**LOUISIANA NAVAL WAR MEMORIAL COMMISSION**

Minutes of Commission Meeting

November 18, 2015

4:00 p.m.

Members present:

* Richard Brandt
* Mike McNaughton
* Robert Hawthorne
* Joe Jenkins
* Bobbie Pugh
* Leonard Sedlin
* Franklin Foil
* Kenneth Kimberly
* Kyle Kennedy
* Karen St. Cyr
* Denis Ricou

Members absent:

* Henson Moore
* Hans Sternberg
* Rudolph Bourg
* Shawn M. Cronan

Others present:

* Alex Juan, Executive Director
* Tim NesSmith, Ship Superintendant and Educational Director
* Teri Planchard, Business Manager
* Craig Juan

Call to order: At 4:00 o’clock p.m. the meeting was called to order by the Chairman, Joe Jenkins, who led in the Pledge of Allegiance and asked for a roll call. At the beginning of the meeting eleven members were present so he declared that a quorum was present.

Agenda: The Chairman asked if there were any additions to the agenda. Commissioner Hawthorne asked about the status of the project to install a plaque recognizing Henson Moore and the founding of the Museum and suggested that it be discussed at this meeting since Commissioner Moore was not present. On motion by Commissioner Brandt and seconded by Commissioner Kennedy, the item was added to the agenda.

Founding plaque. The Chairman stated that since discussion had already begun, we should complete this item. After an explanation of the status by the Executive Director, the Chairman asked Commissioner Sedlin to chair a committee to determine what needs to be done to complete this project. Commissioner Hawthorne agreed to help.

Minutes. The Chairman asked if there were any additions or corrections to the minutes of the last meetings. There were none so they were approved based on a motion by Commissioner Kennedy and seconded by Commissioner Brandt

Foundation report: Chairman Jenkins stated that a committee had met with representatives from the foundation. Commissioner Hawthorne, as a member of that committee, reported that the foundation had agreed to turn over to the Friends of the Kidd program its donor list of those who fit within the perimeters of that program. The Executive Director stated that would be those who give $100 per year or less. Commissioner Hawthorne passed out a proposed joint transition letter to explain the change to the donors. The Chairman questioned whether there should be a joint letter. After a lengthy discussion, Commissioner St. Cyr moved that the foundation simply give the list to the Friends and that the Friends send out its normal materials to those on that list. Commissioner McNaughton seconded the motion and it passed without dissent. There was also considerable discussion about the need for a comprehensive fundraising plan for the Kidd.

Executive Director’s report . The Executive Director passed out a written report and made comments including the following:

* They have begun tracking admissions and gift shop sales.
* Capital outlay needs are still critical including roofing and HVAC issues.
* John Spain at BRAF raised $30,000 to get us through the year-end cash flow crisis.
* Regions has approved a $50,000 line of credit which the Commission needs to approve.
* For 2015 we should be approximately $100,000 in the black.
* With the help of BRAF we are beginning to develop an Annual Fund campaign which is sorely needed. [At this time, Commissioner Foil came into the meeting.]
* We have hired a part time maintenance man who is doing a great job.
* Four additional personnel are needed at an estimated cost of $75,000.
* We have an arrangement with Risk Management on our insurance which is working well for the moment.
* Our admissions are currently at 80,000+.
* We need to change our hours to 9:30 a.m. to 3:30 p.m. M-S and 10 a.m. to 4 p.m. on Sundays. The Commission needs to approve this.
* We also need to increase our admission price to $10 and $8 for veterans and seniors. The overnight rate should be increased to $25 per person. The Commission needs to approve this.
* The Commission also needs to approve closing for 2 weeks from December 14 through January 2 to install new carpet.
* Our safety program is being improved through cooperation with a similarly structured state agency.
* We are doing well with receiving grants for various programs.
* The budget for 2016 includes $177,000 in new money from grants.

Commissioner St. Cyr moved that a $50,000 line of credit for one year with Regions Bank at 2.75% with a $50 per month minimum be approved. Commissioner Sedlin seconded. The motion passed with no dissenting votes.

