

APPROVED



## Voices for International Business and Education

### Minutes

#### Facility Committee Meeting

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**Date and Time**

Tuesday June 5, 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

**Committee Members Absent**

S. Retzlaff

**Guests Present**

L. Lopez, S. Wilson, T. McGregor

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**I. Opening Items****A. Record Attendance and Guests****B. Call the Meeting to Order**

L. Lopez called a meeting of the Facility Committee of Voices for International Business and Education to order on Tuesday Jun 5, 2018 at 5:40 PM.

**C. Approve January 2018 Minutes**

A. Tufail made a motion to approve minutes from the Facility Committee Meeting on 01-10-18 Facility Committee Meeting on 01-10-18.

M. Roney seconded the motion.

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

**D. Approve Minutes from March 2018 Meeting**

A. Tufail made a motion to approve minutes from the Facility Committee Meeting on 03-06-18 Facility Committee Meeting on 03-06-18.

M. Roney seconded the motion.

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

**II. Facility**

**A. OPSB Facility Lease Review and Approval**

SW stated that there are a couple of changes on the lease as we move from RSD to OPSB ownership.

The new lease was presented in the packet.

- Property insurance is going up
- OPSB is making available the opportunity to borrow from the facilities repair fund for our building. The operator/lessee would not be borrowing the money directly.

AT asked if Adams & Reese have been involved in the process of reviewing this information? SW explained that they have, but not representing IHSNO necessarily.

We are looking at going into a type B lease but would like to do the prework in terms of having the funds available for all repairs and upgrades.

In the presented lease, there is some support from OBSP instead of solely the organization (IHSNO).

AT would like to see a plan of the organization to move into the type B lease direction to have a clear path to follow that the FC committee can hold the administration accountable for the progress.

SW stated that we need to identify a funding stream to move confidently into the type B lease.

KK asked if what the presented lease is the recommendation from the administration to accept it? SW explained that the presented lease was not created specifically for IHSNO, rather for all public schools in OPSB buildings. SW makes the recommendation of accepting the presented lease with the understanding that we are moving in the direction of the Type B lease.

A. Tufail made a motion to Recommend the presented lease to the full board on the next Board Meeting.

M. Roney seconded the motion.

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

AT would like to see a basic plan on what needs to happen by when and monitor progress on it.

KK will put together a "Facilities Strategic Plan" and share with AT, MR and SW for revision and input. AT suggested that the Administration creates the draft instead and then receive input from the committee.

SW stated that by the August 2018 committee meeting, the administration will present a draft of a plan.

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

The triage list was presented and KK asked the list to be included in the HOS monthly report.

TM mentioned that the floor repair will start next week

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

The Small Center grant was submitted and we received good feedback. We are expecting to hear back in August regarding which programs they will fund or not.

## **III. Other Business**

### **A. Next meeting**

- Draft of plan for Type B lease presented by the administration
- Next meeting will be in August 7th

## **IV. Closing Items**

### **A. Adjourn Meeting**

M. Roney made a motion to adjourn the meeting.

A. Tufail 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 6:31 PM.

Respectfully Submitted,  
L. Lopez