

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
July 16, 2014  
West Cal Arena  
Sulphur, Louisiana**

**Meeting was called to order at 5:45 p.m. by Dr. George Vincent**

**Invocation pronounced by Mike O'Quinn**

**ROLL CALL:**

Roll call was made with the following results:

Present: Dr. George Vincent-Vice Chairman	Evelyn White-Secretary/Treasurer
Bob Hardey-Board Member	Mike O'Quinn-Board Member
Meg Lovejoy-Board Member	Adrian Moreno-Executive Director
Joyce Anderson-Operations Manager	

Absent: Greg Robertson-Chairman Member      Coy Vincent-Board Member

**AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:**

Meg Lovejoy made a motion to accept the proposed agenda as presented. Evelyn White seconded the motion. All voted and approved.

**APPROVAL OF MINUTES:**

Evelyn White made a motion to accept the June 2014 minutes as presented. Mike O'Quinn seconded the motion. All voted and approved.

**APPROVAL OF FINANCIAL REPORT:**

Mr. Moreno gave a brief summary of the financial report presented for the month ending June 30<sup>th</sup>, 2014. Mr. Moreno reminded the board that June concludes the fiscal year 2013-2014 operating budget and also reviewed some of the notable variances. There were significant increases in a few line items although budget amendments were made to a few expense lines in the previous month, notably the effective date on the Property Insurance endorsement for the Events Center which had to be endorsed prior to the closing of the fiscal year as well as receiving of the lobby furniture. Mr. Moreno reiterated to the board that the Events Receipt report includes revenues for the Events Center and that beginning in July with our new fiscal year, the financial report format might be altered to include the Events Center in an effort to include revenues and expenses for each facility.

Bob Hardey made a motion to accept the June 2014 financial reports as presented. Meg Lovejoy seconded the motion. All voted and approved.

**OLD BUSINESS:**

**A. Phase II Events Center Update (Mr. Broussard)**

Mr. Broussard was pleased to notify the board that the project status for the Events Center project has been substantially complete. Although work is still ongoing, this allowed the Authority to assume occupancy and begin not only receiving equipment but also begin hosting events. Mr. Broussard also discussed briefly the punch list that has been submitted to the general contractor and the details surrounding this portion of the project. He explained that the contractor has 45 days to complete this list in order to receive a no lien certificate and at that time my request the 5% retainage being withheld from the project. In addition to the retainage, additional funds are currently being withheld from the contractor to ensure that all items allowed to be completed during the lien period were addressed and completed.

**NEW BUSINESS:**

**A. Review and discuss Bessette Development Invoice #24 for Phase II Events Center Project.**

Mr. Moreno presented Invoice #24 from Bessette Development Corp. in the amount of \$1,403,509.66 for the month ending June 30<sup>th</sup>, 2014 pending final approval from Chase bank's construction management services.

Evelyn White made a motion to accept and pay Bessette Development Invoice #24 in the amount of \$1,403,509.66 pending final approval from Chase. Bob Hardey seconded the motion. All voted and approved.

**B. Review and discuss Invoice #24 from Ellender and Broussard for Architectural and Engineering Services for Phase II Events Center Project**

Mr. Moreno presented Invoice #24 from Ellender and Broussard in the amount of \$21,473.70 for architectural and engineering services.

Meg Lovejoy made a motion to accept and pay Ellender and Broussard Invoice #24 in the amount of \$21,473.70 as presented. Bob Hardey seconded the motion. All voted and approved.

**DIRECTOR'S REPORT:**

Mr. Moreno gave a brief update on the current operations of the facilities. He commented how the entire staff has been working tirelessly for the past several weeks receiving, unloading, and unpacking equipment. He stated that although there is quite a bit of organizing and cleaning left to be done, he is pleased with the progress and is confident that the Friends of Sulphur Police Banquet being held on the 17<sup>th</sup> of July will be a success and a great display of the new facility. Mr. Moreno thanked Ellender and Broussard, Bessette Development, the Board, and the entire staff for all of their help throughout the entire project. After entertaining questions, Mr. Moreno invited the Board for a tour of the completed facility once the meeting was adjourned.

**PUBLIC COMMENTS:**

None

**ADJOURNMENT:**

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

**The next regular meeting of the Board of Directors will be held on Wednesday, August 20, 2014 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.**