

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
January 27, 2016
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:36 p.m. by Coy Vincent

Invocation pronounced by Mike O'Quinn

Pledge was led by J.C. Cormier

ROLL CALL:

Roll call was made with the following results:

Present:	Coy Vincent-Chairman	Meg Lovejoy-Vice Chairman
	George Vincent-Board Member	Mike O'Quinn-Board Member
	Evelyn White-Board Member	J.C. Cormier-Board Member
	Adrian Moreno-Executive Director	Joyce Anderson-Operations Manager

Absent: Greg Robertson-Secretary/Treasurer

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

George Vincent made a motion to accept the December 16, 2015 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 presented for December 2015.

The month of December closes out the 2nd quarter of the fiscal year. Year to date the Income line is 50% above budget projections and the Expenses Line Item are 2-3 % below budget. The expense line for Maintenance of Property for the month of December includes repairs to a couple of water mains at the Arena, one which was located under a concrete drive. Mr. Moreno thanked Mayor Duncan for the assistance provided by the city's maintenance crew however due to the extensiveness of the repairs work was completed by a local plumbing company.

Mr. Moreno also noted that the 2nd quarter Hotel/Motel Tax collections as well as the grant from the Police Jury have been received and will be reflected during the January financial report next month.

Evelyn White made a motion to accept the December 2015 financial report as presented. Meg Lovejoy seconded the motion. All voted and approved.

OLD BUSINESS:

NONE

NEW BUSINESS:

A. Review and discuss LA Civil Code Article 1523 Act of Donation from William "Buddy" Perkins from August 1999

Mr. Perkins, a neighboring property owner, addressed the board regarding a donated section of property by his family in the late 1990's to the Authority. The section of property follows along the southern most border of the Authorities property, approximately 25 feet in width. Mr. Perkins informed the board that at the time the Act of Donation was made, the signing parties were himself and his sister who was also heir to the property. The naming by which the Act of Donation was made was apparently incorrect at the time as Mr. Perkins did not list his full legal name and his sister's name should have been listed as a living trust. Mr. Perkins requested assistance from the Authority in adopting an Act of Correction to the documents filed with the court house. After discussion the Authority agreed to assist Mr. Perkins in any way they could.

B. 2016 Executive Committee assignments

Coy Vincent presented the committee assignments for 2016. With no objection, Mr. Vincent elected to stay with the same committee assignments from 2015 as presented.

DIRECTOR'S REPORT

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

Mr. Moreno began by thanking the board for the opportunity to attend the annual 2016 Symposium for the League of Agricultural & Equine Centers. He stated that it was a very knowledgeable conference and gives him an opportunity to network with other facility administrators and vendors to keep the Multi-Purpose Arena on the cutting edge.

An Arena committee meeting will be scheduled soon to discuss Arena and support expansions. Mr. Moreno had an opportunity to meet with Mr. Ellender shortly after the holidays and made him aware that since the contract between the Authority and Ellender and Broussard has been terminated, the Authority is now interested in moving forward with discussions on the Arena expansions. Members of the board have requested that the preliminary work that has been performed by Mr. Ellender while under the old contract with the Ellender and Broussard be billed out or documented that money is not owed to the firm.

Mr. Moreno continued by presenting a written request addressed to the board for a deposit refund on an event that was cancelled after the six month cancellation period. Although Mr. Moreno adamantly explained the policy and expressed his sympathy, a request was made directly from the client to have the board reconsider their plea.

Meg Lovejoy made a motion to adhere to the policies in place regarding refunds for cancellations. Evelyn White seconded the motion. All voted and approved.

Mr. Moreno also wanted to address with the board the idea of extending an internal policy enforced at the Events Center to also include the Arena in regards to outside alcohol being allowed into the facility.

Currently outside of the Mardi Gras Season for Krewe Balls, the Events Center has a policy of no outside alcohol allowed into the facility. The Authority is required to hold a General Liability Insurance policy which also includes an additional premium for a liquor liability. This policy protects the Authority from any alcohol induced incidents that may occur anywhere on property and also once patrons leave the property. In order to monitor the alcohol consumption from our patrons while in the facility, employees are trained in alcohol abuse and awareness as required not only by the Parish but by the State as well. This policy has never been enforced at the Arena other than the promoter could not sale alcohol to guest or attendees. There has been a recent increase in the desire for outdoor events such as BBQ's and crawfish boils where the organization rents out the entire facility and provides alcohol to their patrons. Mr. Moreno feels that with the growing popularity of these events and the increase in alcohol liability insurance premiums as well as the increase in exposure to the Authority, that the board adopt a similar policy of no outside alcohol for the Arena.

Evelyn White made a motion to make adopt a policy to not allow outside alcohol into either facility. Mike O'Quinn seconded the motion. All voted and approved.

Mr. Moreno next informed the board that the Police Jury has sent out a cooperative endeavor requesting all agencies participating in the Parish Benefits plan enter into a Cooperative Endeavor prior to the end of the calendar year. This CoOp directly relates to the recent increase in the insurance premium and changes in the policies set forth by the Police Jury. Last month the Authority adopted a resolution to adhere to the Parish's Policies as they evolve and change however this CoOP from the police Jury has some area of concerns. The Cooperative endeavor was submitted to the Authorities legal counsel for review where he expressed concerns about some of the language in the document. A meeting will be scheduled to clarify these items prior to adding the item to the agenda for board consideration.

Mr. Moreno thanked the members of the board that were able to attend the staff safety training in December. This annual end of year safety meeting as it will now be called is also an opportunity to thank all of the staff for their hard work and dedication throughout the year.

Lastly, the property owner to the North of the Events Center has mentioned an interest in donating a section of property to the Authority that is unable to be developed on due to electrical high lines. If cleared and developed, it would be a benefit to the Events Center for possible over flow parking as well as an opportunity to keep the grounds groomed and cleared from the Interstate. Mr. Moreno will visit in more detail with the property owner and report back to the Authority with any new development.

PUBLIC COMMENTS:

Mayor Duncan asked if the Authority had received the water testing results. Mr. Moreno replied that the results were received and forwarded to our Engineers for a solution to combat the extremely hard water provided by the City which is directly affecting some equipment in the facility.

ADJOURNMENT:

With no further business to discuss, Coy Vincent entertained a motion to adjourn.

The next regular meeting of the Board of Directors will be held on Wednesday, February 17, 2016 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.