

APPROVED



## Voices for International Business and Education

### Minutes

#### February Facilities Committee Meeting

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**Date and Time**

Tuesday February 4, 2020 at 5:30 PM

**Location**

IHSNO Community Room; 727 Carondelet

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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, K. Vo, M. Stewart, S. Wilson

**Committee Members Absent**

S. Retzlaff

**Guests Present**

M. Roney

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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 Tuesday Feb 4, 2020 at 6:01 PM.

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### **C. Approve 12/03/2019 Minutes**

A. Tufail made a motion to approve the minutes from VIBE Facilities Committee Meeting on 12-03-19.

K. Katner seconded the motion.

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

## **II. Committee Business**

### **A. 2019-2020 Goals for Facilities Committee**

Goal 1: OPSB intention for Rabouin Building (IHSNO Admin set up a meeting with OPSB Admin)

- IHSNO Admin to convene with VIBE board to develop agenda for OPSB meeting
  - Long term lease
  - OPSB leverage professional services (architect, construction management, etc.)

Goal 2: Maintenance and preservation of the facility using current funds

- using current funds to maintain the facility
- an updated list of biggest maintenance issues
- triage matters
- scoped out projects 3-6 months, 6-12 months, 1 year and beyond
- safety, security, and maintenance

Goal 3: Define facility options for IHSNO

- development of a 5-year capital expenditure plan
- downtown New Orleans
- Inside/Outside of Orleans Parish
- non-public school building

### **B. Facilities Report / Major Projects Update**

Reduction in tickets submitted for repairs/maintenance.

KK desires a triage list of items.

Roof Pre-bid Conference:

- work to begin May 21, 2020
- 90-day window

- Bids due to OPSB February 13

#### Basement Repairs

- work began Dec 22
- lift station repaired
- piping work from room 208
- basement windows repaired

#### **C. Facilities budget items**

Deferred to next meeting

### **III. Other Business**

#### **A. Meeting Dates for remainder of year**

Next meeting April 7, 2020

#### **B. Public Comment**

### **IV. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:57 PM.

Respectfully Submitted,  
S. Wilson