

MINUTES OF THE MEETING OF THE  
IRBY/FINANCE COMMITTEE OF THE BOARD OF DIRECTORS  
OF THE LOUISIANA STATE MUSEUM

Monday, June 11, 2018

10:30 a.m. – Old U.S. Mint

Baton Rouge, Louisiana

Members Present: Lee Felterman, Aleta Leckelt, Rosemary Upshaw Ewing, Anne Redd, Melissa Steiner, and William Wilton

Members Absent: Kevin Kelly, Carolyn Morris, and Madlyn Bagneris

Also Present: Julia George Moore, Richard Hartley

LSM Staff Present: Yvonne Mack, Bill Stark, Steven Maklansky, and Bridgette Thibodeaux

A quorum was present.

**Call to Order**

Will Wilton called the meeting to order at 10:43 am.

**Motion to Adopt the Agenda**

Lee Felterman made a motion to adopt the agenda. Rosemary Ewing seconded the motion. The motion was **unanimously approved**.

**Motion to Adopt the Minutes**

Aleta Leckelt made a motion to adopt the minutes from the Irby/Finance Committee of the Board of Directors of the Louisiana State Museum meeting held May 14, 2018. Lee Felterman seconded the motion. The motion was **unanimously approved**.

**Committee Action Items:**

Preliminary budget for Fiscal Year 2019

Interim Director Steven Maklansky and Deputy Director Bridgette Thibodeaux provided an overview of the proposed preliminary budget for FY 2019. It was noted by Melissa Steiner that the 2200-2220 description should be corrected to accurately reflect it as “Wages” vs “Wages & Compensation to Board” as the board does not receive compensation. Lee Felterman made a motion to approve the preliminary budget as presented in Exhibit A. The motion was seconded by Melissa Steiner. The motion was **unanimously approved**.

#### Delegation of authority for approval of residential tenants

Rosemary Ewing made a motion for the board to delegate authority for approval of residential tenants, in months which the board does not meet, to Steven Maklansky, Interim Director. The motion was seconded by Melissa Steiner. The motion was **unanimously approved**.

#### Budget approval for Capitol Park Museum lighting updates

Anne Redd made a motion to amend the agenda to add consideration for a budget approval for Capitol Park Museum lighting updates. Melissa Steiner seconded the motion. The motion was **unanimously approved**.

Anne Redd made a motion to approve funding for Capitol Park Museum lighting upgrades in the amount of \$18,500. Melissa Steiner seconded the motion. The motion was **unanimously approved**.

#### **Old Business**

There was no old business to report.

#### **New Business**

Anne Redd informed the committee that the next fiscal year schedule for meetings will be discussed in the full board meeting.

#### **Adjournment**

Anne Redd made a motion to adjourn. Lee Felterman seconded the motion. The meeting adjourned at 11:34 am.

**Louisiana State Museum - W.R. Irby Trust Exhibit A**

<b>Acct-Org ID</b>	<b>Account Name</b>	<b>Approved Budget Current FY 2017-2018</b>	<b>YTD Actuals As Of 4/30/2018</b>	<b>Proposed Budget FY 2018-2019</b>
	<b><u>REVENUES</u></b>			
0400-50	Rental Income Residential	880,000	634,334	759,782
0401-50	Rental Income Commercial	870,000	712,626	868,841
0402-50	Percentage of Sales Income	130,000	78,048	140,000
0403-50	Common Area Maintenance Income	20,000	31,274	38,000
0404-50	Late Fees Income	0	200	0
0405-50	Fundraising Income	0	0	0
0406-50	Management Fees Income	0	0	0
0407-50	Interest Income	1,000	3,524	2,000
0410-50	Other Income	0	150	0
0480-50	Fee Refund	0	0	0
0490-50	Fee Discounts	0	0	0
	<b>Total Revenues</b>	<b>1,901,000</b>	<b>1,460,156</b>	<b>1,808,623</b>
	<b><u>EXPENSES</u></b>			
2100-2150	Salaries	444,994	134,181	466,059
2200-2220	Wages & Compensation to Board	54,600	89,897	94,002
2300-2411	Retirement & Benefits	239,724	238,211	153,939
2500-2650	In State & Out of State Travel	20,000	1,575	25,500
2700	Advertising	100,000	52,577	38,000
2710	Printing	10,000	4,984	5,980
2770	Maint Prop & Equip Auto Repair	0	0	0
2780	Maint Prop & Equip Other	4,000	0	4,000
2790	Maint. & Renovation of Buildings	200,000	269,222	175,000
2791	Maintenance Pest Control	20,000	6,989	8,500
2792	Maintenance Waste Disposal	6,500	4,743	5,500
2793	Maintenance Termite Control	2,500	1,200	1,500
2800	Maintenance of Equipment	15,000	4,332	7,500
2810	Maint Janitorial/Custodial	0	0	0
2811	Maintenance of Grounds	0	0	0
2820-2825	Maint Data Processing Equipment	5,000	10,979	13,200
2830	Rentals Buildings	0	0	0
2840	Rentals Equipment	0	7,416	5,000
2870	Rentals Other	500	0	0
2871	Rentals - Uniforms & Clothing	10,000	2,866	0
2880	Internet Provider Costs	0	720	734
2890	Dues and Subscriptions	10,000	11,739	11,000
2900	Mail, Delivery and Postage	4,000	174	200
2910-2930	Communication Services	1,600	3,029	3,700
2940-2970	Utilities	60,000	49,538	59,650
2980	Other Op Services - Landry	0	0	0
2990	Other Operating Svcs - Lab Fee	0	680	500
2991	Other Operating Svcs Security	60,000	49,700	60,000
3000	Other Op Svcs-License & Comm	5,000	4,290	4,000
3085-3091	Credit Card Discount Fees	1,000	273	300
3100	Office Supplies	10,000	3,957	3,500
3120	Operating Supplies Computer	500	975	1,000
3130	Op Supplies Clothing & Uniform	8,000	1,447	1,200
3150	Op Supplies Educ & Recreation	50,000	5,065	30,000
3170	Op Supplies Educ & Recreation	15,000	0	10,000
3180	Op Supplies Other & Exhibits	500	4,146	310,000
3190	Op Supps Bldgs Grounds General	50,000	68,572	61,000
3200	Operating Supplies Household	5,000	7,365	6,000
3230	Op Supplies Other Medical	0	0	0
3300	Repair & Maint Supplies Auto	5,000	9,422	10,000
3310	Repair & Maint Supplies Other	50,000	2,238	15,000
3320	Software Supplies	1,000	513	1,000
3400	Accounting & Auditing	0	0	0
3410	Management Consulting	30,000	0	15,000
3420	Engineering & Architectural	0	5,230	5,000
3430	Legal	40,000	2,852	5,000
3460	Other Prof Svcs & Conservation	150,000	83,111	80,000
3650	Misc Charges & Emp Parking	100,000	78,081	90,000
4440-4442	Acquisitions of Equipment	0	0	0
4450-4457	Acquisitions of Software & Hardware	25,000	0	3,000
4472	Acquisition of Household Equip	1,200	683	1,000
4490-4492	Acquisitions of Office Equipment	5,000	0	0
4540-4541	Acquisitions Other - Collections	50,000	0	0
4610	Major Repairs Buildings	0	0	0
	<b>Total Expenses</b>	<b>1,888,618</b>	<b>1,233,118</b>	<b>1,801,464</b>
	<b>Net Income</b>	<b>12,382</b>	<b>227,038</b>	<b>7,159</b>