

**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  
MONDAY, NOVEMBER 10, 2025  
11:30 AM**

**COMMITTEE MEMBERS PRESENT:** Darryl Gissel, Florence Jumonville, Karl Connor, Sandy Shilstone, Wendy Lodrig.

**COMMITTEE MEMBERS ABSENT:** Malcolm Hodnett, R. Duncan Brown, Suzanne Perlis.

**BOARD MEMBERS PRESENT:**

**LSM STAFF PRESENT:** Amanda Smith, Becky Mackie, Cody Scallions, Jeff Anding, and Nicole Coleman.

**OTHERS PRESENT:** N/A

A quorum was present.

1. **Call to Order** – Wendy Lodrig called the meeting to order at 11:37 a.m.
2. **Adoption of the Agenda** – Wendy Lodrig requested a motion to adopt the agenda. **Florence Jumonville motioned to adopt the agenda. The motion was seconded by Karl Connor and passed unanimously.**
3. **Adoption of Minutes from September 11 and October 3, 2025 Meeting-** **Florence Jumonville motioned to adopt the minutes with additions and corrections to September 11, 2025 minutes. The motion was seconded by Karl Connor and passed unanimously.**

**4. Chairman's Report -**

**Vice Chair Vacancy**

Wendy Lodrig reported that nominations for the Vice Chair position are due by November 19. Biweekly reminders will be sent to encourage participation. She emphasized the importance of submitting nominations promptly to ensure the vacancy is filled before the upcoming meeting. Wendy also noted that some members, including herself, have not yet submitted a nomination and reiterated the urgency given the quickly approaching deadline.

**AAM Site Visit Update**

Wendy Lodrig stated that she and Sandy met with Becky and Stephen Maklansky last week to receive updates on the upcoming AAM site visit. She expressed appreciation for the preparation and information shared during that meeting. Wendy confirmed that several board members—Duncan, Mary Coulon, Sandy Shilstone, and herself—have RSVP'd to attend and asked whether Karl would be available earlier in the day. She noted that this level of participation provides good representation. Wendy also mentioned that the AAM team will be in Baton Rouge and visit the sites in Patterson and Thibodaux the following day.

**5. Director's Report**

Becky Mackie reported that preparations are underway for the upcoming American Alliance of Museums site visit. The team responded to an extensive list of initial and follow-up questions, creating more than 10,000 words of narrative and additional financial details. A supplemental



budget was also developed to reflect nearly two million dollars in annual support typically provided by the Foundations and Friends groups. This report will be included in next month's board packet.

Becky Mackie gave an update on maintenance staffing, noting the promotion of Noah Bennett to Facility Assistant Maintenance Manager and the hiring of two experienced carpenters. Recruitment continues for the foreman position and an additional maintenance position. Becky stated that the department is stabilizing following recent turnover.

Becky also confirmed that Maintain X is now being used for work order tracking and reporting for all museum properties, including the Lower Pontalba. Tenants will not have access, as McEnery prefers direct communication, though this may be revisited if needed.

She also discussed updates to several job descriptions to better match current responsibilities. In facility rentals, Steven Slaton has been promoted, and the second position will be restructured to focus more on business development. For Irby, because McEnery cannot handle state funds, LMF will continue posting revenue, managing financial records, and processing ACH payments. To support these tasks, Becky requested two part-time positions to support Irby finances and LSM front office reception.

Becky Mackie reported that Legionnaires levels at the 1000 Charters building are now below CDC guidelines following remediation. Staff have returned, fixtures in affected bathrooms were replaced, and testing will occur every six months. The employee previously diagnosed with Legionnaires' disease has also returned to work.

She concluded by highlighting upcoming events and meetings, including the Oaks and Origins Festival on November 15, the Civil Rights Advisory Board meeting on November 18, the Founders Ball on November 21, Improvisation Gala December 6 and December committee and board meetings. The Lieutenant Governor is expected to attend the December 15 board meeting.

## 6. Irby/Finance

- a. **Commercial Update** – Darryl Gissel asked that the Executive Committee approved the updated Irby Administrative Policy and Procedures Manual. The manual now includes a new procurement section outlining purchasing rules and emergency procedures to support effective collaboration with McEnery management. Minor edits were made to update outdated location references and clarify language throughout the manual. All revisions ensure accuracy, alignment with current operational practices, and compliance with legal requirements.

Becky Mackie stated that the updated Irby Policy and Procedures Manual will still go to the full board for final ratification. A few minor revisions were noted during the Irby Finance Committee meeting. Sections 1 and 2 of the manual were largely unchanged. Section 3 is entirely new and covers purchasing procedures, including guidelines for putting items out to bid, adding vendors to the state list, and managing emergency purchases. **Darryl Gissel motioned to approve the updated Irby Administrative Policy and Procedures Manual. The motion was seconded by Karl Connor and passed unanimously.**



- b. **Financial Reports and Funding Request** - Becky Mackie briefly discussed financials, noting that revenue and expenses are trending as expected, and no significant reimbursements to the state have been required to date. In response to a request from the Irby Finance Committee, a new, detailed expense report format has been developed to track spending by building, admissions, administrative functions, and general maintenance. Coding practices have also been improved this year to ensure accurate data for next year's budget.

