



Monday, January 7, 2019
4pm-5pm
FQMD conference room
400 North Peters, Suite 206,
New Orleans

Finance and Development Committee Meeting Agenda

- A. Call to Order and Introduction of Attendees
- B. Approval of November 2018 notes
- C. Ongoing Business
 - 1. Review the draft of the **FQMD Financial Feasibility Request Form**
 - FQMD's Finance and Development Committee will review the financial feasibility of all projects requiring funding and resources from the French Quarter Management District (FQMD) and French Quarter Task Force (FQTF) and will present the financial analysis and finding to the full FQMD Board of Commissioners final review.
 - 2. Research Request
 - Determine point person to evaluate the FQTF CEA for use of funds and ability to allocate expenses to the program
 - State bid requirements
- D. Pending Financial Feasibility Reviews
 - 1. Security Assessment
 - Update from Matthew Emory, Chair of the Security and Enforcement Committee
 - Update from Emily Remington and Jim Oliver regarding informing New Orleans & Company and the hotel association about the 3rd party evaluation
 - Submittal of FQMD Financial Feasibility Request Form
 - 2. Sobering Center Support
 - Update from Matthew Emory, Chair of Security and Enforcement Committee
 - Submit form with agreement terms/deliverables + develop a CEA with the Sobering Center
 - Inform New Orleans & Company
 - 3. French Quarter Museum Association
 - Update form Emily Remington on proposal from organization

E. Executive Director Report & Update

1. Review & Feedback of ED's Proposed 2019 Strategic Plan
2. Schedule 2018 End of Year Financial Review & Close
3. Update on the status of pending meeting with accountants + auditors
4. Timeline for implementing financial software (QuickBooks) & cost
5. ED creation of scope of work for the vendor & timeline for obtaining bids for 3rd party controller contractor
6. Request from November 2018 meeting: Remington to send all Board Commissioners the dates & times for Commissioner Committees, so they may have the opportunity to attend committee meetings

Emily to provide contents of this section for the next committee meeting