

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
January 17, 2018
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:30 p.m. by Meg Lovejoy

Invocation pronounced by Meg Lovejoy

Pledge was led by George Vincent

ROLL CALL:

Roll call was made with the following results:

Present:	Meg Lovejoy- Chairman	J.C. Cormier-Vice Chairman
	Coy Vincent-Secretary/Treasurer	George Vincent-Board Member
	Darwin Pinder-Board Member	Adrian Moreno-Executive Director
	Joyce Anderson-Operations Manager	

Absent:	Evelyn White-Board Member	Mike O'Quinn-Board Member
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AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Coy Vincent made a motion to accept the proposed agenda as presented. J. C. Cormier seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Coy Vincent made a motion to accept the December 20, 2017 regular meeting minutes as presented. George Vincent seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a summary of the Financial reports as presented for December 2017.

Income for the month of December was \$11,000 below budget. Mr. Moreno reminded the board that the budget for the year is divided equally between the months when being prepared due in large part to so much fluctuation to how the event calendar falls within the budgeted year. The "Other Income" line item is \$6,000 above budget which is from an insurance settlement received from a damaged Utility Vehicle that was a total loss while in the local repair shop during the hurricane related flooding.

Expenses during the month of December were elevated more than normal primarily due to needed repairs to an aging facility. The main items repaired during this time period were to the plumbing systems, resurfacing kitchen floors, repairs to sprinkler system and mechanical system.

December also concludes the 2nd quarter of the fiscal year. YTD Income is \$17,000 or 6.5% below budget and Expenses are \$105,000 or 14% below budget. These figures will continue to be closely monitored as we enter the second half of the fiscal year and make any necessary adjustments closer to the end of the year. Thus far the short fall of Income is primarily during the loss of business caused by the active Hurricane season through the months of August and September.

The Cash Flow report does show projections for the end of the fiscal year in excess of \$4.5M. A large portion of the projection is earmarked for Construction Expenses that will most likely not take place this fiscal year. A large portion of those repairs include the reinsulating of the arena but due to the continuing demand on the facility the time needed to facilitate these repairs is just not deemed practical at the present time. Mr. Moreno stated that he will work with the Authorities architect and look at other solutions for this issue.

George Vincent made a motion to accept the December 2017 financial reports as presented. J.C. Cormier seconded the motion. All voted and approved.

OLD BUSINESS:

None

NEW BUSINESS:

A. Review and discuss Executive Director's Contract

Coy Vincent made a motion to enter executive session to discuss the Executive Directors employment contract. J. C. Cormier seconded the motion. All voted and approved.

George Vincent made a motion to resume the regular meeting. Coy Vincent seconded the motion. All voted and approved.

Coy Vincent made a motion to amend the Executive Director's employment contract as presented to the board. J. C. Cormier seconded the motion. All voted and approved.

DIRECTOR'S REPORT

Mr. Moreno gave a brief update on the Authorities operations:

With the winter season in full swing and the extended periods of extreme cold weather already being experienced, the temperatures in the Events Center are less than adequate. The heating system in the Events Center was never designed for long and extreme cold periods. Discussion with the engineers on alternatives to combat the frigid temperatures will be needed and addressed in the near future.

Mr. Moreno informed the board that there have been no new developments from the neighboring land owners regarding access to the property for the RV park. Should any new developments arise he will inform the board accordingly.

PUBLIC COMMENTS:

NONE

ADJOURNMENT:

With no further business to discuss George Vincent made a motion to adjourn. J. C. Cormier seconded. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, February 21, 2018 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.