

New Orleans Municipal Yacht Harbor Management Corporation

MINUTES OF THE BOARD OF DIRECTORS MEETING

September 13, 2010

First Baptist Church, 5290 Canal Boulevard, New Orleans, Louisiana

John Manard, President, called the meeting to order and requested a roll call by Ashlyn Graves, Secretary.

Board of Directors Present:

Pat Bell
Bill Brundige
Ashlyn Graves
Michael Liebaert
Jennifer Medley
Alva See
Warner Tureaud

Board of Directors Absent:

Doug Cunningham
Charles Eshleman
John Manard

A quorum was present

On a motion by Mr. Bell, seconded by Mr. See, the minutes from the June 14, 2010 and July 12, 2010 meetings were unanimously approved.

On a motion by Mr. Bell, seconded by Mr. See the agenda was unanimously approved as printed, without any amendments.

Capt. Henry Dean, Commander of the 3rd District briefly addressed the group and offered his assistance. He introduced Sgt. Chris Prochaska, 3rd District Community Affairs Coordinator.

Action Items:

1. On a motion by Ms. Medley seconded by Mr. See, a resolution providing continued assistance from a property management company was amended to read that the Board must give final approval to the selected firm. The Board voted unanimously to approve the amendment.
2. On a motion by Mr. Bell, seconded by Mr. Leibaert, the Board unanimously approved a resolution, as amended above, giving the treasurer (Mr. Cunningham) and President (Mr. Manard) the authority to identify a property management firm and develop a scope of work allowing this firm to pick up where Corporate Realty leaves off when it hits the \$15,000.00 cap. As amended the board must give final approval to the selected firm.

Monthly Financial Report:

1. In Mr. Cunningham's absence there was no monthly financial report.

Information & Discussion Items:

1. Workers Compensation Insurance: In Mr. Eshelman's absence no report was given.
2. Security Situation: There has been a suspension in security detail, for the past 2-3 weeks, due to insurance issues, specifically workers compensation coverage. We hope to have these issues resolved in the very near future.
3. Developing Human Relations Procedures: We now have 3 full time employees and need some HR policies in place. Tureaud, Bell, and See will prepare some HR policies.
4. Move to new office space went very smoothly. Less office space, 2 offices (Kimberly and Wayne). Located at 1825 Veterans Blvd. Low on file space but no room for new cabinets at this time. There will be more room when the office is moved back to 401 N. Roadway. Using thumb drives at this time, and a suggestion was made to look into some type of secure backup plan for the future, and store records off site outside the city of New Orleans.
5. Report on Status of MYHMC Truck: The truck is operational and now has lights, logos, etc. Truck is not in use at this time. Mr. Tureaud is working on a vehicle use policy and procedures. The security guard will sign off on policy. The security guard has a uniform and will get something more official in the future.

Issues Presented from Audience:

No issues from the audience.

Dates and Time of Next Meeting:

The next meeting will be held at 6:30 pm on Monday, October 11, 2010 at the First Baptist Church.

ADJOURNMENT:

On a motion properly made by Bell and seconded by Mr. Brundige the Board voted unanimously to adjourn the meeting.