**MINUTES OF THE MEETING OF THE**

**LOUISIANA STATE MUSEUM**

**BOARD OF DIRECTORS**

**Monday, August 10, 2015**

**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 12:55 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; Sharon Turcan Gahagan; Jeffrey Pipes Guice; Kevin Kelly; Thomas Frère Kramer, M.D.; Aleta Leckelt; William J. Perret, M.D.; Lawrence N. Powell, Ph.D.; William J. Wilton, Jr.; Philip Woollam; Donna Winters; and Diane K. Zink

Members Absent: Rosemary Upshaw Ewing; Allen J. “AJ” Gibbs; Janet V. Haedicke, Ph.D.; and Anne F. Redd

Also Present: Ruth Burke, President of the Friends of the Cabildo

Jason Strada, Executive Director of the Friends of the Cabildo

Susan Maclay, Executive Director of the Louisiana Museum Foundation

Richard Hartley, Director of Special Projects for the Office of the Lt. Governor

Dee Scallan, Curator of Education for LSM

Billy Nungesser, Candidate for Lieutenant Governor

**Adoption of the Agenda**

Chairman M. Davis called the meeting to order. Dr. Perret MOVED, seconded by Mr. Guice, to approve the agenda. No public comment. **Unanimously approved.**

**Approval of Minutes**

The minutes from the June 8, 2015 meeting were distributed in advance. Mr. Guice MOVED, seconded by Ms. Bagneris, to approve the LSM Board minutes from June 8, 2015. **Unanimously approved.**

**Billy Nungesser**

Mr. M. Davis introduced Billy Nungesser. Mr. Nungesser talked to the Board about his political career. He became President of Plaquemines Parish in 2007 and his last term ended in January, 2015. In his run for Lt. Governor, he has seen the great treasures the museum has, and knows they need oversight. Mr. Nungesser said he sees a lot of love and passion for our treasures and resources and he feels he can do a good job in preserving them. His budgets as Plaquemines Parish President have never had a shortfall. Mr. Nungesser has a short and long range plan, and feels he is honest and hard-working.

**Chairman’s Report**

Mr. M. Davis thanked the Board for consistently attending the meetings and always having a quorum. The upcoming meetings are as follows:

Collections Committee meeting: October 7, 2015, 1:00 PM

Irby/Finance Committee meeting: October 12, 2015, 10:00 AM

LSM Board meeting: October 12, 2015: 12:30 PM

The issue of mold at 1000 Chartres and the 1850 House Museum was next on the agenda. Mr. Tullos said with New Orleans being in a sub-tropical climate, there is always the persistence of mold and mildew. LSM staff was contacted by a curator that there were some mold issues at The 1850 House so Mr. Wheat contacted Barclays Environmental Services. The finding was that there was mold on the artifacts, but it is not harmful to humans. The 1850 House Museum is closed while remediation is being done.

Mr. Tullos said he was also informed that there was mold at 1000 Chartres only recently. However, the mildew was on the furniture and was contained. LSM has started the process of cleaning the surfaces there. They are also working on remediation measures for the future. LSM should have full reports by the next meeting.

**Director’s Report**

Mr. Tullos said the 5-year plan he issued in 2014 included benchmarks LSM would like to achieve. However, since LSM received notification last January of a $1 million mid-year cut, and a nearly equal cut this fiscal year, some plans must be put on hold. Despite the cut, LSM has achieved a lot of the objectives in the 5-year plan. The new website and branding system have helped greatly with visibility. LSM will be producing a publication by FOC on the Mardi Gras exhibit and another on the Gitter-Yelen folk art collection. DCRT sent a team out to work with our Tourist Information Counselors (TICs) and Police Officers for visitor training which has helped greatly.

LSM is also involved with Americorps volunteers for our education programs. A centralized database with the LMF is a long term goal. This will help determine who is supporting the LSM throughout the State. The immediate goal right now is to get a jazz exhibit up and running at the Mint by the end of 2017. When that happens, the Mint will be back online as a self-generating revenue source.

Mr. Tullos is also working on getting a cost ratio analysis done on the LSM, and support organizations. He feels that next year, LSM will be able to come up with a clearer goal on how to earn and raise more income for the museums.

