

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

Thursday October 26, 2023 at 10:00 am

**Members Present:** Madlyn Bagneris, Jay Batt, Thelma French, Wendy Lodrig, Ken Pickering

**Members Absent:** Suzie Terrell, Ro Brown

**LSM Staff Present:** April Amerson, Angelena Jones, Dariane Lewis, Dr. Michael McKnight, Jen Suran (Zoom), LeAnne Weill

A quorum was present.

**I. Call to Order**

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

**II. Adoption of the Agenda**

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

**III. Adoption of the Minutes from the Irby/Finance Committee of the Louisiana State Museum Board of Directors held on June 22, 2023.**

Madlyn Bagneris motioned to adopt the minutes from the Irby/Finance Committee of the Louisiana State Museum Board of Directors held on June 22, 2023. It was seconded by Ken Pickering and unanimously approved.

**IV. Lower Pontalba Dashboard-Commercial.**

**a. Update on 808 Chartres Tenants (NOLA Cool)**

Attorney Chad Morrow drafted a Termination of Lease Agreement. It has been signed and sent to former tenant.

**b. Update and Motion to accept application for 808 Chartres**

Wendy Lodrig gave a summary of Miss Rhonda Findley and Crescent Collection; She explained Dr. McKnight reviewed the financials and recommended that we approve this application. Thelma French motioned to accept the application for 808 Chartres. Ken Pickering seconded and it was unanimously approved.

**c. Update on Lease extension request for 529 St. Ann (Fives)**

Wendy Lodrig instructed staff to reach out to Bobby Quintal (owner) for the exact amount of tax credit he's trying to achieve for the building.

**d. Update and Motion on HVAC at 537 St. Ann (C'est Bon)**

Commercial tenant requested for the museum to pay for a new HVAC or grant a 6-year lease extension. Thelma French motioned to deny the request for the museum paying for new HVAC. Madlyn Bagneris seconded and it was unanimously approved.

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Ken Pickering motioned to approve a 6-year lease extension based on the Comprehensive Usage Plan. Thelma French seconded and it was unanimously approved.

**e. Review tenant hours of operation per lease**

Wendy Lodrig requested staff to review current hours of operation for each commercial tenant and compare to lease. This report is due January 2024.

**V. Residential**

**a. Update and Motion on tenant reimbursement for 519 St. Ann 3rd floor**

Madlyn Bagneris motioned to approve the reimbursement to the tenant at 519 St. Ann 2<sup>nd</sup> in the amount \$5,742.79. She revised the motion giving staff permission to edit the amount above if it proved to be inaccurate. Thelma French seconded and it was unanimously approved.

**b. Update and Motion on HVAC for 543 St. Ann, 2<sup>nd</sup> floor**

Ken Pickering motioned to approve the use of Irby funds to pay for this residential AC unit to be fixed in the amount \$7,219. Thelma French seconded and it was unanimously approved.

**c. Update and Motion on rent adjustment for 543 St. Ann, 2<sup>nd</sup> floor**

Ken Pickering motioned to deny the rent abatement based on the language in the lease "Tenant shall not be entitled to a reduction of the monthly rent or cancellation of this Lease because of temporary failure of utilities, heat, or air conditioning." Thelma French seconded and it was unanimously approved.

**d. Update and Motion for 539 St. Ann 2<sup>nd</sup> floor**

Ken Pickering motioned to deny the rent abatement based on the language in the lease "Tenant shall not be entitled to a reduction of the monthly rent or cancellation of this Lease because of temporary failure of utilities, heat, or air conditioning." Madlyn Bagneris seconded and it was unanimously approved.

**e. Update on HVAC Preventative Maintenance contract for all Residential Units**

Wade Levy and Ronald Marinello spoke on behalf of the maintenance department and informed the committee we are in good standing in regards to the process/practices of upkeep for the HVAC systems at the Lower Pontalba apartments. This is completed by Maintenance.

**f. Update on Residential Lease review and tenant communication timeline for 7/24 renewal**

Wendy Lodrig updated the committee that staff has had several internal and external meetings with legal advice to revise and update the residential lease. They will be tackling the commercial lease next.

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**VI. Marketing**

**a. Proposed updates to LSM website-Pontalba apartments, Waitlist, Maintenance Requests**

Leanne Weill and Jen Suran gave a presentation of the new website, an update on re-establishing the wait list, and the draft of a new maintenance request form.

**b. Commercial Space Applications**

Leanne Weill explained there will be an online fillable form for those entities interesting in opening up shop at the Lower Pontalba.

**c. Update and Motion for Zillow listing and cost**

Thelma French motioned to approve \$900 of Irby funds to advertise 6 months on Zillow for the vacant residential apartments. Ken Pickering seconded and it was unanimously approved.

**VII. Update Irby Financials**

**a. Update on Irby Financials YTD**

Wendy Lodrig asked to table this due to staff having technical errors in preparation of the YTD Budget. It will be presented at the next full board meeting 11/13/23.

**b. Update on Investments at Whitney Bank**

Wendy Lodrig provided an update stating the CD's matured and there is a low interest rate combined with the \$3,250,000. Committee requested staff to find out the APY on the CD.

**c. Update on Bank Transition**

Dr. Michael McKnight informed the committee that we're currently waiting on the Cash management board to convene after elections. He will meet with the CFO to see when a meeting will be scheduled.

**d. Update on Irby Manager**

Dr. Michael McKnight stated the position has been announced and we received two applications.

**VIII. Old Business**

There was no old business.

**IX. New Business**

Jay Batt expressed he would like for us to meet with the Chief of Police, Anne Kirkpatrick, and introduce her to LSM.

**X. Adjournment**

The meeting ended at 11:47am.