

**MINUTES OF THE MEETING OF THE  
EXECUTIVE COMMITTEE  
OF THE LOUISIANA STATE MUSEUM (LSM) BOARD  
New Orleans Jazz Museum at the Old U.S. Mint  
400 Esplanade Ave. New Orleans, LA  
Thursday, July 27, 2023  
12:00 P.M.**

**Members Present:** Jay Batt, Ruth Burke, Malcolm Hodnett, Wendy Lodrig, Sandy Shilstone and Suzie Terrell

**Members Absent:** Madlyn Bagneris

**LSM Staff Present:** Damond Francois, Angelena Jones, Dariane Lewis and Susan Maclay

**A quorum was present.**

- I. **Call to Order** – Suzie Terrell called the meeting to order at 12:05 p.m.
- II. **Adoption of the Agenda** – Suzie Terrell asked for a motion to adopt the agenda with two changes:
  1. Amend Agenda Under New Business to add Amend Bylaws to enable special ad hoc committees comprised of board members and community members for special projects and exhibits.
  2. Amend Agenda Under New Business to add Strategic Plan

**Sandy Shilstone so moved and Wendy Lodrig seconded the motion to amend the agenda with two changes. The motion passed unanimously.**
- III. **Adoption of the Minutes** – Suzie Terrell asked for a motion to adopt the minutes from the May 2, 2023 and the June 22, 2023 meetings. **Ruth Burke so moved and Wendy Lodrig seconded the motion to adopt the minutes from the May 2, 2023 and the June 22, 2023 meetings of the Executive Committee. The motion passed unanimously.**
- IV. **Chairman’s Report**
  - a. **Tour Dates** – Suzie Terrell informed members that she will send out dates regarding the tours of the regional museums. As far as visiting the Natchitoches museum the thoughts are possibly going either the 1<sup>st</sup> or 2<sup>nd</sup> weekend in December midweek and overnight.
  - b. **Orientation** – Suzie Terrell mentioned that board members have inquired about an orientation. She informed the committee that there will be a board orientation immediately following the September 18<sup>th</sup> Board meeting with the hopes that an Attorney General representative will be present.
- V. **Interim Directors Report**
  - a. **LSM Website** – Susan Maclay introduced Jen Suran, Public Information Officer, who gave the committee a brief overview of the new LSM website. The new marketing person should be present at the next Board meeting.
  - b. **Strategic Plan** – Suzie Terrell noted she would be addressing the strategic plan later in the meeting.
  - c. **Collections Committee** – Susan Maclay asked members to refer to a sheet in the packet regarding the loan of artifacts to the Grammy Museum Mississippi and other items that would be

loaned to the Italian American Museum of Los Angeles with the desinstallation of the Louis Prima exhibit. She noted that due to time constraints, she had been asked by Jazz Curator David Kunian to approve the loans. She reported that she had granted these requests and that these loans would be presented at the Collection Committee meeting for affirmation of the decision to grant the loans.

**d. Update on EDA Jazz Museum grant** - Susan Maclay noted that the EDA grant will be going on the Irby agenda at the meeting in August. Originally, it was believed that Facility Planning & Control (FP&C) would be providing approximately \$43,000 of the \$225,000 required match. The board had voted to provide approximately \$181,000 from Irby to make the full match. It has since been learned that the money that FP&C had was re-appropriated somewhere else, so it is no longer available for the EDA match. Irby will now be asked to make up the difference and provide the full match amount. Since the grant funds can only be provided as a reimbursement, Irby will also be asked to extend credit to make the project payments, which will be reimbursed to Irby by the EDA grant proceeds.

**e. The CD with Hancock Whitney** was opened on June 24, 2023 in the amount of \$3M for 90 days and is set to auto renew on September 24, 2023.

**f. State Representative Jerome "Zee" Zeringue** - At the urging of the board chair, Susan Maclay met with Representative Jerome "Zee" Zeringue to seek his advice and assistance regarding the Museum's staffing and funding needs.

**g. French Market Corp.**— Susan Maclay met with Leslie Alley, Director of the French Market Corp. (FMC), to discuss how the Upper Pontalba was addressing the unhoused population. The FMC has a partnership with the city's Homeland Security Division who hires grounds patrol staff on behalf of the FMC. The FMC pays Homeland Security to hire and supervise the grounds patrol staff. The grounds patrol staff patrol all the areas under the French Market Corp. including the Upper Pontalba. Susan Maclay also reported that she and Julio Guichard had met with city officials on another matter that enabled them to meet with several key city staff who have a role in addressing the unhouse population. This meeting has warranted some goodwill and NOPD cleared out what had become a permanent encampment on St. Ann in front of the Lower Pontalba. She also reported that the Museum's Security Department continues to try and hire additional staff and that the program to run sporadic evening patrols would continue until a more permanent solution could be achieved.

**h. Security Cameras** – The security cameras are still at least three weeks out before being installed due to waiting on parts.

**VI. Governance Committee** – Ruth Burke reported that the Governance Committee will provide recommendations on the answers to the questions from the questionnaire submitted to the Lt. Governor in March at the next Governance meeting on August 14.