The new Louisiana Sports Hall of Fame and Northwest Louisiana History Museum is not accredited. LSM will start the self-study process and hopefully the museum will be accredited by next year.

The LSM recently submitted the latest report to the National Endowment for the Humanities colonial documents grant. LSM is happy to report that reports are being submitted on time and LSM is on budget. We still need to raise some private money for the grant.

Scaffolding will be going up this fall on the Cabildo and Presbytere to have exterior repairs done.

Dr. Powell asked Mr. Tullos about the meeting with Irene's Cuisine, who is a tenant at our 1000 Chartres collections building. Mr. Tullos said her lease expires in early 2018 and LSM may not want to renew her lease due to the fire hazard presented by the restaurant’s operation. In addition, Irene’s current rental rate is very low and if the state were to renew her lease, her rent would go up significantly.

Mr. Guice asked about the goal of a $32 million endowment. Mr. Tullos said he, Ms. Maclay and the LMF President, Mr. Brewster, have spoken about it. It will have to be a state-wide effort to conduct a feasibility study identifying who our prospective donors would be. Since LSM consists of 9 museums with 5 communities, the best path may be to ask our stakeholders to donate in each particular community. He has been talking with a potential consultant out of Houston and she suggested that there not be a single centralized endowment, but instead contributors establish designated funds in their community foundations across the State in smaller institutions.

**LSM Legislation**

DCRT Counsel Ms. Moore talked about the new legislation. The bill passed and will go into effect on January 12, 2016. The bill does 4 things:

1) Amends the composition of the Board

2) Provides for 4-year staggered terms and provides term limits

3) Currently, the Board is tilted toward at-large members and in January, 2016 it will be tilted toward organizational members. The new Board members’ initial terms will be determined “by lot." Depending on the lot that is picked, this will determine how long one’s initial term will be. No more than two consecutive terms.

4) It amends the qualifications of Board members. The original requirement was a knowledge of and interest in art, history and cultural restoration. Going forward, Board members will need experience in either law, marketing, historic preservation, and museum sciences, just to name a few.

Ms. Moore then listed what the Board's powers will be:

* The Board shall assist the Secretary and Assistant Secretary in establishing fiscal policies
* The LSM may establish additional offices outside of New Orleans within museum facilities after consultation with the Board
* The DCRT Secretary and OSM Asst. Secretary shall consult with the Board with respect to museum policies.
* Any new Museum Director will now be required to have a Master’s Degree in Museum Science or a related field.
* There is now an exception to the Ethics Code which states that any supplementary compensation of benefits provided to the Director of the LSM can be provided by a foundation.

***Irby/Finance Committee* Report**

Mr. Barnett said leaner times now exist due to State budget cuts. Mr. Tullos told the Board that LSM has asked Irby to step up and support the Museum in these lean times. LSM’s staffing levels are at its lowest levels ever and we are running two additional Museums. Regarding advertising, LSM needs to continue to market our Museums, even though two of our properties are on Jackson Square. More and more, social media is integral to marketing in the 21st century. LSM also hopes to raise $1 million for the upcoming jazz exhibit at the Mint. The Mint may end up exceeding attendance numbers for both the Cabildo and Presbytere with a really high quality jazz exhibit. Mr. Tullos showed the PowerPoint presentation of the Maintenance Departments work to enclose the back sections of the Lower Pontalba apartments over the past 30 years. These enclosures helped alleviate moisture and wood damage, while also enabling LSM to install central air and heat. These improvements are reversible should the need ever come up.

LSM also plans to renovate the Cabildo catering kitchen. Right now it is in bad shape. This will be done internally with our Maintenance Department. LSM is also upgrading the Jackson House, which will be used for meetings and small rental events.

The HVAC unit at 1000 Chartres will be replaced.

Lastly, at the 1850 House, LSM maintenance staff is painting and upgrading the space, as well as doing humidity remediation. Currently, the 1850 House Museum is closed for such repairs.

