

APPROVED



## Voices for International Business and Education

### Minutes

#### Facility Committee Meeting

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##### **Date and Time**

Wednesday January 10, 2018 at 5:30 PM

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Voices for International Business and Education [http://public.boardontrack.com/VIBE\\_1](http://public.boardontrack.com/VIBE_1)

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##### **Committee Members Present**

A. Tufail, K. Katner, M. Roney, S. Retzlaff

##### **Committee Members Absent**

*None*

##### **Guests Present**

L. Lopez, T. McGregor

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#### **I. Opening Items**

##### **A. Record Attendance and Guests**

##### **B. Call the Meeting to Order**

K. Katner called a meeting of the Facility Committee of Voices for International Business and Education to order on Wednesday Jan 10, 2018 at 5:38 PM.

##### **C. Approve Minutes**

There are no minutes from the November meeting to approve. There was no quorum at the November meeting.

M. Roney moved to postpone the approval of minutes.

A. Tufail seconded.

## **II. Facility**

### **A. Strategic Plan Pillars and progress monitoring**

- There is no "Facilities Pillar" in the strategic plan.
- However, the committee has agreed to pursue at least specific goals.

CA suggested that the committee determines the specific goals to pursue under the "Organizational Sustainability Pillar".

- **Lease** - IHSNO met with OPSB to talk about the different lease options. Adams & Reese's has already created a lease for Audobon charter. KK suggested looking into deciding on to hire Adams & Reese to draft a lease for IHSNO.
  - AT suggested that the board establishes the objectives for the Tulane group to work into it.
- **Engaging with the Tulane School of Architecture** - The Albert & Tina Small Center for Collaborative Design.

SR will work on the wording and send it out to the committee members in order to present it at the board meeting on Wednesday 01/17.

### **B. Board Development**

Everyone is encouraged to step up to higher level of responsibilities

### **C. Discuss Scheduling Meeting with OPSB Staff and/or Board Members**

- S. Wilson, K. Katner, T. McGregor and L. Lopez to find out about the Type B lease.
- AT asked what is our approach to the board and we were told that the strategy is to start talking to the board members about it.

#### **Motion to suspend the rules and amend the agenda**

- A. Tufail moved
- M. Roney seconded

A. Tufail moved to

the committee to recommend to the full board to direct the executive staff to pursue a long-term lease with the OPSB

- S. Retzlaff seconded.

the vote was carried unanimously

The length of the lease should be as long as the life of the improvements.

#### **D. Staff's Triage List of Facility Repairs and Improvements**

- A new section was added called inspections. We were found for 114 items that we need to repair.
- AT asked if there is a time frame within which we have to have all these things taken care of.
- TM stated that we have to complete them by January 23

#### **E. The Albert and Tina Small Center for Collaborative Design, Tulane School of Architecture**

- The Small Center has a variety of services that we can benefit from planning to creating (Vision & Planning) and finalizing (building) the projects.
- The Small Center can help us put a plan together for us to get an architect with a more concise vision.
- The application will be announced in Mar or April and due in May.
- Tim and Kevin discussed their and Sean's meeting with Nick Janish, of the "Albert and Tina Small Center for Collaborative Design", that took place on December 20, 2017. During the meeting, Mr. Janish explained that the Small Center performs a number of services including Vision/Planning and Design/Build as well as collaborate with other Tulane Architecture professors and groups for specialty projects. Some of the other groups are the Historical Renovation and Preservation Group (don't think that that is the correct name), the Tulane Environmental Design Group and the actual Tulane School of Architecture.
- The Vision/Planning services would be great for IHS. They will come to the school, take measurements, fill out questionnaires with a cross-section of the IHS community (Parents, students, teacher, faculty, staff, administration, board members and neighbors) to develop a plan of what is needed and desired. They also do historical research as well as legal research on what can, is permitted and should be done. Once this has been completed, they will offer ideas as well as plans for future builds that can be discussed and provided to an Architect when the board makes the final decision and commitment.
- Regarding Design/Build, they will take on single projects that can be completed within a one year period and provide the design and actually build it. Such projects could include outdoor covered eating spaces, renovation of a classroom into a media center or science room, construction of an outdoor park or sporting field or court. They will also actually build and finance most of the work under \$100,000.

Their requirements are that they work for non-profits on projects that will have a community impact

### III. Closing Items

#### A. Adjourn Meeting

A. Tufail made a motion to adjourn the meeting.

M. Roney seconded the motion.

The committee **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:30 PM.

Respectfully Submitted,

L. Lopez