Commissioner Brandt moved that the new opening and closing hours recommended by the Executive Director be approved. Commissioner Foil seconded. The motion passed without dissent.

Commissioner Brandt moved that the new fee schedule recommended by the Executive Director be approved. Commissioner Foil seconded. The motion passed with no dissent.

Nominating committee report: Commissioner Kennedy presented the report, a copy of which is attached.

He pointed out that although Henson Moore is presently on the commission as a representative of the Lt. Governor, the committee recommends that he be appointed to fill one of the slots appointed by the Governor with a fixed term. After further discussion of the process and the individual candidates, Commissioner Kennedy moved that Commission approve sending to the Governor’s office for appointment to the Commission, the three present commissioners whose terms expire this year, namely:

* Joe Jenkins
* Bobbie Pugh, and
* Karen St. Cyr

and that the new names recommended by the nominating committee, namely

* Henson Moore, and
* Stanford Bardwell.

The Chairman asked if there were any other nominations. Commissioner Sedlin nominated the following whose biographical information has been sent to the Commissioners:

* Larry Latuso, and
* Charles Marceaux

Commissioner McNaughton moved that the report of the nominating committee be accepted. Commissioner Ricou seconded the motion which passed unanimously. Commissioner Kimberly reminded the Commission that he plans to resign in the very near future because of other commitments to other organizations. This would create an additional vacancy. After further discussion, on motion made by Commissioner Brandt and seconded by Commissioner St. Cyr, the Commission unanimously agreed to submit all seven names, Jenkins, Pugh, St. Cyr, Moore, Bardwell, Latuso, and Marceaux to the Governor to fill the five and soon to be six vacancies on the Commission.

Commissioner Kennedy then moved that the following persons recommended by the nominating committee be nominated for the offices indicated:

* Chairman – Henson Moore
* Vice Chairman – Hans Sternberg
* Secrtary – Bob Hawthorne
* Treasurer – Karen St. Cyr
* At large Executive Committee – Kyle Kennedy

The Chairman then asked if there were other nominations for the office of Chairman. There were none so he declared Henson Moore duly elected. [At this time, Commissioner Pugh left the meeting.] The Chairman then asked if there were other nominations for the office of Vice-Chairman. There were none so he then declared Hans Sternberg duly elected. The Chairman then asked if there were other nominations for the office of Secretary. There were none so he then declared Bob Hawthorne duly elected. The Chairman then asked if there were other nominations for the office of Treasurer. There were none so he then declared Karen St. Cyr duly elected. Commissioner St. Cyr made it known that she would step down at such time as another Commissioner agreed to be Treasurer. The Chairman then asked if there were other nominations for the at large member of the Executive Committee. Commissioner Sedlin nominated Mike McNaughton. The two nominees for the at large then temporarily excused themselves from the meeting and the Chairman called for a vote by show of hands for each candidate. Kyle Kennedy received the most votes and was declared duly elected.

Long-range Planning Committee. Commissioner Sedlin reminded the Commission that he had previously sent to each member a draft of a preliminary report. He then explained that the Commission needs to carefully study the report and the Commission needs a special meeting to discuss the report in detail and formally react to it. The committee at this point in the process needs to know whether it is going in the right direction or if it needs to change its focus. He asked that a special meeting be called for this purpose during the first two weeks in December. Commissioner Kennedy recommended that such a meeting be held in January. Commissioners Brandt and St. Cyr agreed. The consensus was that there not be a meeting in December. The Chairman indicated that this would be up to the new chairman. [At this time Commissioner Kennedy left.]

Chairman’s report. The Chairman stated that all of the matters he planned to mention had been taken care of earlier in the meeting. At this point the commissioners expressed their thanks and gratitude for his leadership and for his tireless efforts on behalf of the Kidd. Everyone present then gave him a round of applause to express their appreciation.

Announcements. The Chairman then asked if there were any announcements. There were none.

Public Comments. The Chairman asked if there were any comments from the public. One suggestion was made that LSU might be used as a resource as the long range plan progresses.

Adjournment: The Chairman asked if anyone had further business for the Commission. He received no response so he adjourned the meeting at 6:00 p.m.

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 Robert A. Hawthorne, Jr., Secretary