Other ongoing projects include:

* Pontalba re-roofing
* Cabildo and Presbytere Exterior Restoration
* Electrical Upgrades - Mint
* Courtyard Flagstone Repairs - Mint
* Elevator Motor Replacement - Presbytere
* New carpet for the future Jazz Gallery and new baseboards – Mint
* Napoleon Room Renovations - Cabildo

Once the re-roofing project is complete, LSM will continue painting the balconies of the Lower Pontalba building and steam cleaning.

Mr. R. Davis said he worked with Mr. Tullos, Mr. Wheat and Ms. Mack to come up with the budget. The existing Irby fund has grown to $2.7 million. The Lt. Governor has supported the museum with funds from the Office of Tourism towards the operating expenses for the Louisiana Sports Hall of Fame and Northwest Louisiana History Museum (SHOF), as well as $500,000 going to fund the general operations of LSM. In addition, Mr. Wheat has found many pots of money elsewhere that benefit Irby, like the re-roofing project at the Lower Pontalba building, which came out of State funds. Without Irby helping the State, there would be significant cuts in the Museum budget.

Mr. Guice said if it wasn't for Irby, he feels the State would be in trouble. Mr. Guice feels the residential tenants should be paying more for rent per square foot. Mr. Tullos replied that Irby received the rent study from the Upper Pontalba and they will be reviewing it and making a recommendation at the next meeting.

Regarding the Museum apartment at 806 Chartres, 2nd floor, Mr. Guice said LSM should be getting revenue from it. Mr. R. Davis said it is used for business purposes at this time. It was rented out after the BP Spill for a while. It is one of the smaller apartments. LSM puts people in that apartment from our other State agencies, because there is no travel budget. In addition, fundraisers, guest speakers, and other consultants hired by the LMF and FOC stay there. Mr. R. Davis said the apartment could be put back on the market. It would be a Board decision. Mr. Wheat pointed out that the restaurant downstairs from the apartment is very noisy and that is one of the reasons it was taken off the market.

Mr. Guice said of the nine LSM properties, he would like to see a change in the law to sell or unload some of them. Ms. Leckelt said it has been discussed that E.D. White Historic House go back to Lafourche Parish control if it ever get singled out for budget cuts. Ms. Winters said she has been associated with a Museum in a poor section of the State and they got a millage instituted.

Mr. M. Davis thanked Mr. Tullos, Mr. Wheat and staff for making possible all of the upcoming renovations to the Lower Pontalba building. Mr. Wheat said a back retaining brick wall at 515 St. Ann needs major repairs. At the last minute, Facility Planning came up with $210,000 to take care of the repairs to the wall.

Mr. Guice MOVED, seconded by Mr. Kelly, to approve the Irby 2015-16 budget. **Unanimously approved.**

Mr. Wheat said LSM has $215,000 allocated for the jazz exhibit at the Mint, but LSM is in need a Line of Credit from Irby in the amount of $285,000, which will more than likely be repaid. Mr. Guice MOVED, seconded by Ms. Gahagan, to approve a $285,000 Line of Credit from Irby to move the jazz exhibit project forward. **Unanimously approved.**

Mr. Barnett reported on a request from Mr. Fisher at 503 St. Ann Street, 2nd floor. Mr. Fisher sought a waiver of $100 for late rental fee. It was determined that Mr. Fisher had timely sent rental checks through regular U.S. Mail, certified, but due to an error with the Post Office, none was received. Mr. Fisher had presented a print-out sheet with the history of the certified letter after his delivery to the USPO. Mr. Guice MOVED, seconded by Mr. Wilton, to approve the waiver of Mr. Fisher’s late rental fee of $100. **Unanimously approved.**

Mr. Barnett discussed a report from Ms. Washington that all of the plants had been removed from Mr. Fisher’s balcony but merely placed on the floor of his living room. Even with a tarp, leakage from overwatering of the plants could seep and damage the wooden floor. Mr. Fisher had agreed to remove the plants today. Mr. Barnett had asked for Ms. Washington to provide an update at the next meeting.

