**MINUTES OF THE MEETING OF THE**

**LOUISIANA STATE MUSEUM**

**BOARD OF DIRECTORS**

**Monday, August 11, 2014**

**12:30 PM – The Old U.S. Mint**

**New Orleans, Louisiana**

The meeting of the Board of Directors of the Louisiana State Museum was called to order by Chairman Michael M. Davis at 12:30 PM at The Old U.S. Mint in New Orleans. A quorum was present.

Members Present: Jerry F. Adams; Madlyn B. Bagneris; Robert A. Barnett; Myrna B. Bergeron; Charles R. Davis; Michael M. Davis; Allen J. “AJ” Gibbs; Janet V. Haedicke, Ph.D.; Kevin Kelly; ; Thomas Frère Kramer, M.D.; Aleta Leckelt; William J. Perret, M.D.; Lawrence N. Powell, Ph.D; William J. Wilton, Jr.; and Diane K. Zink

Members Absent: Rosemary Upshaw Ewing; Jeffrey Pipes Guice; Anne F. Redd; Donna Winters; and Philip Woollam

Also Present: Steven B. Jones, Assistant Attorney General, State of Louisiana

Julia George Moore, DCRT Counsel

Mark A Tullos, Jr., Director, Louisiana State Museum

**Approval of Minutes**

The Board minutes from June 9, 2014 were sent to the Board in advance of the meeting. Changes were as follows: on page 3, change the word “Trumps” to “Trumpet”; also, on page 8, add the words “to fund general museum operations” after Louisiana Sports Hall of Fame and Northwest Louisiana History Museum. With those changes, Dr. Perret MOVED, seconded by Ms. Bergeron, to approve the June 9, 2014 LSM Board minutes. **Unanimously approved.**

**Executive Committee Minutes**

The Executive Committee minutes from July 15, 2014 were sent to the Board in advance. The Executive Committee recommends board approval of the Trumpet Marketing Proposal in the amount of $60,000. Ms. Zink MOVED, seconded by Ms. Bagneris, to approve the $60,000 Trumpet Marketing Proposal. **Unanimously approved.**

**Chairman’s Report**

Mr. M. Davis presented newly appointed Board member Kevin Kelly. Mr. Kelly was appointed to the at-large seat formerly held by Dr. Ralph Lupin. Mr. Kelly was sworn in by Mr. Barnett. In comments to the board, Mr. Kelly stated that he is the owner/operator of Houmas House Plantation, in addition to other real-estate interests. It was also noted that Mr. Kelly sits on the Downtown Development District Board of New Orleans, as well as the Board for the Louisiana Endowment for the Humanities. Mr. M. Davis invited Mr. Kelly to be on any of the LSM Board Committees of his choosing.

Mr. M. Davis distributed a tribute to the late Dr. Ralph Lupin published in the recent edition of the New Orleans Museum of Art’s quarterly newsletter. He noted that even though it is a very nice memorial, the article neglected to mention Dr. Lupin’s long involvement on the LSM Board.

Mr. M. Davis advised the Board members that H. Wayne McCullen has resigned from the LSM Board. Mr. McCullen was an at-large member, so there is now an at-large Board vacancy.

The election of LSM Board Officers will take place at the next Board meeting on October 13.

The next Collections Committee meeting will take place on October 8 at 1:00 PM. If it is necessary to have a Collections Committee meeting prior to October 8, due to incoming loans from the Smithsonian Institution, a special meeting will be called. The Irby/Finance Committee meeting will be on October 13 at 10:30 AM.

Mr. M. Davis stated that he is dissolving the LSM Marketing Committee. The purpose of the ad-hoc committee was to meet with new Marketing Director, Marvin McGraw, and to offer any information, background and support they could offer. Now that Mr. McGraw is in place and has met with the Marketing Committee, the Committee is no longer necessary.

**Director’s Report**

Mr. Tullos said he received confirmation from Wayne Phillips, LSM Costumes and Textiles Curator, that the Museum will be loaned Andrew Jackson’s uniform coat from the Smithsonian’s National Museum of American History. This coat is considered a national treasure and has never been loaned to another institution. Mr. Tullos stated that the uniform coat is central to the Battle of New Orleans exhibition. Dr. Perret asked if we have any specifics about the coat. Mr. Tullos stated that this is the coat Jackson wore during the Battle of New Orleans. Mr. Tullos also noted that this is the same coat Jackson wore for the portrait the LSM is borrowing from the Smithsonian’s National Portrait Gallery.

