



Monday, November 12, 2018; 2:00 to 4:00pm
Brennan's Restaurant, 2nd Floor
Royal Street, New Orleans

Board Meeting Minutes

Commissioners Present:

David Bilbe	Susan Klein	Jim Oliver
Heidi Raines	Nicholas Musso	Robert Watters
Brian Furness (arv. 2:02)	Christian Pendleton	Kim Rosenberg
David Speights	Matthew Emory (arv.2:09)	Steve Caputo

Absent: Jeremy DeBlieux

Executive Director: Emily Remington

Committee Co-Chairs:

Bob Simms, Security & Enforcement Committee Gail Cavett, Infrastructure Committee

Guests:

Miles Tepper, Mayor's Office	Jack Greenwood, VCPORA
Rayne Pestello, Mayor's Office	Albin Guillot, FQMD SEC
Beverly Faulk, Lighting Committee	Susan Guillot, FQC
Commander Gernon	Brittaney Mulla McGovern, FQBA
Officer Aldeane Valentino, 8 th District	

- I. **CALL TO ORDER: ROLL CALL** - Mr. Musso called the meeting to order at 2:02 p.m. The roll was called and a quorum was present.
- II. **PUBLIC COMMENT:** It was announced all guests must sign in and anyone wishing to comment on actionable items must indicate the item(s) on which s/he wishes to comment.
- III. **APPROVAL OF OCTOBER MINUTES** - Mr. Oliver motioned (**M1**) to “approve the October minutes...” seconded by Ms. Rosenberg and unanimously approved.
- IV. **CHAIRMAN’S COMMENTS**
 - a. **Executive Officers: 2019** - Ms. Rosenberg motioned (**M2**) to “accept Mr. Musso as FQMD Chairman for 2019...” seconded by Mr. Pendleton and unanimously approved. It was noted from the August Board Meeting that should Mr. Musso step down, Mr. Speights was to become Chairman for the remainder of 2019. Mr. Oliver motioned (**M3**) to “accept Mr. Pendleton as the 2019 FQMD Vice-Chairman...” seconded by Ms. Rosenberg and unanimously approved. Mr. Pendleton motioned (**M4**) to “accept Mr. Oliver as the 2019 FQMD Treasurer ...” seconded by Mr. Caputo and unanimously

approved. Ms. Rosenberg motioned (**M5**) to “accept Ms. Klein as the 2019 FQMD Secretary ...” seconded by Mr. Oliver and unanimously approved.

b. Committee Nominations: 2019 – Committee membership is not limited to Commissioners. Ms. Raines noted that last fall the Board tasked the Executive Director with formulating a Strategic Plan and it has not been done. In addition, she has had difficulty in placing an item on the agenda, so a policy should be established. As part of our charter, FQMD must file an annual Activity Report with the Louisiana Senate and House Committees and this has not been done for 2018. A discussion on current operational procedures ensued. Mr. Pendleton agrees that organizational goals and action items need specificity and follow-up. It was also agreed the Executive Director should be the central hub coordinating with the various committees and task forces to integrate their action items, thereby facilitating satisfactory outcomes. Mr. Oliver noted that all FQMD action items determined in committee require Board approval. Ms. Raines motioned (**M6**) that “the Board require the Executive Director to draft a 2019 Strategic Action Plan to be presented to the FQMD Commissioners for review and feedback at the January 2019 board meeting. The 2019 Strategic Action Plan should contain the following content: 1) FQMD 2019 Objectives, 2) Committee Objectives and Action Items that supports 2019 organizational objectives, 3) Executive Director Objectives and Action Items to include, but not limited to: outreach, administrative, finance, program management & expansion, and fundraising objectives, 4) 2018 Budget Summary, 5) 2018 Accomplishments/Results Summary organized by objective or committee, and 6) 2019 Budget Summary ...” seconded by Ms. Rosenberg and approved unanimously.

- i. Finance and Development – Mr. Pendleton motioned that (**M7**) “the FQMD 2019 Finance and Development Committee shall be composed of Heidi Raines as Chairperson with members: Robert Watters, Matthew Emory, David Speights, and Jim Oliver...” seconded by Ms. Rosenberg and unanimously approved.
- ii. Government Affairs – Mr. Oliver motioned that (**M8**) “the FQMD 2019 Government Affairs Committee shall be composed of Mr. DeBlieux as Chairperson with members Brittany McGovern, Kim Rosenberg, and Brian Furness ...” seconded by Ms. Rosenberg and unanimously approved.
- iii. Livability – Ms. Klein motioned that (**M9**) “the FQMD 2019 Livability Committee shall be composed of Christian Pendleton as Chairperson with members Brittany McGovern, Adrienne Thomas, Albin Guillot, Beverly Fulk, Gail Cavett, and Kim Rosenberg” seconded by Mr. Caputo and unanimously approved.
- iiii. Security and Enforcement – Mr. Pendleton motioned that (**M10**) “the FQMD 2019 Security and Enforcement Committee shall be composed of Matthew Emory as Chairperson and Albin Guillot as Vice-Chairperson with members Brittany McGovern, Albin Guillot, Vincent Marcello, Beverly Fulk, Gail Cavett, Steve Caputo, Robert Watters, Ann Kesler, Bob Simms, Brian Druid, and Michael Tilbury” seconded by Mr. Caputo and unanimously approved. A discussion noted this Committee should balance its leadership with business and residential representation. It was agreed as Vice-Chairman, Mr. Guillot shall be included in any communications or meetings Mr. Emory may have.