Mr. Barnett next related the report from Ms. Washington that Mr. Fisher had placed nails into the exterior brickwork on his balcony to hang planters without authorization from either the Irby/Finance Committee or LSM staff. It was discussed that LSM had expended $20,000 on the exterior bricks to seal against moisture damage. Mr. Fisher contended that the nails were in the bricks for years and placed there by LSM maintenance staff. Mr. Barnett has requested that Maintenance Superintendent Wade Levy report to Irby about the nail issue at the next Irby/Finance Committee meeting.

Mr. Barnett commented briefly on the Upper Pontalba residential Rent Study. The full Upper Pontalba Rent Study conducted by the City of New Orleans was received and sent via e-mail to the Irby/Finance Committee. Both LSM staff and the Committee will review it at the next meeting.

Mr. Barnett spoke briefly and updated members on the roofing project. The project is proceeding ‘smoothly’ and should be finished by Labor Day.

Mr. Barnett spoke of the PPM I-10 - Plant Policy and the need to update the Manual to reflect the Irby Committee’s position to not allow plants on balconies, balcony floors and railings. Mr. Barnett said Irby needs a motion to adopt the new residential plant policy. Ms. Zink reminded the Board that the new policy states that no plants are allowed on balconies or railings. Mr. Guice MOVED, seconded by Ms. Bagneris, to approve the revised residential tenant plant policy. **Unanimously approved.**

Mr. Barnett reported on a change of a residential emergency contact numbers for the Museum staff. Due to staffing changes, the emergency contact numbers had to be updated accordingly. Mr. Guice MOVED, seconded by Ms. Winters, to approve the name and number changes to the Emergency Contacts policy. **Unanimously approved.**

Finally, Mr. Barnett advised the Board that the damaged balcony railing at 810 Chartres Street, 2nd floor was repaired at the cost of $3,250, less than the original estimate, and that the tenant has paid in full.

***Collections Committee* Report**

Dr. Perret said the report was sent in advance. Mr. M. Davis requested that, when Board members or staff donate something to the Museum, he would like an acknowledgement be sent to them. Mr. Robby Cangelosi, Rob and Dawn Hammatt, and Greg Lambousy's parents all gave donations. Dr. Perret said there were some questions about the way loaned paintings were displayed in Treasurer Kennedy's office, but all LSM staff requirements have now been met.

Ms. Hammatt said that Gaspar Cusashs loaned a substantial collection to the Museum in the 1920s, and since the 1950s, the family has wanted some items returned. The family asked for a loan resolution with their family's loan and the Museum asked them to prove that they were legal heirs to the collection. They have been appropriately and legally identified. Since that time, the Cusachs family has asked that the entire donation be returned to them. The donation will be returned in lots and paperwork needs to be done on each and every item. The curators will be preparing the first lot to be returned to the family within the next 30 days. The most treasured items can possibly be held until the end of the return process. The collection numbers in the hundreds and many of the items are maps and manuscripts. Mr. Adams asked if it was the family’s intention to sell it and Ms. Hammatt said she thinks it is.

Mr. Guice MOVED, seconded by Ms. Bagneris, to approve the Collections Committee report. **Unanimously approved.**

***Friends of the Cabildo* Report**

Ms. Burke read the report.

The 1850 House gift shop ended its 1st month of the current fiscal year comfortably ahead of the previous year, and is running about 10% ahead for August.

The 3rd annual Downriver Festival will take place on Saturday, September 12th, and is a celebration of live music, culture, food, lectures, and cooking demonstrations at the Old U.S. Mint and the French Market. The festival is made possible through a partnership of with the FOC, LMF, French Market Corp. and The National Park Service. In addition to being one of the organizers, the FOC has donated $3,000 to match a grant from the Jazz & Heritage Foundation, which will pay for participating Louisiana-based bands. Last year, the FOC hosted 1,000 visitors and hope to triple the attendance at this year’s festival.

The FOC has had several conversations and development meetings with the Colonial Documents reading room staff and Dawn Hammatt regarding their proposal to provide volunteer staff to enable the reading room to remain open on a more regular basis. The FOC hopes to have something further to report on by the next LSM board meeting.

