**LOUISIANA NAVAL WAR MEMORIAL COMMISSION**

Minutes of Executive Committee Meeting

July 30, 2015

4:00 p.m.

Members present:

* Joe Jenkins
* Karen St. Cyr
* Hans Sternberg
* Bob Hawthorne

Members absent:

* Henson Moore
* Kyle R. Kennedy

Others present:

* Commissioner Mike McNaughton
* Commissioner Bobbie Pugh
* Commissioner Len Sedlin
* Alex Juan
* Jerry Pugh
* Tim NesSmith
* Terry Planchard
* Jada Davis
* George Seal
* Sylvester Mason
* Carolyn Castel

Chairman Jenkins called the meeting to order at 4:00 p.m. and led in the pledge to our flag. The roll was called and he declared that a quorum of the committee was present. The committee approved the agenda. On motion duly made and seconded, the minutes of the last executive committee meeting was approved.

**Foundation Report.**

Ms. Carolyn Castel, chairwoman of the old foundation, announced that the new foundation has held its organizational meeting and approved bylaws. Elected as Trustees are herself, Henson Moore, David Deloach, Amy Ruddock, and David Soulier. New officers are Chairman – Carolyn Castel, Vice-chairman – Henson Moore, and Secretary/Treasurer – David Soulier. David Soulier was asked to meet with Alex Juan to explore how best the foundation can serve the interests of the USS Kidd. Joe Jenkins expressed concern that the new foundation had send a mailing to the old foundation mailing list soliciting contributions and offering free admission to the museum without receiving permission from the Commission. Len Sedlin stated that a new cooperative endeavor agreement should be signed with the new foundation. Alex Juan expressed concern that her staff is receiving calls from those who received the mailing and that there seems to be overlap with the membership of her new Friends of the Kidd initiative. Len Sedlin pointed out that all of this should be coordinated with the strategic plan which should be in place by the end of the year. Mike McNaughton suggested that the Foundation should not ask for contributions without the Commission’s consent and that Commissioners also serving as Trustees could be a problem. After further discussion, Chairman Jenkins agreed to appoint a small task force including himself, Karen St. Cyr, and Bob Hawthorne to meet with Foundation representatives to address these concerns and to coordinate fundraising activities with the needs and fundraising activities of the Commission.

**Nominating Committee report.**

Chairman Jenkins advised the committee that Ron Kennedy, the chairman of the nominating committee, was ill and could not attend today’s meeting, so the Nominating Committee report will be presented to the Commission at its next meeting on August 8.

**Executive Director’s report.**

**Potential layoff plan implementation:** State Civil Service regulations require 30 days advance notice of possible layoffs so she issued that notice in the event layoffs are necessary. But, she thinks layoffs will not be necessary. Rollover monies in the amount of $11,500.00 have been reallocated, $10,700 in 4th of July Spectacular profit will be transferred and she asked the Commission to consider ransferring $17,000 of acquisitions/inventory grant money in the City Parish grant to the operating account. She stated that after speaking to the City Parish finance department, city-grant money can be used for anything within the scope of which it was requested. In this case, a cost comparison was made as to the cost of the 21 days spent doing a 30 year acquisitions inventory and by doing so with KIDD staff vs contracted personnel, the city saved almost $5,000. On motion made and seconded, this transfer was approved by the Executive Committee.

She also advised that six KIDD Crew members had volunteered to stay on in order to keep the doors open, however, Commissioner St. Cyr stated that she strongly advises against any employees working without compensation because of possible legal consequences.

**Fourth of July Spectacular:** We made a profit of about $10,700. The event went great. She was very proud of the staff and appreciates the Commissioners who helped. She passed out a sheet showing a detailed explanation of income, expenses and in-kind services.

**Financial report:** The Executive Director’s written report was passed out and a copy is attached to these minutes giving further financial details. The audit report was transmitted electronically to the Commissioners last month. Hard copies are also available. Commissioner Sternberg moved that standard financial statements including a balance sheet as well as a profit and loss statement be sent to Commissioners every month. Commissioner St. Cyr seconded. After discussion and clarification the motion passed unanimously.

**Increase in ORM insurance premium:** This item was briefly discussed but there seems to be no action we can take at this time.

**Announcements.**

Chairman Jenkins asked for announcements. There were none.

**Public Comments.**

Chairman Jenkins asked if there were any comments from members of the public. There were none.

There being no further business, the meeting was adjourned at 11:35 a.m.

 Respectfully submitted:

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 Robert A. Hawthorne, Jr , Secretary