



Monday, February 4, 2019  
4pm - 5pm  
FQMD Office, 400 North Peters, Suite 206, New Orleans

### **Finance and Development Committee Meeting Agenda**

- A. Call to Order and Introduction of Attendees
- B. Approval of January 7, 2019 Finance Committee Meeting Notes
- C. Ongoing Business
  - 1. FQMD Financial Review
  - 2. FQMD Financial Feasibility Request Form
    - FQMD Board of Commissioners reviewed during January meeting
    - Determine if any requests for edits were received from Commissioners
    - Remington, at the request of Raines, to add motion to FQMD March board meeting to adopt form and process
  - 3. Research Request
    - Review CEA to determine allowable use of funds for the Supplemental Police Program
  - 4. Determine FQMD funds available to report at the March FQMD Board Meeting
- D. Pending Financial Feasibility Reviews
  - 1. French Quarter Museum Association
    - Remington to report on any additional information received from FQMA
    - Remington to report on her assessment of internal resources needed to administer the partnership
    - Review of FQMA proposal & scope of work
    - Discuss edits to the proposal
    - Discuss cost plus+ model
  - 2. Security Assessment
    - Update from Matthew Emory, Chair of the Security Committee
    - Discuss and determination Committee's recommendations on use of funds from the Supplemental Police Patrol Program CEA
    - Pending - Submittal of FQMD Financial Feasibility Request Form
- E. Executive Director Report & Update
  - 1. Update from January meeting action items
  - 2. 2018 End of Year Financial Review & Close

3. Update on the 2019 audit
  - Engagement letters received
  - Fieldwork set to begin the week of 2/18
4. Third party bookkeeper
  - Review of job description
  - Proposed timeline for recruiting, interviewing, and hiring
5. QuickBooks account update
  - Review of chart of accounts
  - List of monthly reports to provide to the Committee
6. New Action Items
  - Determine FQMD funds available to report at the March FQMD Board Meeting