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 11th 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 30th meeting. Ro Brown seconded the motion and it was unanimously approved. Thelma French motioned for the August 30th 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 The one application for 507 St. Ann was withdrawn by the applicant prior to the meeting.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
VI. Lower Pontalba Apartment Dashboard
   a. Commercial – Update on Notice – Pro Image Sports Notification
      Tenant is exercising his 1st 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
    Darlane 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
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
$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.