

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
January 16, 2019
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:30 p.m. by J.C. Cormier

Invocation pronounced by Mike O'Quinn

Pledge was led by Meg Lovejoy

ROLL CALL:

Roll call was made with the following results:

Present:	J.C. Cormier- Chairman	Evelyn White - Secretary/Treasurer
	Mike O'Quinn-Board Member	Margaret Lovejoy -Board Member
	George Vincent-Board Member	Darwin Pinder-Board Member
	Adrian Moreno-Executive Director	Joyce Anderson-Operations Manager

Absent: Coy Vincent-Vice Chairman

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Meg Lovejoy made a motion to accept the Agenda as presented. Mike O'Quinn seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Mike O'Quinn made a motion to accept the December 2018 regular meeting minutes as presented. Evelyn White seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a brief summary of the Financial report for December 2018:

The month of December closes out the 2nd quarter of the fiscal year. The calendar of events for both facilities continues to be steadily booked. The only item of note is regarding the line item for Interest and Dividends. With the increasing interest rate on the LAMP account the budgeted figures are being surpassed each month. The current interest rate on this account is 2.45%.

Year-to-date income is up \$36,000 or 12.5% above budget while expenses are down \$48,000 or 7% below budgeted projections. Mr. Moreno reminded the board that while expenses are all under control, a large portion of these savings are due to a few staff positions that have yet to be filled and the related benefits that some employees have declined to participate in. The final round of interviews has taken place and the Administrative Assistant position should soon be filled. A couple of maintenance positions will be needed with the upcoming Summer season fast approaching for grounds maintenance.

The cash flow summary has the Authority predicted to finish the fiscal year at just over \$5 million in reserves. Some of the monies are allocated for the upcoming Arena renovations to begin later this Summer.

Meg Lovejoy made a motion to accept the financial report as presented for December 2018. George Vincent seconded the motion. All voted and approved.

OLD BUSINESS: A. Review and discuss annual audit for period ending June 30, 2018 (McMullen and Mancuso, CPA)

Mr. Funk with McMullen and Mancuso presented the Audit Report for the Fiscal Year 2017-2018. Mr. Funk reviewed and discussed the financial analysis of the Authority, comparing 2018 and 2017. Current assets are very strong. Capital Assets had a small decrease due to depreciations. The Net Position for the Authority reflected a \$245,000 increase for the fiscal year.

The Authority received an unmodified opinion by the auditor's on the financial statement as of June 30, 2018 which means in their opinion, the financial statements present fairly, in all material respects, and the respective financial position of the governmental activities and each major fund of the West Calcasieu Parish Community Center Authority as of June 30, 2018, and the respective changes in financial position, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Mr. Funk also presented the Statewide Agreed-Upon Procedures Report. The only thing to note is the Authority must get the Policies and Operating Procedures in an accessible written format. The Authority has began creating the policies but still have several remaining. This report does not bear the same weight as the Annual audit but focuses primarily on procedures.

Mr. Funk also announced to the board that McMullen and Mancuso, CPA firm has decided to no longer do financial statement auditing. The Authority will begin looking for a new auditor for next year's reporting audit.

Evelyn White made a motion to accept the annual audit report and Statewide Agreed-Upon Procedures Report for the Fiscal Year 2017-2018 as presented. George Vincent seconded. All voted and approved.

B. Multi-Purpose Arena-Renovations Project Update (Mr. Moreno)

The Arena committee did meet since the last board meeting to discuss in further detail and clarify some of the renovations to the Arena. The only updates since that meeting from Mr. Ellender are that Center Point Energy has been provided with the proposed consumption for natural gas at the Arena so that they can prepare an estimate for extending service. The plans are to have the bids ready and advertised by early March, in order to be able to get materials ordered and on site to not delay the start of the renovations.

NEW BUSINESS:

A. Review and discuss 2019 Committee Assignments

Incoming Chairman J.C. Cormier presented the following Committee Assignments for the 2019 Calendar Year:

Executive Committee:
J.C. Cormier-Chairman
Coy Vincent-Vice Chairman

Evelyn White-Secretary/Treasurer

Finance:

Evelyn White-Chairman
Coy Vincent
Meg Lovejoy

Multipurpose Arena:

Dr. George Vincent
Darwin Pinder
Meg Lovejoy

Human Resources:

Coy Vincent
Mike O'Quinn
Dr. George Vincent

Events Center:

Evelyn White
Mike O'Quinn
Darwin Pinder

Mike O'Quinn made a motion to accept the 2019 Committee Assignments as presented. Meg Lovejoy seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

The neighboring RV park is officially open for business. As the traffic increases, the administration will begin monitoring and deciding how to maintain the integrity of the Authorities property.

The 2019 Mardi Gras season has begun at the Events Center with a very busy and long season. Last year the season lasted only 5 weeks and although this year's season is 9 weeks long, the facility did pick up 2 new Krewes and added some other events in-between.

With the Arena renovation project underway, it is time once again to discuss renovation needs and upgrades to the Events Center. Mr. Moreno will be meeting with the Engineers in the coming days to again explore the options of a back-up generator and water filtration system for the Events Center.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With no further business to discuss Mike O'Quinn made a motion to adjourn. Evelyn White seconded the motion. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, February 20, 2019 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.