Becky Mackie also reported on tenant activity, noting that one tenant has provided notice of their move-out. She expressed appreciation for McEnery's future support in helping secure new tenants.

Additionally, the committee was asked to approve a professional services contract of approximately \$49,000 with an engineering firm for phase one of work at Madame Johns Legacy. This initial phase will include electrical, fire suppression, lighting, and restroom improvements in the building behind Madame Johns. The full project budget is anticipated to be \$1.8 to \$1.9 million. Phase one will allow the first floor to be opened for walking tours while funding for the full historic structures work is secured. **Darryl Gissel motioned approval of the \$49,000 in Madame Johns phase one project. The motion was seconded by Florence Jumonville and passed unanimously.**

7. **Governance Committee** – No updates were required to be reported to the committee at this time.
8. **Education Committee** - No updates were required to be reported to the committee at this time.
9. **Collections Committee** - Florence Jumonville reported that the collections team completed standard monthly acquisitions, including a generous donation of significant carnival memorabilia from the late Herbie LeBlanc's family, enhancing the museum's cultural assets. Notable additions include a child's carnival ball costume from the 1920s, highlighting the cultural heritage of that era, and a collection of rare 78 RPM records, which broadens the museum's music and visual arts holdings and provides insight into early 20th-century music trends.

The committee approved revisions to the Collections Management Manual to strengthen ethical protocols around deaccessioning. The updates ensure materials are disposed of transparently and prioritized for transfer to other Louisiana institutions, fostering collaboration within the state's cultural community. Safeguards were added to prevent conflicts of interest, and the ambiguous term "affiliated associations" was removed to clarify who may participate in bidding on deaccessioned items, balancing ethical standards with operational flexibility.

A policy update now allows the museum to charge reproduction fees for collection objects loaned under Collection Exchange Agreements (CEAs), including items from the Louisiana Historical Society's collection. This change enables recovery of administrative costs, supports sustainable stewardship, and strengthens partnerships with lending institutions. The committee ratified the update to align the Collections Management Manual with current loan agreements and market practices. Fee schedules and policies will be reviewed periodically to remain fair, competitive, and transparent, incorporating stakeholder feedback and industry trends. **Florence Jumonville motioned to amend the Collections Management Manual in accordance with the newly revised suggested revision on page 54 and AAM recommendations. The motion was seconded by Karl Connor and passed unanimously.**



Becky Mackie explained that the Collections Management Manual is being updated to align with the language in the new Cooperative Endeavor Agreement (CEA) with the Louisiana Historical Society. Previously, the manual only allowed the museum to charge fees for reproduction rights for objects it owned. The update adds language permitting the museum to charge fees for reproduction rights on loaned objects when the CEA grants that right. This change allows the museum to apply its standard fee schedule to items from the Louisiana Historical Society's collection held on long-term loan, ensuring consistency between the manual and existing agreements while maintaining proper stewardship of loaned assets. **Florence Jumonville motioned to adopt the changes to the Collections Management Manual in attachment D. The motion was seconded by Darryl Gissel and passed unanimously.**

**10. Architectural Preservations** - No updates were required to be reported to the committee at this time.

**11. Louisiana Civil Rights Museum Advisory Board** - Karl Connor highlighted a recent commemoration of two years in the space with the launch of a quarterly speaker series..

Connor noted that the inaugural speaker, Dave Dennis, a consultant with extensive experience in civil rights museums, was impressed by the museum's work and has offered continued assistance and connections for future initiatives. He thanked Nicole Coleman, Jeff Anding, and Becky Mackie for their support in making the event successful. The lecture and panel discussion were documented on film, including interviews with key individuals and descendants of historical figures, preserving valuable oral history for future educational use. Footage from Alexandria, including Charles Page's grandson and local historians, was also recorded. The museum's short educational film, originally scheduled for release in the first quarter of next year, may be completed before year-end.

Connor reported that the first docent training since the last meeting was successful, with five volunteers, and the next session is scheduled for December 3. Efforts will be made to expand recruitment and coordinate exhibit schedules with conventions and major events, including football season and the America 250 celebration, to increase visitor engagement.

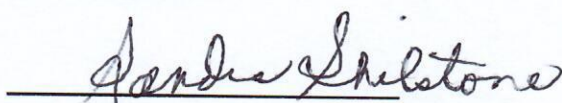
He emphasized the museum's commitment to presenting a comprehensive civil rights narrative that is inclusive and goes beyond a solely Afrocentric perspective, ensuring all stories are represented. Additionally, discussions are ongoing with Chris Cook, Cody Scallions, and other staff about future educational programming, beginning with Jefferson Parish Schools tours. The wellness program is still in development, with plans to integrate it into the current exhibit space and expand its impact over time.

**12. Old Business** – there was no old business

**13. New Business** - there was no new business

**14. Adjourn** – the meeting was adjourned at 12:45 pm.

**Minutes Accepted**

  
Sandra Shilstone, Secretary