Mr. Tullos distributed a short Director’s Report, as well as a draft of a Five Year Strategic Plan (both attached). He stated that the LSM needs a succinct Strategic Plan for future grant applications and fundraising purposes. He noted that this plan is comprised of highlights from commissioned strategic plans and studies conducted over the past ten years. While the objectives in the plan are broad and system wide they identify our strengths and challenges and provide a clear vision for the future of the museum system. Mr. Tullos asked the Board to contact him with any comments on the Plan. This is an administrative plan for the LSM, not for the LMF or FOC. Other properties will also develop site specific objectives that merge with system-wide goals.

**Louisiana Museum Foundation Report**

Ms. Susan Maclay, LMF Director, reported that the Foundation has completed its field work for its annual audit. She will have the complete report in October.

The LMF has made eight calls for sponsorship of The Battle of New Orleans. So far the Foundation has received a $10,000 pledge from the Law firm Baldwin Haspel Burke & Mayer for the Spanish cannon carriage project. They are also working on proposals to additional prospects.

Planning is underway for the January 9, 2015 Victory Ball at the Cabildo. Ms. Maclay announced that the History Channel's Andrew Jackson actor will be present at the gala. The LSM will also be showing the 1938 version of the movie *The Buccaneer* at the Old U.S. Mint this fall.

Ms. Maclay informed the board that aside from the LSM Battle of New Orleans fundraising effort there are two unrelated community fundraising efforts for documentary projects related to the Battle of New Orleans commemoration. WYES television is producing a documentary and LSM Board member Jeffrey Guice is working on another documentary. For board clarification she noted that neither effort is directly affiliated with the fundraising activities for the LSM exhibition and related programs.

LMF and LSM leadership have been working on the music exhibit sponsorships and have raised $20,000 to date. Mr. Yoshio Toyama pledged $10,000 through our local contact and former Jazz Curator Don Marquis. The other $10,000 is from three different overseas organizations.

**Collections Committee Report**

Dr. Perret said the Collections Committee report was distributed in advance (and is attached).

Dr. Perret MOVED, seconded by Mr. Gibbs, to approve the Collections Committee report. **Unanimously approved.**

**Irby/Finance Committee Report**

Irby budget 2014-15

Mr. Barnett said the budget for 2014-15 was distributed in advance for review. Members of the Irby/Finance Committee met with staff and they specifically discussed a new allocation for hiring a Plumber in the Maintenance department. Mr. Tullos stated that the LSM has not had a Plumber since Katrina. It will take the pressure off of Wade Levy, who supervises the Maintenance Department, and should mitigate future problems. Additional increases in the Irby operating budget included the upcoming 4% merit increase for Irby positions as mandated for all state employees in the current fiscal year. However, the LSM staff project that operating expenses will be lower than anticipated. Lastly, they discussed employee parking. It comes to $5.83 per employee per day. Mr. Barnett asked for clarification on parking expenditures before the next Irby Committee meeting. Dr. Powell MOVED, seconded by Dr. Haedicke, to approve the Irby budget for 2014-15. **Unanimously approved.**

Staffing update

Mr. Tullos said there has been no single Irby Manager. He discussed this with the Deputy Director and they agreed there should be one contact person who manages Irby matters. As of August 1, 2014, Ms. Celestine Washington will serve as the Irby Manager. Mr. Tullos thanked Ms. Yvonne Mack for doing most of the Irby business in addition to her regular duties.

519 St. Ann Street, 2nd floor request

Mr. Skillman, the tenant in 519 St. Ann, 2nd Floor, requested a two or three month rent abatement because he says the apartment was uninhabitable for a period of several months. However, after hearing the testimony from both Mr. Skillman (the tenant) and Mr. Levy, Maintenance Supervisor, it is recommended by the Irby/Finance Committee to give Mr. Skillman a one (1) month rent abatement for any inconvenience caused. Ms. Zink MOVED, seconded by Ms. Bagneris, to approve a one (1) month rent abatement for the tenants at 519 St. Ann, 2nd floor. **Unanimously approved.**

807 Decatur Street, 2nd floor request

Tenant Ms. Gina Smith requested to add her daughter and son-in-law as co-tenants on the residential lease. However, since this is against Irby Policy and Procedures, the recommendation is to deny the request. Mr. Bagneris MOVED, seconded by Ms. Leckelt, to **deny** the request to add Ms. Smith’s daughter and son-in-law to the residential lease as co-tenants. **Unanimously approved.**

801 Decatur request

Ms. Smith is also owner of River’s Edge restaurant and has requested that the official name on the commercial lease be changed to Smith Organization LLC, which includes daughter and son-in-law. The Irby/Finance Committee feels it needs more information before making a decision, so the request has been deferred until the October 13, 2014 meeting.

**Friends of the Cabildo Report**

Mr. Jason Strada gave the report. FOC provided 195 Volunteer Hours which is equivalent to $3,769.35 @ $19.33/hour (i.e. Department of Labor).

