



Finance and Development Committee Meeting Notes

Monday, February 4, 2019

Commissioner Members present: Matthew Emory, Jim Oliver, Heidi Raines, Robert Watters

Commissioner Members present: David Speights

FQMD Staff: Emily Remington

Guests: None.

The meeting was called to order at 4:06pm.

Emory moved approval of the January

Members conducted a review of the FQMD's finances. Members discussed whether the FQMD was on an accrual vs cash basis. Members discussed the FQTF invoicing processes. Members opined that the FQTF licensing agreement with SDT may give the FQMD superuser authority to access data within the application. Raines discussed the process she had learned from Simms. Members discussed FQTF Officer scheduling, the FQTF application, and what access FQMD has to the data, including what reports can be provided. Members agreed upon the need for FQMD to have a licensing agreement with SDT. Raines stated her belief that data analytics are not built into the application. Emory stated that FQMD needs to memorialize its agreement. Members discussed software options that may be able to partner with the FQTF application to produce the desired reports. Members suggested that controls were put in place for efficiency. Watters asked if SDT might agree to a limited license for the use of the program. Members discussed what license and service agreements would benefit the FQMD financially and accountability-wise. Members would like to see FQMD have exclusive access to the data. Members discussed potential conflicts of interest.

Raines requested monthly cash balance for all FQMD accounts.

Emory moved to approve the notes. Watters seconded. Motion passed unanimously.

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access data within the application. Raines discussed the process she had learned from Simms. Members discussed FQTF Officer scheduling, the FQTF application, and what access FQMD has to the data, including what reports can be provided. Members agreed upon the need for FQMD to have a licensing agreement with SDT. Raines stated her belief that data analytics are not built into the application. Emory stated that FQMD needs to memorialize its agreement. Members discussed software options that may be able to partner with the FQTF application to produce the desired reports. Members suggested that controls were put in place for efficiency. Watters asked if SDT might agree to a limited license for the use of the program. Members discussed what license and service agreements would benefit the FQMD financially and accountability-wise. Members would like to see FQMD have exclusive access to the data. Members discussed potential conflicts of interest.

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Raines asked if Emory was ready to submit a request for funding. Emory recapped a conversation with Commissioner Steve Caputo about using FQTF funds to pay for the proposed security assessment. Members reviewed the CEA with the City of New Orleans and New Orleans & Company. Raines suggested that general funds be used to pay for the proposed security assessment. Remington read the general operations MOU with New Orleans & Company. Members discussed funding feasibility.

Members discussed the intended outcomes of the proposed security assessment, including the benefit to consolidate and what recommended changes would be feasible and/or cost effective. Raines asked about whether a quality of life component may be possible as an outcome. Emory stated he wished for both quantitative and qualitative outcomes from the security assessment. Emory stated concern about the accuracy of statistics being presented to the SEC.

Raines suggested that she and Emory complete the request for funding before the March Board meeting so that the Committee can request funding for such. Raines described this as a macro deliverable to help the Board decide whether and how much to fund of the security assessment.

Members discussed the French Quarter Museum Association's funding request. Remington stated that no additional information had been received at this time and that Nick Musso is the point of contact on this project. Raines suggested that the FQMD use a cost plus 3% model. Raines suggested a revision of the submitted memo to eliminate FQMD's fundraising task/assignment. Members discussed an MOU prepared by Commissioners Kim Rosenberg and Watters. Members discussed an annual review of the MOU. Raines asked to receive financial information from FQMA within the next week.

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

Emory reported that CM Palmer's office asked that the FQMD provide sobering center support. Members discussed the political feasibility of such. Watters discussed a proposed ad valorem tax, two-thirds of which would be paid for by business and one-third by residents. Watters provided historical background of a previously proposed ad valorem tax and wondered if the current political climate might be more receptive of such. Watters stated his desire to see a designated source of permanent revenue devoted to the French Quarter. Members discussed the EDD and whether the residents/voters believe in the effectiveness of the FQMD and the EDD. Members discussed how the City gets to tax and gets to spend. Members discussed whether the current political climate might be more willing to approve an ad valorem property (not sales) tax. Members discussed putting together a two-page summary to distribute to and discuss with registered voters. Watters expressed his opinion that the business community believes the EDD is not working and that the Louisiana State Police Troop N is not effective; he stated that Troop is not what businesses wanted in terms of walking police patrols. Members discussed the effectiveness of the LSP Troop N and various current tax streams and their outcomes. Emory suggested UNO conduct an economic impact statement of an ad valorem tax. Raines suggested that the Government Affairs Committee take up the project; members discussed the feasibility. Watters said he would put together some history for Raines.

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

Members discussed the received engagement letters. Members asked Remington to compare last year's engagement letters to this year's and to report any discrepancies/differences before Treasurer Oliver would sign such.

Members reviewed the job description Remington had drafted. Members discussed the need for a controller/Director of Finance more than a bookkeeper. Members stated that the role would require bank reconciliation and assisting the auditors during the audit but more importantly forecasting, budgeting (including budget to actual), and forecasting on programming. Raines requested that Remington forward the draft job description she had received from the auditor. Raines inquired about

an E&O policy and inquired about the SG&A. Members discussed what was needed and where capacity could be built. Members opined that working with a smaller firm with a scope of work rather than a bookkeeper job description would be beneficial.

Remington requested guidance on the chart of accounts. Raines suggested the organization use the QuickBooks default.

Members asked Remington to submit the appropriate financial report to the Senate Finance Committee, per FQMD bylaws.

Emory made a motion to adjourn at 5:36pm.