

**Meeting of the  
Irby/Finance Committee of the Board of Directors of the Louisiana State Museum  
at the New Orleans Jazz Museum**

October 4, 2022 at 10:30am

**Agenda**

**Members Present:** Melissa Steiner, Suzie Terrell, Ro Brown, Wendy Lodrig, Thelma French

**Members Absent:** Ken Pickering, Jay Batt, Madlyn Bagneris

**LSM Staff Present:** Michael McKnight, Susan Maclay, Yvonne Mack, Dariane Lewis

A quorum was present.

**I. Call to Order**

Wendy Lodrig called the meeting to order at 10:30am.

**II. Adoption of the Agenda**

Suzie Terrell made a motion to adopt the agenda. Melissa Steiner seconded the motion and it was unanimously approved.

**III. Adoption of the Minutes from the Irby/Finance Committee of the Louisiana State Museum Board of Directors held on July 11, 2022.**

Melissa Steiner made a motion to adopt the minutes from the July 11<sup>th</sup> meeting. Suzie Terrell seconded the motion and it was unanimously approved.

**IV. Adoption of the Minutes from the Irby/Finance Committee of the Louisiana State Museum Board of Directors held on August 30, 2022.**

Melissa Steiner made a motion to adopt the minutes from the August 30<sup>th</sup> meeting. Ro Brown seconded the motion and it was unanimously approved. Thelma French motioned for the August 30<sup>th</sup> meeting minutes to be reclassified as summary of discussion. Melissa Steiner seconded the motion and it was unanimously approved.

**V. Presentations for 507 St. Ann and 517 St. Ann**

**a. Motion to recommend tenants**

There were no presentations for 507 St. Ann or 517 St. Ann. Staff recommended the current tenant be awarded the new lease for 517 St. Ann. Melissa Steiner made a motion to award the lease to the current tenant at 517 St. Ann. Ro Brown seconded and it was unanimously approved. The one application for 507 St. Ann was withdrawn by the applicant prior to the meeting. Suzie Terrell made a motion to extend advertising for 507 St. Ann. Melissa Steiner seconded the motion and it was unanimously approved. Wendy Lodrig requested from staff that a Timeline for Lease Application for 507 St. Ann be presented for approval at the Executive Committee meeting, October 20, 2022

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**VI. Lower Pontalba Apartment Dashboard**

- a. **Commercial – Update on Notice – Pro Image Sports Notification**  
Tenant is exercising his 1<sup>st</sup> option of his lease to extend for 4 years.
- b. **Commercial – Update on Request – Stanley’s**  
Request an amendment to the current lease or a new lease to reflect two 5-year extensions for a total of 10. Committee would like to know the appropriate action to take. Staff will seek legal advice
- c. **Commercial – Update on Request – Monty’s**  
Request an amendment to the current lease or a new lease to reflect 3 five-year extensions. Committee would like to know the appropriate action to take. Staff will seek legal advice
- d. **Residential – Update on Collection of rent for Louis Sahuc**  
Thelma French made a motion to nullify the debt based on the language in the Asst AG's email to Yvonne Mack. Melissa Steiner seconded this motion and it was unanimously approved. Committee also suggested receiving input from Julia George Moore.
- e. **Residential – Update on Request – 511 St. Ann**  
Melissa Steiner made a motion to reduce rent to \$3700 until all improvements are completed in the apartment. Thelma French seconded the motion and it was unanimously approved. Suzie Terrell made a motion to conduct a rent study by February 2023. Melissa Steiner seconded this motion and it was unanimously approved.
- f. **Residential – Request – 519 St. Ann**  
Melissa Steiner made a motion to approve the request for maintenance to install the HVAC per tenant’s request and polish floors. List of improvements are to be approved by maintenance in the amount of \$5,000. Thelma French seconded the motion and it was unanimously approved.
- g. **Residential – Request – 811 Decatur St.**  
Suzie Terrell made a motion to approve the tenant’s request to repaint his living room due to damages by Hurricane Ida. The exact paint color and number will be given to the tenant in order to correctly match the wall paint. Melissa Steiner seconded the motion and it was unanimously approved.

**VII. Discussion on Vacant Apartments – List of Improvements**

Dariane Lewis presented the vacant apartments and repairs needed with a total estimated cost of \$13,700.

**VIII. Irby Financials**

**a. Motion**

Dr. Michael McKnight presented the Irby Financial Statement. He recommended the Reimbursement from OMF in the amount of \$25,585 be dispersed into increments of

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\$10,000 to the Accounts 3190 (Op Supplies Buildings Grounds General) and 2790 (Maintenance and Renovation of Building) and the remaining \$5,585 go to Account 2700 (Advertising). Thelma French made a motion to allocate the funds per staff recommendation and Melissa Steiner seconded it and it was unanimously approved. Suzie Terrell made a motion to approve the \$13,700. Melissa Steiner seconded it and it was unanimously approved.

**IX. Irby Apartment Guest Log Handout**

Dr. Michael McKnight presented a handout of the two occupants of the Irby Museum apartment since April 2022.

**X. Update from LSM**

Estimated \$13,700 in repairs to be completed in order to make the Lower Pontalba apartments aesthetically pleasing for tenants.

**XI. Old Business**

There was no old business.

**XII. New Business**

Wendy Lodrig made a motion to update the bank signature card and add Susan Maclay. Thelma French seconded the motion and it was unanimously approved.

**XIII. Adjourn**

Wendy Lodrig adjourned the meeting at 12:24pm.