A new French colonial architecture and lifestyle exhibit at Madame John’s Legacy, underwritten by the FOC, is tentatively scheduled to open for the Tricentennial celebration in 2018. FOC has set aside an initial $10,000 for the purpose of hiring a guest curator to oversee the project's development.

Lastly, the FOC’s current peak online ticketing sales have reached $6,700+, with 362 individual tour tickets sold. On the strength of this success, they have hired a Public Relations firm specializing in internet marketing and social media, to work with the FOC on fundraising events, educational projects and membership enhancement. Their first 2 projects will be Downriver Festival and Ghostly Gallivant.

***Louisiana Museum Foundation* Report**

Ms. Maclay gave the report.

Two Interim grant reports were turned in this past month. Also, one final report was submitted to close out a grant from the Jazz and Heritage Festival Foundation.

New Proposals will soon be going out for the return of the Jazz exhibition.

The LMF has engaged Jeff Hale, formerly the Vice President of Institutional Advancement for the Louisiana Endowment for the Humanities, to assist with raising funds for the exhibition. He is putting 30 plus hours a week on the project. Currently, the LMF is focused on the creation of a case statement and putting a national committee together. They will be looking at the first draft of the case statement this week. As soon as it’s ready, the LMF will start making calls on potential donors and recruiting committee members.

The next issue of LA Musée is headed to the printer this week so be looking for it in mailboxes within the next two to three weeks. The Museum Foundation’s Board has agreed to fund three issues this fiscal year in addition to the one that is about to go out. The LMF will be putting a plan together to start selling advertising to help defray some of the magazine’s costs, so if a Board member knows of any businesses that might be good candidates for advertising, please let Ms. Maclay know. Ms. Maclay thanked Mr. Tullos for making the first reissue possible and for encouraging the LMF to get the magazine going again. After nearly ten years, it was time.

The Foundation hosted daytime performances every Friday afternoon from 2 to 3 p.m. during June and July, and all Fridays afternoons are booked from September through November. They are currently working on December and daytime performances for next year, so if anyone has any suggestions for performers, please let them know.

The LMF is partnering with the FOC, National Park Service and the French Market Corp. to produce Downriver Festival at the Mint on September 12, 2015.

The LMF hosted two evening performances in June and between now and the next LSM Board meeting, the following performances will occur:

* Jeffrey Miller on August 14
* The Baptiste Family on August 22
* The Friends will host Deacon John on Sept. 25
* Swing Dance Festival on Oct. 1

The Foundation also hosts the Music at the Mint website, so if anyone is interested in any of these performances, they can find out the last offerings at musicathemint.org.

The field work for the annual audit ended about two weeks ago, and it went very smoothly, so if all goes well, the LMF will have the final report ready to present in the fall.

The next LMF Board meeting will take place on September 17, 2015. This will be the new President, Gary Brewster’s, first meeting. He could not attend today’s meeting due to being out of town, but Ms. Maclay said she is hopeful that the Board will get to meet him at the next State Museum Board meeting in October.

The next gala has been scheduled for Friday night, December 4, 2015. It will be held offsite at most likely a hotel ballroom. They are looking into the possibility of the Roosevelt and will be showcasing historic items from the Historical Center. The event will feature what is typically known as a Celebrity Waiter event, with the waiters being committee members who are tasked with selling tickets to fill their tables and then they raise addition funds by working for tips. The real waiters will of course provide assistance with the meal service.

Before the October Board meeting, the LMF will have the details nailed down.

**LSM properties**

***E.D. White Historic House* Report**

Ms. Leckelt said there is a French intern helping out who is very helpful. Their annual meeting will be held on September 10th.

***Wedell-Williams Aviation and Cypress Sawmill Foundation* Report**

Mr. Stark said they are making progress on the Cypress Sawmill film. Mr. McGraw has been working with the exhibit team and Friends group in Patterson on marketing. The LSM is resuming efforts to bring the “Kids in Aviation” program to the Museum in Patterson.

The *Wing Walkers Celebrating the Restoration of the Wetlands* exhibition opens in October, 2015 and features the works of Louisiana artist Robert Warrens. Inspired by the glory days of aviation in Louisiana in the early 1900s, Warren’s paintings include wing walkers, an air circus, and famous fliers such as racing pilot and aircraft designer James Wedell. The exhibit includes sixteen paintings and will be on exhibit for a year.

