

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE
BOARD OF DIRECTORS OF THE LOUISIANA STATE MUSEUM (LSM)
NEW ORLEANS JAZZ MUSEUM AT THE OLD U.S. MINT
400 ESPLANADE AVENUE
THURSDAY, SEPTEMBER 11, 2025
12:00 NOON**

COMMITTEE MEMBERS PRESENT: Darryl Gissel, Florence Jumonville, Karl Connor, R. Duncan Brown, Sandy Shilstone, Suzanne Perlis, Wendy Lodrig.

COMMITTEE MEMBERS ABSENT: Malcolm Hodnett

BOARD MEMBERS PRESENT:

LSM STAFF PRESENT: Amanda Smith, Becky Mackie, Cody Scallions, Damond Francois, Jeff Anding, Julia George Moore, Nicole Coleman, and Maya Campbell.

OTHERS PRESENT: N/A

A quorum was present.

1. **Call to Order** – Wendy Lodrig called the meeting to order at 12:06 p.m.
2. **Adoption of the Agenda** – Wendy Lodrig requested a motion to adopt the agenda with the following changes: add the Collections Committee as item number 9 and Architectural Preservation as item number 10. She further requested that, going forward, all committees be listed on the agenda, even if they do not have a report. **Darryl Gissel motioned to adopt the agenda. Karl Connor seconded. Motion passed unanimously.**
3. **Adoption of Minutes from the June 26, 2025 meeting** – Wendy requested that the agenda include sections for Committee Members Present and Board Members Present, so that if a member from another committee attends the meeting, they will be listed under Board Members rather than Committee Members. **Duncan Brown motioned to adopt the minutes. Florence Jumonville seconded. Motion passed unanimously.**
4. **Chairman's Report**
 - a) Wendy Lodrig thanked the museum staff at all levels for their commitment to the *Living with Hurricanes* exhibit. The exhibit, produced on a limited budget, achieved a remarkable transformation that received national press coverage and widespread appreciation. Staff were commended for their creativity, resourcefulness, and teamwork, which contributed to the exhibit's success in raising awareness about hurricane preparedness and resilience, while reinforcing the museum's role in community education and engagement.
 - b) Wendy mentioned that all committee assignments have been updated for the year and will be distributed at the upcoming board meeting. The new standing committees will be included and reflected in internal committee tracking documents. She also thanked everyone for accepting their new or continuing roles as committee chairs, emphasized the importance of finalizing committee charters, and encouraged establishing a regular meeting rhythm to help ensure quorums and facilitate the effective handling of business.

- c) Wendy Lodrig suggested that committee chairs work closely with Nicole Coleman and Becky Mackie, and that one page written committee reports, including any motions, be submitted at least one week prior to board meetings. This will allow members adequate time to review materials in advance, expedite decision-making, and help maintain a more efficient meeting rhythm while encouraging participation from board members with time constraints.
- d) Governance Committee – Wendy mentioned that the Governance Committee is a standing committee with responsibilities that will be defined in its charter. She noted that there is currently a vacancy for the Vice Chair position, and nominations are being sought.

5. Director's Report

Becky Mackie informed the committee that fundraising for the Katrina exhibit raised approximately \$200,000. A total of \$240,000 had been drawn from funds maintained with the foundation to support the exhibit, and most of those funds have since been successfully replaced. The Irby Trust covered just under \$100,000 in expenses. She also reported that an additional \$300,000 in state capital outlay funding has been secured for upcoming upgrades to the STEM gallery and renovations of the bathrooms. Planned STEM gallery improvements will enhance interactivity through advanced technology to increase visitor engagement, while the bathroom renovations will address long-overdue updates. Entergy contributed \$100,000 to support the project and, in recognition, will receive naming rights within the STEM gallery.