c. Updates on French Quarter Museum Association - Mr. Musso noted that the FQMA has taken his recommendations for discussion for their full meeting on quantitative limitations of accounting tasks, including their volunteers needed to achieve the data gathering tasks. When Chairman Musso has the final document, it shall be emailed to the Commissioners. Mr. Musso shall resend the original draft to the Commissioners. Our insurance would treat FQMA as a client, with no on-line banking. FQMD has the legal authority to be a fiduciary agent of this organization, however as an action item Ms.

Remington shall check with our insurance agent for verification. Until FQMD knows the scope of this proposal, any decision on our part is deferred. Additionally, accounting procedures will need to be laid out with a separate FQMD account by the Finance Committee.

d. Committee Reports - Committee reports will continue to be emailed. Non-commissioners should provide Ms. Remington their email, since Committee report distribution shall include non-commissioner members. Mr. Musso noted that representative organizations may also be included, if desired. This distribution shall include everything that is permissible by law, including financials. Committee reports will also be posted on the website (action item).

V. EXECUTIVE DIRECTORS REPORT – (*distributed electronically*) Two additional items were added since the emailed report:

- “Riverfront for All” – The Audubon Commission has not been forthcoming with their land use plans for the Governor Nicholls Wharf redevelopment. Ms. Remington will be in a meeting on November 19 with Councilmember Palmer regarding this. See: <https://riverfrontforall.org/> Mr. Musso noted that the VCC also has been unable to receive any definitive information on this project and asked that anyone with updated information to please share with everyone.
- Ms. Remington attended the FQBA QOL Committee on October 16 and will attend the November 20th meeting.

Action List:

a. Ms. Raines would like Board input regarding item follow-up on the Action List; for example, access to FQMD files. She noted Ms. Remington should have a definitive list for action. Mr. Musso stated while FQMD is not permitted to vote via email, suggestions for information and follow-up and/or future vote is acceptable. Mr. Musso requested that Ms. Remington keep and send out an evergreen action list.

b. A protocol was discussed for addition of items to board meeting agendas. Ms. Raines motioned that **(M11)** “the Board adopt a protocol for adding new business to the board meeting agenda. Further, that Commissioners may add a topic for discussion to the board meeting agenda by 1) making a request during the preceding board meeting that is captured in the meeting minutes, or 2) sending a request by email to the FQMD Executive Director and Chairman at least five working days prior to the board meeting. Support documentation should be received five working days prior to a vote for action...” seconded by Mr. Speights and unanimously approved. Ms. Rosenberg pointed out that any board or committee meeting agenda may be revised by unanimous vote. Mr. Watters suggested that action items should be vetted by the respective committee with recommendations for motion or further action and emailed to the Board with pertinent information prior to the board meeting.

c. There should be joint accountability between the Executive Director and the Board. It was suggested the Board governs and the Executive Director executes action items, while being accountable to the Board. The Executive Director is to review the current schedule of meetings along with other work related activities to prioritize, modify or eliminate activities in order to execute Board directed action items.

VI. TREASURER’S REPORT (*distributed electronically*) Mr. Oliver discussed the financials as distributed with all accounts being reconciled. For the FQMD account, the only additional expense was the annual insurance premium and one outstanding check for the copier. The FQTF balance account has some outstanding checks. Ms. Raines noted that there could be a surplus of \$72,000 in that account. Mr. Oliver suggested the finance Committee could consider adding patrol hours as a possible use of this surplus revenue. He also noted that a source of this surplus revenue is from shift no-shows, so it is a variable. Mr. Musso added that funding of a FQTF manager is another consideration for this revenue, or funding the previously mentioned security study. Mr. Watters

suggested the use of NOPD vehicles would remove a tremendous financial burden and should be investigated. The current CEA with City requires that we run and maintain the vehicles. If that to change, a new CEA would have to be negotiated. Commander Gernon said he does not know if he would be in support of this until more information is gathered, but that FQMD should investigate a shift of vehicle expenses to the City. He offered to put FQMD in touch with the City and NOPD fleet manager, and the other neighborhood security districts. Ms. Raines stated this is an action item to follow-up on. Mr. Caputo motioned (**M12**) to “approve the October financials...” seconded by Mr. Watters and unanimously approved.

