

FINANCE & DEVELOPMENT COMMITTEE

Meeting Agenda
 Tuesday, 06 September 2022
 3:00 pm

400 N. Peters Street, Suite 206
 New Orleans, Louisiana

1. Call to Order, Reading of the Agenda, and Roll Call

The meeting was called to order at: 3:04 and the agenda was read into the record.

FINANCE & DEVELOPMENT COMMITTEE				VOTES			
First Name	Last Name	Present	Absent	Approve Notes with Suggested Revisions	Procedure on Agendas, Notes, and Minutes with Suggested Revisions	Recording Policy with Suggested Revisions	CEA with the FQMA
Christine	Bondio	X		Yes	Yes	Yes	Yes
Sue	Klein	X		Yes	Yes	Yes	Yes
Heidi	Raines	X		Abstain	Yes	Yes	Yes
Frank	Zumbo	X		Yes	Yes	Yes	Yes

Attendees:

ATTENDEES		
First Name	Last Name	Role
Karley	Frankic	Executive Director
Shannon	Muschalek	Coordinator
Jane	Cooper	Commissioner, SEC Chair

2. Public Comment

No written public comment was received by the beginning of the meeting.

3. Approval of previous meeting notes

Ms. Klein made a motion to approve the August meeting notes with the revisions as stated in the meeting to include those to the recommended policy on recordings, agendas, notes and minutes as suggested. Ms. Bondio seconded the motion, and it was approved.

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4. Discussion by Committee to review staff hours to evaluate billing the French Quarter Economic Development District Administrative Fee

After a one-month evaluation period, the FQMD staff recorded 150 billable hours in August to the FQEDD utilizing the time keeping application. This period included staff paid time off and was comparable to July with that consideration. The committee will determine how best to account for billable hours for the Executive Director for the period of January 2022 through May 2022.

5. Motion – Consider a motion to recommend to the Board of Commissioners a procedure on meeting agendas, notes, and minutes protocol

Ms. Klein made a motion to recommend to the Board of Commissioners a procedure on meeting Agendas, Notes, and Minutes Protocol with the revisions suggested. Ms. Raines seconded the motion, and it was approved.

6. Motion – Consider a motion to recommend to the Board of Commissioners a policy for recording meetings

Ms. Raines made a motion to recommend to the Board of Commissioners a Recording Policy for meetings. Ms. Bondio seconded the motion, and it was approved.

7. Discussion by Committee considering updates to the Employee handbook

The Committee made several adjustments to the FQMD Employee Handbook and will recirculate the document reflecting the suggested changes. See attachment.

8. Discussion by Committee considering the creation of an Operations Manual

The Committee decided to defer this topic to the next meeting. Ms. Raines suggested that the Operations Manual consist only of operations-based information and references to State statutes will remain in FQMD's board approved bylaws.

9. Discussion by Committee of a third amendment to the Cooperative Endeavor Agreement with French Quarter Museum Association to extend the term through the year 2023

Ms. Frankic explained the CEA between FQMD and FQMA to the committee to further clarify FQMD's responsibilities in this arrangement.

10. Motion – Consider a motion to recommend to the Board of Commissioners a third amendment to the Cooperative Endeavor Agreement with French Quarter Museum Association to extend the term through the year 2023.

Ms. Klein made a motion to approve a recommendation to the Board of Commissioners a third amendment to the Cooperative Endeavor Agreement with the French Quarter Museum Association to extend the term through the year 2023. Ms. Raines seconded the motion, and it was approved.

11. Discussion by Committee regarding the 2023 French Quarter Management budget process.

The 2022 budget will need to be adjusted before the end of the year due to the extension of the Upper Quarter Patrol impact to income and expenses. This budget adjustment can happen at the same time as the 2023 Budget

The French Quarter Management District is a state entity created by the Louisiana Legislature as a means for the residential and business communities to work together to protect, preserve, and maintain the world famous French Quarter as a safe, clean, vibrant and friendly neighborhood for residents, businesses, and visitors.

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approval. The committee discussed the timeline and parameters for the 2023 budget creation. Traditionally, the Board has adopted its next fiscal year budget in November of the preceding year. The budget must be published in the paper (the Advocate is the FQMD's journal of record) three times, with the first publication at least 10 days prior to the Board vote of such. The treasurer and chair will work with the executive director and accountant in the next month to draft a budget for the committee to review at the next meeting.

12. New Business – To consider and take action upon any other matters that may properly come before the French Quarter Management District Finance & Development Committee

No new business was reported.

13. Next meeting date: October 4th, 2022 at 3pm

14. Adjournment

Ms. Klein made a motion to adjourn. Ms. Bondio seconded the motion, and the meeting was adjourned at 4:48 pm.