Becky mentioned the upcoming events taking place across the museums, including the Founders Ball, Michalopoulos in November, and the Improv Gala at the Jazz Museum in December. She also noted that preparations are underway for the upcoming Galvez Exhibit and the America 250 initiative in the spring. The Lafayette exhibit will remain on display at the Cabildo when the Galvez exhibit is installed.

6. Irby/Finance

a. Commercial Update

Museum Ticket Center - Becky Mackie reported that the Museum Ticket Center partnership is showing strong results. The space normally rents at \$800/month, while two weeks of startup operations in August—typically a slow period—proved successful and demonstrated strong visitor engagement. Initial financial results have already exceeded expectations, suggesting a promising outlook for the ticket center's future revenue generation. She presented a rendering of signage for approval. **—Darryl Gissel motioned to approve the A-frame sandwich board sign for the Museum Ticket Center. Sandy Shilstone seconded the motion, and it was unanimously approved.**

537 St. Ann - Becky Mackie informed the committee that tenant Rhonda Findley requested a rent waiver due to delays in completing bathroom renovations. The delays stemmed in part from internal work and the need to rebid the project. The Irby Finance Committee approved to waive half a month's rent for September, rather than the full amount, in order to address the tenant's concerns while maintaining financial accountability. **Sandy Shilstone motioned to approve half month rent for tenant in 537 St. Ann. Darryl Gissel seconded the motion, and it was unanimously approved.**

b. Residential Update

519 St. Ann – Becky reported that the residential lease for the third-floor apartment has been approved at \$1.88 per square foot, totaling \$3,245 per month. This rate is in line with a 3rd floor unit and the average of approximately \$2 per square foot the committee has targeted. **Darryl Gissel motioned to approve the residential lease for the rate of 3,245 per month. Karl Connor seconded the motion, and it was unanimously approved.**

c. Property Management

The selection of the Property Management Group is pending negotiations over the Cooperative Endeavor Agreement (CEA) which is the form of agreement required by the Division of Administration for this relationship. Approval is expected within 3–4 weeks, after which the group will begin implementing its management plan for the properties.

Darryl Gissel motioned to approve to amend the agenda and add the Irby Financials. Florence Jumonville seconded the motion, and it was unanimously approved.

d. Irby Financials

Becky Mackie reported that rental revenue exceeded budget by 5%, with year-over-year growth of 3%. This growth reflects effective management, increased readiness of rental spaces, and successful marketing strategies. The 5% budget surplus indicates accurate forecasting and presents potential opportunities for reinvestment in facilities.

Major repairs for the fiscal year totaled \$816,000, of which only \$522,000 was drawn from reserves. The remaining funds were covered by current year's earnings and other income. Going forward, the team plans to provide more detailed, property-specific financial information, as discussed at the Irby meeting.

Outstanding accounts receivable includes amounts related to uncollected balances from the pandemic and more recent tenant defaults. The Office of Debt Recovery will be utilized to manage the recent delinquent accounts and ensure timely resolution.

Update on Irby Policy and Procedure Manual – Darryl Gissel updated the committee on the Commercial Policy and Procedure Manual, which was reviewed, voted on, and approved by the Irby Committee. The revisions resolve numerous issues, provide a solid foundation, and incorporate input from Julia George Moore as well as legislative requirements. While additional updates will be necessary once the management company is in place, the committee recommended adopting the current revisions for inclusion in the management agreement. These revisions apply only to the commercial policies and procedures. The committee agreed to wait until the full board meeting to vote on both the Commercial Policy and Procedures Manual and the Comprehensive Plan of Usage.

7. Governance Committee

a. Amendments to Bylaws

Duncan Brown reported that the Governance Committee, with assistance from Julia George Moore, completed bylaw amendments to ensure compliance with SB210/Act No 450. The revisions primarily updated outdated language, addressed operational efficiency, and added the new standing committees. **Darryl Gissel motioned to approve the amendments to the Bylaws. Sandy Shilstone seconded the motion, and it was unanimously approved.**

8. Education Committee

a. Committee Charter

Suzanne Perlis reported that the newly formed committee has met once so far. Much of the discussion focused on brainstorming fundraising ideas and exploring ways the Education Committee could serve as a liaison between the staff and the board. The committee's charter was drafted and is under consideration by the committee for a final vote at the next meeting. Committee members expressed how impressed they are with the current educational programming, and our main goal moving forward is to explore meaningful ways to support the staff in their efforts.