The 2014 July Walking Tours consisted of 111 adults and 48 discounted participants, for a total of 159 people @ $2,920.00.

The FOC and LMF hosted a very successful reception celebrating the opening of the Keeping Time: Extraordinary Images from Louisiana’s Past at the Old U.S. Mint. Mr. Strada thanked the staff, who did a fantastic job under a very demanding deadline to have the exhibition installed by Satchmo Festival. Over 250 people attended the opening and 150 people attended the Walter Wolfman Washington concert the same evening.

The FOC has signed a CEA which will be in effect until June of 2017. Mr. Strada said that Ruth Burke, FOC President, wanted to thank Randy Davis and Mark Tullos for getting this contract signed.

The Friends are extremely excited to host a Battle of New Orleans symposium to be held at the Old U.S. Mint on January 10th, 2015 with 2-time Pulitzer Prize winner writer Dr. Alan Taylor as the keynote speaker. Dr. Powell and others from Princeton University, West Point Academy and Tulane University will be presenting at the symposium.

Finally, the FOC realized over $3,500 in sales at the Old U.S. Mint during Satchmo Fest. With the help of Mark Tullos, they said they have finally found a very good space near the Esplanade entrance that guests are returning to for FQF & Satchmo Fest.

**LSM Properties**

E.D. White

Ms. Leckelt said she had letter from E.D. White High School congratulating Herb Adams for his hard work and for making their event such an enjoyable experience. She expressed her hope that we can continue these programs which provided more activity at the site. Ms. Leckelt inquired if it was possible to decorate the property on the grounds for Christmas. Ms. Moore, DCRT attorney, said she would explore the parameters and provide an answer.

LSM, Patterson

Mr. Stark said on September 25th a new exhibit of handcrafted treasures of Louisiana will open by the Crafts Guild. They are also moving forward with enhancements to the Cypress Sawmill gallery. The theater section is moving from the back of the exhibit space to the front. Dr. Kramer noted that he has found problems accessing the Museum from the highway. He noted that it is a bad road with a closed gate. Mr. Tullos said the LSM would write a fact sheet and try to get DOTD to improve access. Mr. Jerry Adams stated that they also need the cooperation of the park and golf course.

The LSM purchased a new lawnmower which will be shared between E.D. White and Patterson properties.

Capitol Park Museum

On June 29, The Friends of Capitol Park had a very productive annual meeting. There was also a recent movie shoot at the Museum which provided much needed revenue for the Museum Joint Budget. The funds from the movie shoot will help defray costs for the upcoming “Revolution! The Atlantic World Reborn” exhibition, which opens at Capitol Park on October 23rd.

Finally, he announced that they are shifting their Lunchtime Lagniappe program to once a month.

Louisiana Sports Hall of Fame and Northwest Louisiana History Museum

Mr. Tullos reported that Branch Director Jennae Biddiscombe is doing a really good job. The Sports Hall of Fame Induction weekend went well. Mr. Tullos also announced that Melrose Plantation board has granted a one year loan of the Clementine Hunter murals which will be on display in the Natchitoches museum during the restoration of the African House. He also noted that LSM continues to face challenges with the utility bill for the new museum.

**Old Business**

Stanley bankruptcy update

The Board voted to go into Executive Session on the matter. Ms. Bagneris MOVED, seconded by Ms. Leckelt, to go into Executive Session. **Unanimously approved.**

Call to order, LSM agenda

Mr. Barnett MOVED for an amendment to include the Executive Session to discuss the pending Stanley litigation. Seconded by Ms. Bagneris, the motion was **unanimously approved**.

Mr. Barnett requested that future agendas be numbered so that Minutes could be numbered so that items could be better followed when comparing paragraphs or topics. He also suggested that Agendas follow an outline, such as (1) Call to Order; (2) Roll Call; (3) Motion to Approve and Adopt the Agenda; (4) Reading/Approval of Minutes; (5) Staff Reports; (6) Director’s Report; (7) Treasurer’s/Financial Report/Approval of Financials/Bank Balances; (8) Old Business; (9) New Business; (10) Motion to Adjourn.

Cabildo

Mr. Tullos informed the board that a piece of the façade of The Cabildo fell off. Sounding on the building has since been conducted by architect, Robby Cangelosi and the pieces removed for safety purposes. Planned restoration of the exterior of the Cabildo will begin after Mardi Gras, 2015. LSM staff will post informational signage related to the restoration project for the benefit of the visiting public.

Lower Pontalba residential lease

Ms. Moore gave an update on the residential lease, as well as the Policy and Procedures Manual. There are many problems with consistency and reconciling the two documents. Ms. Moore hopes to have more streamlined documents very soon.

Dr. Haedicke MOVED, seconded by Ms. Bergeron, to adjourn at 2:40 PM. **Unanimously approved.**