

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
May 17, 2023  
West-Cal Events Center  
Sulphur, Louisiana**

**Meeting was called to order at 5:30 pm by Matt Vincent**

**Invocation pronounced by The Rev. Margaret Lovejoy**

**Pledge was led by Matt Vincent**

**ROLL CALL:**

Roll call was made with the following results:

Present: Matt Vincent-Chairman	Missy McClelland – Vice Chairman
The Rev. Margaret Lovejoy – Sec./Treas.	Coy Vincent – Board Member
Evelyn White-Board Member	Darwin Pinder- Board Member
Robert Letard-Board Member	Adrian Moreno-Executive Director
Joyce Anderson – Operations Manager	Judge Tommy Quirk – Legal Counsel

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

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

**APPROVAL OF MINUTES:**

Coy Vincent made a motion to accept the March 2023 meeting minutes as presented. Missy McClelland seconded the motion. All voted and approved.

**APPROVAL OF FINANCIAL REPORTS:**

Mr. Moreno gave a summary of the Financial Report for March/April 2023:

The month of March was a very successful month for the facility. Revenues generated by both facilities were in excess of \$100,000, which is double the same period the year before. The line for Other Income included FEMA reimbursement monies for the damages to the Events Center in excess of \$230,000.

Nothing out of the ordinary on the Expense side during the month of March considering the amount of revenue coming in. There were some much needed repairs to the partition walls at the Events Center that have not been made since opening the doors in 2014.

The month of April also showed some very positive numbers. On the Income side the Concession Net was well above budget with Interest and Dividends continuing to far exceed the projected budget with the current interest rate just above 5%.

The annual subscription for the Event Booking software is the only expense that is over budget due to an unexpected rate change.

Fiscal Year-to-Date total revenues have exceeded the \$1M dollar mark with \$471,000 budgeted for the fiscal year. With the unexpected increases to insurance and utilities early in the fiscal year, forecasts

projected Expenses being over budget by the end of the year at 19%. The facility, however, was able to reduce that forecast in half while still maintaining the current operational standards. Necessary budget amendments will be requested towards the end of the fiscal year.

Lastly the Cash Flow Report for the end of the fiscal year reflects a current balance of just over \$4.5 million dollars.

Missy McClelland made a motion to accept the Financial Reports as presented for the months of March & April 2023. Coy Vincent seconded the motion. All voted and approved.

#### **OLD BUSINESS:**

##### **A. RV Expansion Project Update**

The RV Expansion Project is nearing completion. All water, electric, and sewer lines have been installed and inspected. Entergy energized the lines, and the electricians verified all pedestals were in working order. There was a snag in the weather which delayed some of the dressing up, but the maintenance crew are working diligently to get that completed before the Rodeo Finals begin. The only remaining item needing to be resolved following the completion of the finals will be the light pedestals.

##### **B. Review and discuss New Events Center Sign Project, 2023**

The Events Center Sign Project is also nearing completion. The stone cap and metal cabinet are currently in production and anticipate receiving these items in mid-late June. Lettering will be installed on Monday the 22<sup>nd</sup> followed by landscaping. Anticipated completion of the project is the end of June.

#### **NEW BUSINESS:**

##### **A. Review and discuss Invoice #2 from Scotty Taylor Construction for New Events Center Sign Project, 2023.**

Mr. Moreno presented Invoice #2 from Scotty Taylor Construction in the amount of \$25,036.50 for the New Events Center Sign Project, 2023.

Missy McClelland made a motion to accept and pay invoice #2 from Scotty Taylor Construction in the amount of \$25,036.50 as presented. Rev. Lovejoy seconded the motion. All voted and approved.

##### **B. Review and discuss Invoice #2 for Ellender Architects & Associates for Architectural and Engineering Services, Design Phase for New Events Center Sign Project, 2023.**

Mr. Moreno presented invoice #2 from Ellender Architects & Associates in the amount of \$1,840.00 for Architectural and Engineering Services, observation phase for the New Events Center Sign Project, 2023.

Rev. Lovejoy made a motion to accept and pay invoice #2 from Ellender Architects & Associates in the amount of \$1,840.00 as presented. Missy McClelland seconded the motion. All present voted and approved.

##### **C. Review and discuss appointment to the SW Louisiana Convention and Visitors Bureau Board of Directors**

Due to the untimely passing of Mr. JC Cormier, the Authority will need to appoint someone to fill the unexpired term to the Board of Directors of the Southwest Louisiana Convention and Visitors Bureau. The unexpired term will commence upon appointment and end December 31, 2024.

Missy McClelland made a motion to appoint Evelyn White to the Southwest Louisiana Convention and Visitors Bureau Board of Directors. Darwin Pinder seconded the motion. All voted and approved.

**DIRECTORS REPORT:**

Mr. Moreno updated the board on the facility's current operations:

Mr. Moreno was able to confirm with Representative Farnum that the state's operational budget HB1, does in fact include an increase to the Authorities Hotel/Motel cap from \$1.3M to \$1.5M. Mr. Farnum does not anticipate this increase to be an issue but will inform the Authority if there are any concerns.

All financial disclosures for the Board Members have been submitted to the state before May 15<sup>th</sup> deadline. Mr. Moreno reminded the Board that the only other annual requirement is the Ethics training which is due by December 31<sup>st</sup>.

Two projects still remain open with regards to FEMA and the Hurricanes of 2020. The Marquee Project was obligated on May 2<sup>nd</sup> and should be filtered through the state in the coming weeks. The second project awaiting approval is for the decorative fence, flag poles, and trees. Both projects are category G projects and are reimbursed at 90%. The Marquee Project was just over \$100,000 and the other came in at just under \$29,000.

The Louisiana High School Rodeo Finals will begin the week of May 22<sup>nd</sup>. The staff has been working for weeks in preparation for the activity that follows the event. All 25 of the new full-service RV spots have been reserved as well as all the stalls with a waiting list remaining to fill. Also during this time, the facility is hosting the Starks graduation, two local dance studio recitals, a Fraternity Gala, as well as many other mid-week events. With that, the administrative staff will be extremely scarce through the remainder of the month.

Lastly Mr. Moreno requested the Finance Committee meet on Tuesday, June 6, 2023, to discuss the upcoming projected fiscal year budget as well as discuss amendments needed to the current budget.

**PUBLIC COMMENTS:**

None

**ADJOURNMENT:**

With nothing further to discuss Missy McClelland made a motion to adjourn. Rev. Lovejoy seconded the motion. All voted and approved.

**The next regular meeting of the Board of Directors will be held on Wednesday, June 21, 2023., at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.**