9. Collections Committee

Florence Jumonville reported that the Collections Committee has a rich assortment of upcoming acquisitions and is conducting a review of its collecting statement, scheduled for completion at the end of the calendar year as part of its three-year update. While only minimal changes are anticipated, the revision emphasizes the importance of collecting ephemera—such as programs, tickets, and advertisements—which may appear temporary but often become historically valuable. The committee aims to strengthen language around ephemera collection to encourage acquiring these materials at the time of their creation, recognizing them as the “raw materials of history.” The updated collecting statement has not yet been shared with the committee, but all members will receive a copy from staff shortly.

10. Architectural Preservations – Wendy Lodrig added Architectural Preservation to the agenda as a place holder, but there was no report to present to the committee.

11. Louisiana Civil Rights Museum Advisory Board – Karl Connor began by thanking staff members Becky Mackie, Nicole Coleman, and Jeff Anding for their efforts in helping ensure a quorum at the last Advisory Board meeting, which was crucial and allowed the new officers to be elected.

New Leadership Elected:

Sidney Barthelemy has been elected as the new chair of the board, bringing extensive experience from his tenure as former mayor of New Orleans. Ernest Jones, a prominent lawyer in New Orleans, has been appointed as vice chair, contributing his legal expertise to the board's leadership. The new leadership aims to revitalize board initiatives and enhance the effectiveness of the museum's programs and outreach efforts.

Museum Updates:

The museum exhibit at the convention center is temporarily closed for construction until October 7th. The closure is part of ongoing renovations to enhance the visitor experience and update facilities. Plans for a one-year symposium of the exhibit will be organized following reopening, contingent on construction completion.

The Charles F. Page mural unveiling is scheduled for September 19th at England Air Park in Alexandria, Louisiana. The mural will celebrate the achievements of Charles F. Page and Leo Ortega, the first person to receive a patent for a functional helicopter. A film crew will document the event and conduct interviews with Page's 90-year-old grandson, Joseph Page, and other family members to capture their perspectives. This project is funded by a grant from Boeing to support the Charles Page exhibit.

Friends Organization Support:

The Friends organization is on track to have spent between \$75,000 and \$100,000 this year in support of the Civil Rights Museum, adding that while this is a good start, they hope to increase support in the future.

Over the past month, they have partnered with Deep Wellness NOLA to assist visitors in managing emotional responses while experiencing exhibits, helping them recognize if they need to pause and practice mindful breathing.

These funds support educational programming, exhibit enhancements, and community outreach, ensuring the museum remains a vital resource for education and cultural enrichment.

12. Old Business – There was no old business.

13. New Business - Wendy Lodrig asked whether the fundraising guidelines circulated to her for LSM members could be shared at the board level and with the executive committee. Becky Mackie noted at the Education Committee meeting that fundraising was discussed and questions arose regarding the extent to which the board could assist with fundraising. In response, CRT attorney Julia George Moore compiled a summary of the dos and don'ts, including relevant ethics rules, which will be included in the full board packet for distribution.

14. Adjourn – Before adjourning the meeting, Wendy Lodrig asked if all committee chairs understood her request for the full board meeting. She asked that each chair provide Nicole Coleman and copy Becky Mackie with a one-page summary of committee meeting notes and actions. This approach is intended to help expedite the full board meeting. Meeting adjourned at 1:18 PM

Minutes Accepted

A handwritten signature in blue ink that reads "Sandra Shilstone". The signature is written in a cursive style and is positioned above a horizontal line.

Sandra Shilstone, Secretary