***Capitol Park Museum* Report**

On August 20th, the Friends of Capitol Park will hold an Ice Cream Social. Also, on September 21st at 4:00 PM there will be a press event and reception for the unveiling of the Albrezio mosaic saved by the Office of Cultural Development after Hurricane Katrina.

Maintenance Repairer Greg Johnson was named Administrator of the Year by the Louisiana Association of National Registered Emergency Medical Technicians.

Mr. Stark thanked Ashley Pierce, Events Coordinator in Baton Rouge, for raising over $167,000 in events funds, which was deposited into the LSM’s joint budget account.

Attendance at Capitol Park over the last year was close to 68,000, 25% of which were school children.

***Louisiana Sports Hall of Fame and Northwest Louisiana History Museum* Report**

The Museum is continuing to grow in attendance and outperformed both the Melrose Plantation and Fort St. Jean Baptiste in May, June and July. Education Curator Dee Scallan and Curator Shawn Ryder worked on the education materials for the *Museums on Main Street* program, in partnership with the Louisiana Endowment for the Humanities. The exhibit comes from the Smithsonian, and is titled *Hometown Teams: How Sports Shaped America.* It will open at the SHOF in late June, 2016.

Ms. Gahagan said she is starting a FLASH membership drive and will give an update at the next Board meeting. The Clementine Hunter exhibit is still up. It will come down in mid-March of 2016. She invited Board members to Natchitoches to see the exhibit. Mr. M. Davis said we LSM did hold a Board meeting in Natchitoches several years ago and it was very successful and entertaining. Hopefully, another Board meeting can take place in Natchitoches in the near future.

**New Business**

Ms. Bergeron said the Foundation for Historic Louisiana held their 39th Annual Preservation Awards banquet and it was a successful event. Their director retired and they have a new Director, Fairleigh Cook Jackson.

DCRT Special Project Director for Education Richard Hartley addressed the Board.

Mr. Hartley said that the new Character Education Program for the LSHOF was in the editing/production phase.  He wanted the Board to know about the wonderful work that Dee Scallan is doing with Museum education.  Mr. Hartley said he appreciated Mr. Tullos’ remarks about the importance of “selling the museums” to the public and thinks the Education programming is one the best ways to do so.

Mr. Hartley introduced Dee Scallan. Ms. Scallan is a renowned author/storyteller and Montessori

pre-school teacher. She is the Louisiana author of the “Crawfish Tales” book series.

Ms. Scallan is the author/creator of the school-based project *We Want To Be Authors*, a grade-school literacy-to-history project which produces 52 books she co-authored with children in Louisiana, Texas and Alabama.  The books are in the Louisiana State Library and 27 free downloadable books are on her website [www.mobypincher.com](http://www.mobypincher.com).

Ms. Scallan introduced a new technology aspect for all of the LSM properties called *Augmented Reality,* which brings artifacts to life. This was done in partnership with the LSU Animation Department; therefore the cost is extremely low. The LSM system will be the first and only museum in Louisiana to have *Augmented Reality*. Currently, LSM staff is trying to obtain Wi-Fi at Capitol Park to complete the project.

Presently, Ms. Scallan is personally visiting retirement centers in Baton Rouge promoting Museum programs for adults held at the Museum.  This has been received with much enthusiasm; therefore there should be an increase in numbers at those events.

Outreach numbers for students in 2014 was 3,959.  Overall, the total number of students visiting Capitol Park in 2014 from January to December was 32,747 students.

She is working other DCRT departments creating a website which will house all education material under DCRT and features the museum programs offered.  This will give teachers two different websites to access education material.

Finally, Ms. Scallan thanked the Lt. Governor, Richard Hartley, Robert Wheat, Marvin McGraw, Greg Lambousy, Paula Chance, the  museum historians, and Bill Stark for their support.

Ms. Wheat acknowledged Ms. Hammatt’s son, Charles, who is a Navy Officer in town visiting his family.

Adjournment at 3:20 PM.