

**MINUTES OF THE MEETING OF THE
Irby/Finance Committee of the Board of Directors of the Louisiana State Museum
Monday, May 2, 2022
2:00 pm**

Members Present: Wendy Lodrig, Melissa Steiner, Suzie Terrell, Jay Batt, Ken Pickering

Members Absent: Madlyn Bagneris, Ro Brown, Thelma French

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

A quorum was present.

- I. Call to order**
Wendy Lodrig called the meeting to order at 2:09pm.
- II. Adoption of the Agenda**
Ken Pickering made a motion to adopt the agenda. Jay Batt 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 April 19, 2022.**
Jay Batt made a motion to adopt the Minutes. Ken Pickering seconded the motion and it was unanimously approved.
- IV. Review Irby Policy and Procedure Manual**
Julia George Moore notified the Committee that having a clear policy and procedure document helps determine what needs Board attention, etc. The current manual is split up into three separate documents (residential, commercial and administrative). Wendy Lodrig proposed that the commercial and residential have one manual with a separate manual for administrative policies. A brief discussion was held regarding moving forward with updating the current Irby policy and procedure manuals.
Jay Batt made a motion to have LSM Staff come up with an outline structure for one manual. Ken Pickering seconded the motion and it was unanimously approved.
- V. Old Business** – There was no old business.
- VI. New Business** – There was no new business.
- VII. Adjournment** – Ken Pickering made a motion to adjourn. Jay Batt seconded the motion and the committee adjourned at 2:25pm.