

MINUTES OF THE MEETING OF THE
IRBY/FINANCE COMMITTEE OF THE BOARD OF DIRECTORS
OF THE LOUISIANA STATE MUSEUM

Monday, September 24, 2018

11:00 a.m. – Old U.S. Mint

New Orleans, Louisiana

Members Present: Lee Felterman, Aleta Leckelt, Rosemary Upshaw Ewing, Anne Redd, Melissa Steiner, Kevin Kelly, Holly Haag, and William Wilton

Members Absent: Carolyn Morris and Madlyn Bagneris

Also Present: Donna Hanney, Richard Hartley, Julia George Moore

LSM Staff Present: Anita Howard, Yvonne Mack, Madison Bonaventure, Steven Maklansky, and Bridgette Thibodeaux

A quorum was present.

Call to Order

Anne Redd called the meeting to order at 11:06 am.

Motion to Adopt the Agenda

Lee Felterman made a motion to adopt the agenda. Rosemary Ewing seconded the motion. The motion was **unanimously approved**.

Motion to Adopt the Minutes

Aleta Leckelt made a motion to adopt the minutes from the Irby/Finance Committee of the Board of Directors of the Louisiana State Museum meeting held June 11, 2018. Melissa Steiner seconded the motion. The motion was **unanimously approved**.

Committee Action Items:

Final approval of budget for Fiscal Year 2019

Deputy Director Bridgette Thibodeaux provided an overview of the proposed (final) budget for FY 2019. Lee Felterman made a motion to approve the preliminary budget as presented in Exhibit F. The motion was seconded by Kevin Kelly. The motion was **unanimously approved**.

Approval for advertising costs for Director applicants/search

Mary Coulon verbally presented the Search committee report. Lee Felterman made a motion to approve costs not to exceed \$2500 for the purpose of advertising for applicants for the Director's position. The motion was seconded by Melissa Steiner and was **unanimously approved**.

Acceptance of bids for commercial property 525 St. Ann

Melissa Steiner made a motion to accept the one bid received from "Jackie's" for rental of the commercial property located at 525 St. Ann. Rosemary Ewing seconded the motion and it was **unanimously approved**.

Acceptance of bids for commercial property 537 St. Ann

Melissa Steiner made a motion to accept the one bid received from "Tabasco Country Store" for rental of the commercial property located at 537 St. Ann. Rosemary Ewing seconded the motion and it was **unanimously approved**.

Approval of tenants at 807 Decatur, 2nd floor (Elyse Alford and Don Alford)

Rosemary Ewing made a motion to approve Elyse Alford and Don Alford as tenants of 807 Decatur, 2nd floor effective 9/1/18. Kevin Kelly seconded the motion and it was **unanimously approved**.

Approval of tenants at 509 St Ann (Lyell Dampeer and Valerie Dampeer)

Melissa Steiner made a motion to approve Lyell Dampeer and Valerie Dampeer as tenants of 509 St. Ann effective 9/1/18. Kevin Kelly seconded the motion and it was **unanimously approved**.

Approval of tenants at 527 St. Ann, 3rd floor (Jesse and Shannon Roberts)

Rosemary Ewing made a motion to approve Jesse and Shannon Roberts as tenants of 527 St. Ann, 3rd floor effective 9/1/18. Lee Felterman seconded the motion and it was **unanimously approved**.

Old Business

There was no old business to report.

New Business

There was no new business to report.

Adjournment

Anne Redd made a motion to adjourn. Kevin Kelly seconded the motion. The meeting adjourned at 11:48 am.