VII. **ADOPTION OF FQMD 2019 BUDGETS - (distributed electronically)** Mr. Oliver presented the 2019 Budget as distributed by email. The FQMD budget total is \$1,386,000 of which approximately \$1,200,000 is earmarked for FQTF. Revenues are voted on each year, but they are budgeted assuming they will be approved. Costs are stated with assumptions of increases. OPCS is essentially flat. A 5% increase is built into the budget. FQMD did overspend the equipment reserve. The G4S contract should be revisited for the future, since we are on a month-to-month basis with them. This is an action item for follow-up. Mr. Simms noted that he has trained 14 G4S employees and we currently utilize two. Placement for this position is a problem because this requires computer skills. A G4S Supervisor rate is \$50/hour. Mr. Speights noted that there is a disconnect between skills and G4S personnel, if the current two staff have to be replaced. Additionally, Mr. Watters noted that G4S no longer has a local presence. If a new source of funding becomes a reality in 2019, a new budget would have to be approved for FQMD and FQTF by the fiscal year it was received in. Ms. Raines questioned why FQMD is supplementing FQTF. This occurred when the former Mayor’s Chief of Staff arbitrarily cut the FQTF revenue. Ms. Rosenberg noted when a new CEA with the City is negotiated, this short fall will have to be taken into account. Ms. Raines suggested that certain administrative costs be allocated from FQMD to FQTF, because the program is not paying for itself. This is an action item for follow-up. Ms. Rosenberg motioned (**M13**) to “approve the 2019 budget as submitted...” seconded by Mr. Watters and approved by the Commissioners with the exception of Ms. Raines voting against. Mr. Caputo noted that the Budget may be amended at any future meeting.

VIII. **ADOPTION OF FQMD FISCAL POLICIES –** The Fiscal Policies were approved last month and sent to the State auditors for review. The last page was changed with regards to the Louisiana State Ethics Board policy. The FQMD Secretary shall keep a record of the Louisiana State ethics training verifications as indicated in the policy. Every employee, commissioner and volunteer must verify their training by signature. Ms. Remington will send ethics training notices to all volunteers and commissioners with the course link, copying Ms. Klein. This is an action item. Ms. Rosenberg motioned (**M14**) to “approve the 2019 Fiscal Policies as amended by the State auditor...” seconded by Mr. Speights and unanimously approved. As an additional action item, Ms. Remington was tasked to compare the FQMD Fiscal Policy with the FQMD Bylaws for possible revision.

IX. **APPROVAL TO OPEN FQMD MONEY MARKET ACCOUNTS -** Mr. Emory motioned (**M15**) to “approve the opening of money market accounts for FQMD with Iberia Bank...” seconded by Ms. Raines and unanimously approved.

X. **REPORT BY CHAIRMEN, SECURITY and ENFORCEMENT (distributed electronically)**

a. Security and Enforcement – Mr. Emory noted that the Committee would be pursuing consolidation of French Quarter allocated security funds (including French Market Corporation and Downtown

Development District) with Councilmember Palmer’s assistance. Mr. Emory requested that this topic be included as a January agenda and action item. Mr. Musso requested that all information be shared in time for Board review prior to the next meeting.

b. Infrastructure – Deferred to January Meeting

XI. FUTURE MEETINGS:

- January 14, 2019
- March 11, 2019
- May 13, 2019
- July 8, 2019
- September 9, 2019
- November 11, 2019

Ms. Rosenberg motioned to **(M16)** “...approve the 2019 FQMD Regular Meeting dates to be the second Monday of odd numbered months of the year as submitted, with any Special Meeting dates to be selected in January...” seconded by Mr. Pendleton and unanimously approved. NOTE: FQMD must publish the Regular Meeting dates at the beginning of the year to comply with the State open meetings law.

XII. NEW BUSINESS –

- Founders Award – Mr. Furness motioned to **(M17)** “establish a Founders Award by resolution. Recalling that the French Quarter Management District was founded by far-sighted community leaders to provide a forum for French Quarter’s residential, local business, and hospitality communities to meet, discuss and agree to take action on common French Quarter problems, the French Quarter Board of Commissioners resolves to create a Founders Award to honor persons or groups that have best reflected the spirit and motivation of the founders...” seconded by Ms. Raines and unanimously approved. Ms. Rosenberg motioned to **(M18)** “name Darryl Berger as the first Founders Award recipient for his ten years of service as a FQMD Commissioner and his multiple years of service prior to that...” seconded simultaneously by Mr. Speights and Mr. Musso and unanimously approved.
- This being Mr. Furness’s last meeting as a FQMD Commissioner, Mr. Speights thanked him for his service.

XIII. ADJOURNMENT: Mr. Pendleton motioned **(M19)** “...that the meeting be adjourned...” seconded by Ms. Rosenberg and approved by acclamation at 3:48 pm.

Respectfully submitted,

Susan Klein (signed original available)

Susan Klein, Secretary