

**MINUTES OF THE MEETING OF THE
EXECUTIVE COMMITTEE
OF THE LOUISIANA STATE MUSEUM (LSM) BOARD OF DIRECTORS
New Orleans Jazz Museum at the Old U.S. Mint
400 Esplanade Ave. New Orleans, LA
Thursday, August 24, 2023
1:30 P.M.**

Members Present: Jay Batt, Madlyn Bagneris, Ruth Burke, Wendy Lodrig, Sandy Shilstone and Suzie Terrell

Members Absent: Malcolm Hodnett

Irby Committee Members Present: Ro Brown and Ken Pickering (Batt, Bagneris, Lodrig and Terrell are also Irby Committee Members. Irby Committee Member Thelma French was not in attendance.)

LSM Staff Present: Damond Francois, Angelena Jones, Dariane Lewis, Wade Levy, Susan Maclay, Michael McKnight and Ron Marinello

A quorum was present.

- I. **Call to Order** – Suzie Terrell called the meeting to order at 1:30 p.m.
- II. **Adoption of the Agenda** – A motion to adopt the agenda was made with the following changes:
 - IV. Irby/Finance Committee Report
 - I. Lower Pontalba Dashboard
Add D. 503 St. Ann St.
 - V. Chairman’s Report
Add D. Strategic Plan
Change D. to E.

Motion was made by Wendy Lodrig and Ruth Burke seconded to accept the agenda with amendments. The motion passed unanimously.
- III. **Adoption of the Minutes** – Suzie Terrell asked for a motion to adopt the minutes from the July 27, 2023 meeting. **Ruth Burke so moved and Wendy Lodrig seconded the motion to adopt the minutes from the July 27, 2023 Executive Committee meeting. The motion passed unanimously.**
- IV. **Irby/Finance Committee report**
 - I. **Lower Pontalba Dashboard Report-Commercial Tenants** - Wendy Lodrig reported that all of the commercials units are occupied.
 - A. **Update on NOLA Cool** – Tenant is behind in rent, has been contacted and we are in touch with legal to assess our options.
 - B. **Update on Waffle Time Requests Flags, Awning, Plexiglass, AC Unit** – Waffle time has complied and has removed all flags except the three allowed. New AC unit has been installed.
 - C. **Update on Fives** -
 - i. **Lien Subordination Agreement** – This will need to be discussed with legal for direction.

- ii. **Lease extension** – Fives has asked for this extension in order to qualify for a tax credit.
- C. **503 St. Ann St.** – Tenant asked for an abatement. **Wendy Lodrig asked for a motion to deny the request. Ruth Burke seconded the motion and it passed unanimously.**

II. **Residential Tenants** – Wendy Lodrig reported that of the 35 apartments – 28 are occupied and 7 are vacant. Discussion ensued. **Ken Pickering as a member of the Irby Committee motioned to hire a professional to lease out the vacant apartments. Jay Batt, as a member of the Irby Committee seconded. The motion passed unanimously.** Wendy Lodrig asked that that Executive Committee also move on the motion, but it was decided that this needed to wait for full board action at the next full board meeting.

A. Update on Residential renovations to 519 St. Ann apartment – Maintenance will have their work completed by the end of the month. Tenant will have to get his own AC person to verify that unit runs.

i. **Status of Punch list** – Maintenance will be completed prior to September 1, 2023

B. Update on Residential renovations to 515 St. Ann apartment – Maintenance is still working on it, but due to other assignments this is an ongoing process.

III. Financials

A. Budget to YTD Actuals – Wendy Lodrig asked for a motion to accept the financials as presented by Michael McKnight. **Madlyn Bagneris seconded, the motion passed unanimously.**

B. Investments – no discussion

IV. **Update on Security Camera Project and Security Detail** – Michael McKnight updated everyone that we are still waiting on certain components of the cameras that are on back order. He also explained that most of the full-time officers are on FMLA and the museum will need to ask Irby for assistance with hiring part-time officers and/or private security fill-ins.

V. **Update on Irby Manager Position Employment Ad** – no discussion at this time.

V. Chairman’s Report

A. Bylaws Article 6 Section 1, Page 18 – Suzie Terrell asked for a motion to accept a proposed change to the By-laws to allow a non-Board member to serve as ad hoc committee chairs when a committee’s role includes fundraising. **Ruth Burke so moved, Jay Batt seconded and the motion passed unanimously.**

B. Tour Dates – Suzie Terrell announced that the tours dates for visiting the regional museums are as follows:

October 11, 2023 – Capitol Park Museum in Baton Rouge

November 8, 2023 – E.D. White Historic Site in Thibodaux and Wedell-Williams Aviation & Cypress Sawmill Museum in Patterson

December 6, 2023 – Louisiana Sports Hall of Fame & Northwest Louisiana History Museum in Natchitoches. She noted this will be an overnight trip.

C. Orientation – There will be an orientation for new board members and anyone that would like a refresher immediately following the September 18, 2023 Board meeting.

D. Strategic Planning – Suzie Terrell announced that Sandra Shilstone has agreed to take the lead on the Strategic planning efforts. She also announced that the Museum now has a new Marketing Director and a Visual Arts Curator. Susan Maclay briefly stated that the new Marketing and Communications Director, Leanne Weill, had transferred to the Museum from Tourism.

E. Personnel Discussion – Executive Session – At 2:15 p.m. Suzie Terrell asked all but Executive Committee and board members to leave the room for an Executive session. Staff and guest were allowed back in at 2:40 p.m.

X. Old Business – None discussed

XI. New Business – None discussed

XII. Adjournment – The meeting adjourned at 2:45 p.m.