

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

Thursday June 22, 2023 at 10:00 am

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

**Members Absent:** Madlyn Bagneris, Thelma French

**LSM Staff Present:** Damond Francois, Dariane Lewis, Yvonne Mack,  
Susan Maclay, Dr. Michael McKnight, Jaime Yepez

A quorum was present.

**I. Call to Order**

Wendy Lodrig called the meeting to order at 10:00 am.

**II. Adoption of the Agenda**

Ken Pickering made a motion to adopt the Agenda. It was seconded by Jay Batt and unanimously approved.

**III. Adoption of the Minutes from the Irby/Finance Committee of the Louisiana State Museum Board of Directors held on May 2, 2023.**

Jay Batt 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 Suzie Terrell and unanimously approved.

**IV. Update on OSM Maintenance Projects.**

**a. Renovations at 519 and 515 St. Ann, 2<sup>nd</sup> floor**

Yvonne Mack presented a packet with pictures of the poorly done construction in 519 St. Ann 2<sup>nd</sup> by the tenant's hired contractor. There are several gaps in the walls/floors, holes in the floor and dust galore. Jay Batt opened the discussion that we have our architect approve any tenant funded improvements in the future. Submissions should be delivered to the Museum several weeks prior to renovations.

**B. Renovations at 515 St. Ann 2<sup>nd</sup> floor**

Jaime Yepez informed the committee that the bathroom is still under renovation for unit 515 in addition to plumbing and electrical work being completed in the back of the apartment.

**c. Update on Drainage Issues 503 St. Ann and 811 Decatur**

Jaime Yepez confirmed that all plumbing procedures have been completed for both 503 St. Ann and 811 Decatur. This drainage affected Monty's and 507 St. Ann.

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**d. Update on Residential Apartments A.C Filter Replacement**

Jaime Yepez spoke on behalf of the Maintenance Department in his statement July 5<sup>th</sup>, they will begin installation into the residential units prior to staff notifying tenants via email that this will take place.

**V. Lower Pontalba Dashboard Report-Commercial Tenants.**

**a. Update & Motion-Draft of Commercial and Residential Keys Policy & Procedure**

Wendy Lodrig informed the committee staff is still drafting and updating the combined Policy Procedure Manual for Commercial and Residential Properties.

**VI. Update: Request & Motion-507 St. Ann, Vieux Carre Gallery**

Greg Breland on behalf of Vieux Carre spoke about the request of going from Month to Month to Year to Year. Jay Batt motioned to approve the one-year lease first option for the base rent amount of \$1,507. Ken Pickering seconded and it was unanimously approved.

**VII. Update & Motion on 808 Chartres Application Timeline**

Suzie Terrell motioned to approve the application timeline for 808 Chartres. Jay Batt seconded and it was unanimously approved.

**VIII. Update on 529 St. Ann-Fives**

**a. Motion on Signage.**

Suzie Terrell motioned to approve the signage for Fives. Ro Brown seconded and it was unanimously approved.

**IX. Update & Motion-Invoice Reimbursement for Plumbing Bills (\$3,875)**

Jay Batt motioned to accept the reimbursement of Monty's. Ken Pickering seconded and it was unanimously approved.

**X. Update & Motion-521 St. Ann, Waffle Time Meeting 6/2/23**

**a. Flag Installment**

**b. Awning Installment**

**c. Plexi Glass**

The committee voted to table the approval of items A, B, and C until maintenance has reviewed the items listed above. Tenant was directed to not dismantle or remove the installments.

**XI. Update: Residential Tenants**

**a. Email from Ricky Caples**

Staff passed a printed email from our 511 St. Ann 3<sup>rd</sup> floor tenant with a picture of unhoused people sleeping in a blanket along the gates of the square. Mr. Caples

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expressed the view is very disturbing and he would like for the state to mitigate these circumstances.

**b. Motion: Approve Residential tenant Applications**

There was no need to vote on this matter because Board bylaws allow this.

**c. Update & Motion: Approve new rental rate for 515 & 519 St. Ann 2<sup>nd</sup>**

Suzie Terrell motioned to approve the \$2.61 sq. ft to be determined when calculating base rent for newly renovated second floor apartments. Jay Batt seconded and it was unanimously approved.

**d. Update & Motion 519 St. Ann 2<sup>nd</sup> floor Tenant**

The Committee voted to table this discussion and motion after receiving an update from Irby chair, Wendy Lodrig and Michael McKnight.

**e. Update & Motion: Quote for Installation of Security Cameras**

Suzie Terrell motioned to approve the security cameras. Jay Batt seconded and it was unanimously approved.

**XII. Irby Financials**

**a. Budget vs YTD**

Darlane Lewis presented the budget to actual as of 6-19-23

**b. Update on Funding Motions Preservation Consultant, Structural Engineer, Historic Structures Report**

Susan Maclay reported there was no longer a need to pay for a structural engineer as Facility Planning and Control already had sufficient funds to pay for this service. She also reported it had been determined that it was the responsibility of the architect hired by Facility Planning and Control to have engaged a preservation specialist, and not LSM. Regarding the Historic Structures report, given the challenges involved with state contracting, she was investigating the feasibility of having the support groups provide for this with private support; however, it may yet be necessary to use Irby funding for this and she would keep everyone apprised.

**c. Update on CD Investment at Whitney Bank**

\$3 million was voted on at the executive meeting held on 5-2-23 which was an increase from the \$750,000 discussed at the Irby finance meeting. We have been communicating with our bank representative to resolve this. Committee asked Susan Maclay to move forward with the CD investment.

**XIV. Old Business**

There was no old business.

**XV. New Business**

Susan Maclay discussed the \$181,232 and how facility planning expressed these funds are unavailable to LSM.

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**XVI. Adjourn**

Suzie Terrell motioned to adjourn the meeting at 12:05pm. Ro Brown seconded and it was unanimously approved.