH from all tenants to avoid late payments in the future. Madlyn Bagneris mentioned that it was important to have transparency between staff, tenants and the Board.

To address timely action for noncompliant tenants, Melissa Steiner asked that a due date of the 25th of the month be added to the document. Yvonne Mack explained the current procedure to the Committee. There was a brief discussion regarding the time frame for late fees, ACH payments and corrective actions for noncompliant tenants.

Melissa questioned the legality of requiring ACH from tenants. Michael McKnight mentioned other avenues for direct payment and notified the Committee that he would look into the legality behind ACH requirements.

Madlyn Bagneris made a motion to bring the response that will be sent to the Lieutenant Governor to the full Board. Melissa Steiner seconded the motion.

There was public comment from Marianne Lewis regarding ACH requirements. She mentioned that she would be uncomfortable with that requirement due to hacking issues, etc. She gave the Committee other suggestions regarding direct payments.

Fairleigh Jackson asked that the letter reflect the investigation of the use for other means of payment, rather than ACH requirement, before it goes in front of the full Board.

After public comment, Wendy Lodrig called for a vote and the motion passed unanimously.

- V. **Old Business** – There was no old business.
- VI. **New Business** – There was no new business.
- VII. **Adjournment** – Melissa Steiner made a motion to adjourn. Madlyn Bagneris seconded the motion and the committee adjourned at 11:04 am.