

**MINUTES OF THE MEETING OF THE IRBY/FINANCE COMMITTEE OF THE
BOARD OF DIRECTORS, LOUISIANA STATE MUSEUM (LSM)
NEW ORLEANS JAZZ MUSEUM AT THE OLD US MINT
400 ESPLANADE AVENUE
THURSDAY, SEPTEMBER 11, 2025
10:00AM**

MEMBERS PRESENT: Darryl Gissel, Karl Connor, Wendy Lodrig.

MEMBERS ABSENT: Thelma French

LSM STAFF PRESENT: Amanda Smith, Rebecca (Becky) Mackie, Cody Scallions, Damond Francois, Jeffery Anding, Maya Campbell, Nicole Coleman, Cliff Melius

OTHERS PRESENT: McEnery Representatives Park McEnery, Maddie Wolf, Rosie Wilson, and CJ Minor (President of CNG Construction Company)

A quorum was not present at the beginning of the meeting. Since a quorum was not present when the meeting was called to order, the committee opted to discuss items that did not require a vote. During this time, the staff and McEnery representatives introduced themselves.

Karl Connor arrived at 10:27 at that time a quorum was present.

1. **Call to Order** – Darryl Gissel called the meeting to order at 10:06 am.
2. **Adoption of the Agenda** – Wendy Lodrig motioned to adopt the agenda. Karl Connor seconded the motion, and it was unanimously approved.
3. **Adoption of the Minutes from the Irby/Finance Committee held June 26, 2025** – Wendy Lodrig motioned to adopt the minutes. Karl Connor seconded the motion, and it was unanimously approved.
4. **Lower Pontalba Apartment Dashboard Commercial Updates** –
Museum Ticket Center - Approval is needed for an A-frame sandwich board sign designed for outside the Ticket Center. This signage will enhance visibility and help attract visitors. **Wendy Lodrig motioned to approve the A-frame sign for the Museum Ticket Center. Karl Connor seconded the motion, and it was unanimously approved.**

The Museum Ticket Center generated approximately \$575 in commissions during its first partial month of operation. This performance occurred in August, traditionally the slowest month for French Quarter tourism, and serves as a positive indicator of stronger revenue potential as visitor traffic increases in the coming months.

537 St. Ann – Becky Mackie informed the committee that the tenant, Rhonda Finley requested a waiver or reduction of her September rent due to delays in completing essential bathroom renovations for her business operations. The committee approved a half-month rent waiver for September, recognizing the impact of the renovation delays on her ability to open on time. Wendy Lodrig also suggested that Rhonda be given at least three business days to pay the September rent. This decision reflects a balance between supporting the tenant's needs and maintaining the property's rental income.

Wendy Lodrig motioned to approve half the month rent waiver for 537 St. Ann September payment. Karl Connor seconded the motion, and it was unanimously approved.

Residential Updates –

519 St Ann 3rd Floor - Becky Mackie requested retroactive lease approval for the third floor at \$3,245 per month. **Wendy Lodrig motioned to approve retroactive lease for 519 St Ann 3rd Floor. Karl Connor seconded the motion, and it was unanimously approved.**

5. **Review of Property Management Proposals** – Discussions were held with representatives from McEnery and CNG Construction regarding their partnership to provide comprehensive property management services for the Lower Pontalba. The importance of remaining in compliance with State procurement requirements was discussed as well as administrative procedures for rent collections and reporting.
6. **Irby Financials** – Becky Mackie reported that total rent revenue ended the year 5.7% ahead of budget. Year-over-year growth of 2% was achieved despite early-year vacancies. A total of \$984,000 was invested in property improvements, addressing deferred maintenance. From June to August, \$12,500 was allocated to intermittent constable patrols to deter encampments and maintain late-night safety around properties. Patrol data showed fluctuating results, suggesting the need for continued monitoring and evaluation of the security strategy.
7. **Update on Irby Policy and Procedures Manual – Commercial** - Becky Mackie noted that at the last Irby meeting, the Commercial Policy and Procedure Manual, including redline revisions, was distributed. Many of the references previously included in the Standard Lease Template were removed from the policy manual. Those provisions are incorporated into the lease document via a referenced attachment of a sample lease agreement. Future adjustments will be made to align the document with the new management structure and to standardize terminology throughout. **Wendy Lodrig motioned to approve the policy and procedure commercial manual and instruct staff to make necessary changes for a consistent abbreviation for the Comprehensive Plan of Usage. Karl Connor seconded the motion, and it was unanimously approved.**

Becky Mackie informed the committee that the Comprehensive Plan of Usage (CPU) has been updated to include residential components. The CPU now addresses both residential and commercial tenants in the management strategy. It specifies how lease rates will be determined based on market factors, square footage, and the condition of each unit, promoting transparency and fairness. Regular updates and revisions will continue to ensure the CPU reflects changes in policies, tenant needs, and market conditions, supporting a responsive management approach. **Wendy Lodrig motioned to approve the CPU document as presented in the meeting. Karl Connor seconded the motion, and it was unanimously approved.**

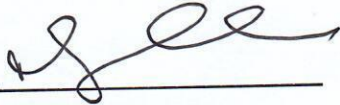
8. Old Business – No old business was discussed

9. New Business – Wendy Lodrig asked Becky Mackie when she would be ready to present the Irby Finance Committee with their charter for review. The charter is a one-page document outlining the committee's responsibilities, meeting schedule, and scope of oversight. A charter is being drafted for every committee.

10. Public Comments – No public comments

11. Adjourn – Meeting adjourned at 11:36 AM

Minutes Accepted

A handwritten signature in black ink, appearing to read 'D. Gissel', is written over a horizontal line.

Darryl Gissel, Treasurer