

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
December 17, 2014
West Cal Arena & Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:30 p.m. by Dr. George Vincent

Invocation pronounced by Mike O'Quinn

Pledge was led by Coy Vincent

ROLL CALL:

Roll call was made with the following results:

Present: George Vincent-Vice Chairman

Mike O'Quinn-Board Member

Coy Vincent-Board Member

Joyce Anderson-Operations Manager

Bob Hardey-Board Member

Evelyn White-Secretary/Treasurer

Adrian Moreno-Executive Director

Absent: Greg Robertson-Chairman

Meg Lovejoy-Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Coy Vincent made a motion to accept the November 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 reports presented for November 2014. The income for the month of November as well as year to date are significantly over budget due to the increased activity of the new facility. Mr. Moreno also pointed out that as a direct result of the increased activity, several expense line items are also somewhat over budget. Mr. Moreno reviewed a few of the lines items in detail but reported that overall with regards to income and expenses the organization is doing well with the addition of the new facility.

Coy Vincent made a motion to accept the November 2014 financial reports as presented. Bob Hardy seconded the motion. All voted and approved.

OLD BUSINESS:

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

Mr. Broussard gave an update on the Phase II Events Center Project's outstanding punch list items that have yet to be completed. With regards to the carpet near the restrooms, the sub-contractor

has agreed to remove the carpet and replace with a similar pattern of terrazzo flooring that is in the lobby at no additional cost to the Authority. Currently this work will be completed over the holiday break so as to not interfere with the busy upcoming Mardi Gras schedule in January.

The stage curtain in the Events Center is still being discussed with regards to the material stretching and how it can be corrected. Mr. Broussard is currently looking for a seamstress that would be able to re-hem the bottom of the curtain so that it does not drag the ground.

The landscaping punch list was updated by the landscape consultant, Dana Brown and Associates and has been forwarded to the sub-contractor to correct the remaining issues. With regards to the lighting issues in the exhibit hall, the lighting company representatives had recently visited the site to inspect and observe the related deficiencies but no update has been reported as of yet.

The final items on the punch list pertain to mechanical, electrical, sprinkler and fire alarm systems and all are close to being completed. Mr. Broussard discussed these items in detail with the board and will update the Authority as to their status when they are completed.

NEW BUSINESS:

A. Human Resources Committee report

Mr. O'Quinn gave a report on the Human Resources meeting that was conducted earlier that week. Mr. O'Quinn made a motion that the Board go into executive session to discuss the details from the committee report. Bob Hardy seconded the motion. All voted and approved.

Mr. O'Quinn made a motion that the Board return into regular session. Bob Hardy seconded the motion. All voted and approved.

Evelyn White made a motion to accept the recommendations set forth by the Human Resources Committee during the executive session to include a one time allowance for eligible administrative personnel to cash out remaining vacation prior to the end of the calendar year. Coy Vincent seconded the motion. All voted and approved.

B. Review and discuss the Authorities continued participation in the Louisiana Community Development Authority (LCDA)

Mr. Moreno updated the board on the status of the Authorities membership in the Louisiana Community Development Authority (LCDA) and that every two years the Authority must choose to continue its participation in this organization and if so elect a representative so serve on the organizations Board of Directors.

Evelyn White made a motion to renew the West Cal Authorities membership with the Louisiana Community Development Authority and have Adrian Moreno continue to be the representative for the Authority. Mike O'Quinn seconded the motion. All voted and approved.

C. 2015 Executive Committee nominations

Mr. Moreno reminded the board of the Authorities by-laws that state no member of the Executive Committee may sit in a position for more than two (2) consecutive terms. Due to special consideration throughout the duration of the construction of the Events Center project, the current Executive Board has been in place for 3 years and a new Executive Committee must now be voted on and in place prior to the start of the new calendar year. A nomination and election process was conducted with the following results:

Executive Committee for the 2015 calendar year

Coy Vincent-Chairman
Margaret Lovejoy-Vice Chairman
Greg Robertson-Secretary/Treasurer

Bob Hardy made a motion to accept the 2015 Executive Committee nominations as presented. Evelyn White seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

Mr. Moreno informed the board that administration is currently in the process of consulting with the City of Sulphur's Human Resource Department on creating new and updated job descriptions and updating employee handbooks. This is being done to ensure that the organization stays in compliance with all regulations due to our increase in additional employees. The City has extended their assistance now that they have a full time Human Resources professional that is up to date on all regulatory and compliance issues.

Mr. Moreno also gave an update on a ribbon cutting ceremony for the Events Center. At present, an anticipated date in early February is being researched and will hopefully finalize this event prior to the upcoming legislative session.

Lastly, Mr. Moreno informed the board that he will be out of town during the regular scheduled board meeting in January, attending an annual conference for The League of Agricultural and Equine Centers and has requested that the board consider moving the meeting to an alternate date. The board requested an email be sent out to poll the entire board on their availability to reschedule.

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, January 21, 2015 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.