

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

January 17, 2023 at 10:30am

Members Present: Wendy Lodrig, Ken Pickering , Suzie Terrell

Members Absent: Madlyn Bagneris, Jay Batt, Ro Brown, Thelma French, Melissa Steiner

LSM Staff Present: Damond Francois, Dariane Lewis, Yvonne Mack, Susan Maclay, Dr. Michael McKnight

A quorum was **not** present.

I. Call to Order

Wendy Lodrig called the meeting to order at 10:37am.

II. Adoption of the Agenda

Without a quorum present, Wendy Lodrig suggested we discuss the agenda items with the members present.

III. Adoption of the Minutes from the Irby/Finance Committee of the Louisiana State Museum Board of Directors held on November 1, 2022.

Wendy Lodrig asked to table the adoption of the minutes of the November 1st meeting due to a quorum not being present.

IV. Update on 507 St. Ann Applications

Dariane Lewis presented the application from Gerry Stevens (interested applicant) who submitted his application before the deadline. Staff reviewed submission and business concept. Staff recommends denial of application based on menu choices being too closely similar to our tenant, Waffle Time. Wendy Lodrig asked to postpone this decision until the next executive meeting due to quorum not being present

V. Request and Motion on 507 tenants

Sarah Stiehl, on behalf of Vieux Carre Gallery (current tenant to 507 St. Ann) expressed her interest in petitioning the board for a month-to-month extension on their lease. Staff recommendation was to accept the current tenant's request. Wendy Lodrig asked to postpone this decision until the next executive meeting due to quorum not being present.

VI. Process for new leases for Monty's and Stanley's

Michael Cochran spoke on behalf of Monty's whose lease expires sept 2023. He is requesting a change to the wording in the Comprehensive Usage Plan. This change would allow the committee to award an amendment with new lease terms. Wendy Lodrig asked

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to postpone this decision until the full LSM Board meeting due to a quorum not being present.

VII. Update on Residential apartment improvements

Dariane Lewis informed the committee of a vacant apartment at 527 St. Ann 3rd floor that has recently been vacated. Traditional repairs are needed such as; plastering, glazing, painting, and flooring.

VIII. Update on Residential apartment rates

Wendy Lodrig requested a comparison in rent to the Lower and Upper Pontalba.

IX. Update on Irby Financials-YTD Budget vs Actuals

Dariane Lewis reviewed the budget to actuals as of 12/31/22 and GL 2370-40 in the amount of \$181,323 should have been subtracted in order to balance.

X. Update on Irby Internal Audit Report

Dr. Michael McKnight entailed his discussion about the Internal Audit conducted by William Leonard. Damond Francois gave a brief overview of the documents he is working on to correct rental rates and CPIs to commercial tenants.

XI. Discussion of Cooperative Endeavor Agreement re: Irby Apartment

After a brief overview from Dr. Michael McKnight, Wendy Lodrig asked to include policy I-14 in this document for reference purposes.

XII. Discussion of Irby/Finance Policy and Procedures Manual

Dr. Michael McKnight and Mike Ince are working on preparing updates to the manual.

XIII. Recap Commercial Leases

Wendy Lodrig asked to table this item until next meeting. This would be a document with tenants' address, length of lease, monthly rental amount, etc.

XIV. Old Business

There was no old business.

XV. New Business

Susan Maclay, Interim Director of the Museum, informed the committee that we will need to update the Bank signature card. Discussion continued about who signs the card. This topic will be added to the February 23 Irby Meeting Agenda.

XVI. Adjourn

The meeting was adjourned at 11:58am by Wendy Lodrig.