

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

Tuesday May 2, 2023 at 10:00 am

Members Present: Ro Brown, Wendy Lodrig,
Ken Pickering, Suzie Terrell

Members Absent: Madlyn Bagneris, Jay Batt, Thelma French

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

A quorum was not present at the start of the meeting, but was present at 10:20 am. At approximately 10:19 am, there was a motion made by the Irby Chair, Wendy Lodrig, to recess the meeting in order to accommodate Suzie Terrell who arrived at 10:18 am. The meeting resumed by 10:21 am.

I. Call to Order

Wendy Lodrig called the meeting to order at 10:01 am.

II. Adoption of the Agenda

Wendy Lodrig made a motion to adopt the Agenda. It was seconded by Ro Brown and unanimously approved.

III. Adoption of the Minutes from the Irby/Finance Committee of the Louisiana State Museum Board of Directors held on March 22, 2023.

Suzie Terrell motioned to adopt the minutes from the Irby/Finance Committee of the Louisiana State Museum Board of Directors held on March 22, 2023. It was seconded by Ro Brown and unanimously approved.

IV. Update on OSM Maintenance Projects.

- a. Renovations at 519 and 515 St. Ann, 2nd floor
- b. 503 St. Ann drainage affecting Monty's and 507 St. Ann
- c. Draft of Monthly Checklist for Residential apartments

Maintenance team members Mark Jones and Wade Levy were unable to be in attendance due to the continued process of plumbing repair for unit 503 St. Ann.

V. Lower Pontalba Dashboard Report-Commercial Tenants.

a. 529 St. Ann St - Columns on the Square - Request approval of new business concept

Jean Paul Layrisson informed the committee that he believes the company is not presenting a new business concept and the items presented are the same as the received sample menu. Bobby Quintal assured the committee and neighboring tenants that they

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have a trash contract and pest control already established. Ken Pickering motioned to accept the new business concept. It was seconded by Ro Brown and unanimously approved.

b. 529 St. Ann St - Columns on the Square - Request DBA name changes, Adoption of Addendum No. 1

Ken Pickering motioned to approve the name change from Columns on the Square to Fives. Ro Brown seconded and it was unanimously approved.

c. 537 St. Ann St – Tabasco Country Store - Request DBA/Store name change, Adoption of Addendum No. 4

Ken Pickering motioned to approve the name change from Tabasco Country Store to C'est Bon New Orleans Gifts, Food, Culture. Ro Brown seconded and it was unanimously approved

d. 808 Chartres St - NOLA Cool - Request early lease termination

Wendy Lodrig made a motion to defer this due to Dr. McKnight stating he would be meeting with owner, Howard Glaser, next week. Ken Pickering seconded and it was unanimously approved.

e. 507 St. Ann St- Artistic Heritage - Request rent reduction

Wendy Lodrig motioned to deny tenant's request for reduction in rent. Ken Pickering seconded and it was unanimously approved.

f. 521 St. Ann-Waffle Time request to redo back patio flooring

Suzie Terrell motioned to deny tenant's request to redo back patio flooring. Ken Pickering seconded and it was unanimously approved.

g.507 St. Ann. Update on suggestions for Commercial Tenants & Request to Advertise

Ken Pickering made a motion to create an Application Timeline to Lease for approval prior to advertising for the space. Ro Brown seconded and it was unanimously approved.

h. Copy of Keys from Commercial Properties

Darlane Lewis expressed to the Committee that we currently do not have the keys to any of our commercial properties. Yvonne Mack and Dr. Michael McKnight restated this and further explained one of the reasons we are requesting the keys include hurricane season and safety concerns. The committee instructed staff to send an email giving commercial tenants until the 15th of May to comply. Wendy Lodrig asked staff to create a Policy and Procedure reflecting key storage and issuance procedures.

VI. Dashboard Report-Residential Tenants.

Wendy Lodrig and Dr. Michael McKnight informed the committee of several residential tenants' strong disapproval of the \$25 increase in the monthly CAM to change AC filters. Suzie Terrell motioned to amend the previously approved motion to include staff notifying tenant of the exact dates and times when two people from maintenance will replace filters. Staff is to notify tenant the exact dates and times maintenance will appear with one additional person. Ken Pickering seconded and it was unanimously approved.

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- VII. Update on Walkthrough of Vacant Residential Apartments with Peter Trapolin**
Suzie Terrell gave a brief summary of the walkthrough that took place on Wednesday April 12, 2023. Also in attendance were: Alex Pappas, Wendy Lodrig, Susan Maclay, Dariane Lewis, Mark Jones, Wade Levy and Jaime Yopez.
- VIII. Update on Transition plan with new bank**
Dr. McKnight will report back to the committee and staff once a date has been established to move forward with this process through the Cash Management Board.
- IX. Irby Financials**
- a. Budget vs YTD Financials**
Wendy Lodrig entertained a motion to table the adoption of the budget due to an error in excel formulas.
- b. Discuss and Motion to adopt 2023-2024 Budget**
Yvonne Mack reviewed the preliminary proposed budget for the next fiscal year.
- c. Bank Resolution to Purchase CDs at Whitney Bank**
Ken Pickering motioned to put the \$750,000 into a 90-day CD account. Wendy Lodrig seconded and it was unanimously approved.
- X. Discuss—Committee Advisory Members**
Wendy Lodrig expressed the need for someone who has experience in property or real estate management in addition to someone with a financial background.
- XI. Old Business**
Staff issued a chart containing commercial tenants' lease commencement date, monthly rental payment, address, etc.
- XII. New Business**
Yvonne Mack informed the committee that the tenant in 503 St. Ann is requesting to be reimbursed by the museum for the plumbing issues.
- XIII. Adjourn**
Suzie Terrell made a motion to adjourn the meeting at 11:41 am. Ro Brown seconded.