**VII. Architectural Committee**

**a. Update Status on Madame John's Legacy** – Malcolm Hodnett reported that Patrick Burns will be involved in collecting and storing artifacts from Madame John's Legacy. He also reported that Dr. McKnight will be looking for funds to do a full restoration to Madame Johns and the E.D. White House. There were five (5) items that the committee had approved and Mr. Hodett was looking for affirmation from the Executive Committee on these actions, which were:

1. To amend previous decision to not extend the roof line to add rafter tails and to move forward with installing the rafter tails on the front of the building.
2. Approve FP&C plan to rebuild the piers after excavation determines their placement but rather than installing the fence recommended by FP&C a more temporary fence would be installed with possibility of some chain link.

3. Approve removal of the remanding part of the chimney that has already partially been taken down.
4. Approve FP&C to replace the roof underlay that has already exceeded the manufacturers recommended date.
5. To remove the existing front columns to install columns and brackets that would match the rear porch.

**Discussion ensued regarding the wording of the affirmation motion and Malcolm Hodnett amended his motion to be tabled until the next Executive Committee meeting. Ruth Burke seconded the amended motion and it passed unanimously.**

**VII. Search Committee Update** – Jay Batt informed the committee that the Search Committee under his chairmanship will be meeting for the first time on August 2<sup>nd</sup>, to discuss the ad that will be placed to announce the opening of the permanent museum director position and the advertisement schedule.

**VIII. Irby/Finance Committee Report** – Wendy Lodrig reported there are 13 commercial properties and zero are vacant. Regarding 507 St. Ann, the staff is working on an addendum of a one-year lease option.

**I. Motion to accept Commercial applications for 808 Chartres** – tenant received lease a year ago but has done nothing to the space. The tenant asked to be released from his lease, but that was not possible; it is a 2-year lease that will end in July 2024. The tenant had agreed to pay the rent at least until the space was rented out. The tenant is delinquent and Dariane Lewis will be sending a formal letter regarding this matter. At this time, we would postpone advertising this space until the website is up and running. The website will make the process easier. **Wendy Lodrig asked for a motion to direct LSM staff to get permission from the tenant to allow us to put signage on the building. Jay Batt seconded the motion and motion passed unanimously.**

## **II. Lower Pontalba Dashboard Report-Commercial Tenants**

- A. **Update & Motion: Waffle Time a. Flags** – Tenant has been notified that the flags must come down all but three (US, LA and New Orleans). **b. Awning** – Dariane Lewis explained that the tenant installed an awning in the back-patio area, which could be contributing to the flooding in the hallway corridors. The staff recommends to let the tenant keep the awning, but if work needs to be done then the awning should be removed at the owner's expense. Staff also recommends installing gutters and downspout. **Wendy Lodrig asked for a motion of support Ruth Burke seconded and the motion passed unanimously c. Plexiglass** – This was approved at the last meeting to allow tenant to keep the plexiglass.
- B. **Update & Motion: Waffle Time Request to Install additional AC Unit (\$7,650)** – **Wendy Lodrig asked for a motion to allow the tenant to install an additional AC unit. Jay Batt seconded and the motion passed unanimously.**
- C. **Update on Fives Official Opening** – The Fives has opened and has asked the board to stop in.

## **III. Residential Tenants – total of 28 residential apartments and several are currently empty**

- A. Update on AC filters Installation – Dariane Lewis that the AC filters change out started in July and will continue through the first week of August.
- B. Update on Residential renovations to 515 St. Ann and 519 St. Ann apartments – 515 renovations are being handled in house and are moving along. The renovations on 519 St. Ann some renovations were handled in house and others were handled by the tenant. The state has spent \$33928.34 plus additional labor and the tenant spent \$16,815. There was a discussion with the tenant of a reimbursement of \$5,862.79 for paint and labor. Wendy

Lodrig explained there are two motions on the floor – **1. Wendy Lodrig motioned to reimburse the tenant of 519 St. Ann the \$5,862.79 for the paint and labor. Wendy Lodrig recommended that the minutes reflect that the maintenance department be more transparent about the work being done. The committee is requesting that Dr. McKnight request that the maintenance department is more structured and have protocols in place. Seconded by Suzie Terrell and motion passed unanimously.** 2. Wendy Lodrig motioned to approve a discount in rent for a span of 2 year from \$4,600 to \$3,800 for the tenant of 519 St. Ann. **Sandy Shilstone motioned to approve the reduction in rent from \$4,600 to \$3,800 for a span of 2 years. Ruth Burke seconded and motion passed unanimously.**

**IV. Financials** – No financials to discuss at this time. The committee is requesting to know when they can present to the Cash Management board, which will allow the move to Red River Bank.

A. Budget to YTD Actuals

B. Investments This was discussed under the Interim Director’s report.

**X. Old Business** – None discussed

**XI. New Business** – Suzie Terrell reported that they are working on the Irby manager position. It will probably be an unclassified position. Suzie Terrell requested that we amend the By-laws to add an ad hoc committee for special projects, like America250 and Lafayette.

**XII. Adjournment** – The meeting adjourned at 1:43 p.m.