Louisiana State Museum - W.R. Irby Trust
 Budget to Actual
 For the Period Ending June 30, 2018

Acct-Org ID	Account Name	Approved Budget FY 2017-2018	Actual FY 2017-2018	Original Proposed Budget FY 2018-2019	Final Proposed Budget FY 2018-2019
Revenues					
0400-50	Rental Income Residential	880,000	746,782	759782	809720
0401-50	Rental Income Commercial	870,000	853,307	868841	868841
0402-50	Percentage of Sales Income	130,000	148,639	140000	140000
0403-50	Common Area Maintenance Income	20,000	44,431	38000	38000
0404-50	Late Fees Income	0	900		
0407-50	Interest Income	1,000	3,524	2000	2000
0410-50	Other Income	0	225		
	Total Revenues	1,901,000	1,797,808	1808623	1858561
Expenses					
2100-2150	Salaries	444,994	267,113	466059	400000
2200-2220	Wages & Compensation to Board	54,600	180,455	94002	94002
2300-2411	Retirement & Benefits	239,724	119,561	153939	153939
2500-2650	In State & Out of State Travel	20,000	3,521	25500	25500
2700	Advertising	100,000	73,741	38000	50000
2710	Printing	10,000	6,195	5980	5980
2780	Maint Prop & Equip Other	4,000	6,500	4000	4000
2790	Maint & Renovation of Building	200,000	278,363	175000	250000
2791	Maintenance Pest Control	20,000	7,719	8500	8500
2792	Maintenance Waste Disposal	6,500	6,055	5500	5500
2793	Maintenance Termite Control	2,500	1,200	1500	1500
2800	Maintenance of Equipment	15,000	5,525	7500	7500
2820-2825	Maint Data Proc Equip Software	5,000	11,692	13200	13200
2840	Rentals Equipment	0	8,158	5000	5000
2870	Rentals Other	500	3,600	0	0
2871	Rentals - Uniforms & Clothing	10,000	2,866	0	1000
2880	Internet Provider Costs	0	720	734	734
2890	Dues and Subscriptions	10,000	11,759	11000	11000
2900	Mail, Delivery and Postage	4,000	412	200	200
2910-2930	Communications Services	1,600	3,477	3700	3700
2940-2970	Utilities	60,000	55,493	59650	59650
2980	Other Operating Services-Laundry	0	0	0	0
2990	Other Operating Svrs - Lab Fee	0	680	500	500
2991	Other Operating Svrs Security	60,000	52,186	60000	60000
3000	Other Op Svrs-License & Other	5,000	4,866	4000	4000
3085-3091	Credit Card Discount Fees	1,000	273	300	300
3100	Office Supplies	10,000	5,019	3500	3500
3120	Operating Supplies Computer	500	4,285	1000	1000
3130	Op Supplies Clothing & Uniform	8,000	1,447	1200	1200
3150	Op Supplies Educ & Recreation	50,000	12,480	30000	30000
3160	Operating Supplies Food	18,000	11,920	0	0
3170	Operating Supplies Auto	15,000	0	10000	10000
3180	Op Supplies Other & Exhibits	500	28,611	310000	310000
3190	Op Supps Bldgs Grounds General	50,000	94,143	61000	61000
3200	Operating Supplies Household	5,000	8,606	6000	6000
3300	Repair & Maint Supplies Auto	5,000	11,098	10000	10000
3310	Repair & Maint Supplies Other	50,000	38,937	15000	35000
3320	Software Supplies	1,000	513	1000	1000
3410	Management Consulting	30,000	0	15000	15000
3420	Engineering & Architectural	0	5,230	5000	5000
3430	Legal	40,000	3,391	5000	30000
3460	Other Prof Svrs & Conservation	150,000	97,361	80000	80000
3650	Misc Charges & Emp Parking	100,000	93,081	90000	90000
4440-4442	Acq Equip \$1000-\$4999	0	2,958	0	0
4450-4457	Acq of Software & Hardware	25,000	0	3000	3000
4472	Acquisition of Household Equip	1,200	683	1000	1000
4490-4492	Acq Of Office Equipment	5,000	0	0	0
4540-4541	Acq Other-Collectins	50,000	0	0	0
4610	Major Repairs Buildings	0	0	0	0
	Total Expenses	1,888,618	1,531,893	1791464	1858405
	Net Income	12,382	265,915	17159	156