

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
November 19, 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 Dr. George Vincent

ROLL CALL:

Roll call was made with the following results:

Present: George Vincent-Vice Chairman	Bob Hardey-Board Member
Mike O'Quinn-Board Member	Meg Lovejoy-Board Member
Coy Vincent-Board Member	Adrian Moreno-Executive Director
Joyce Anderson-Operations Manager	

Absent: Greg Robertson-Chairman	Evelyn White-Secretary/Treasurer
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AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Meg Lovejoy 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 September 2014 minutes as presented. Meg Lovejoy seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a brief summary of the financial reports presented for September and October 2014 respectively. Mr. Moreno began by explaining the new format of the financial reports and what they represent. September concludes the 1st quarter of the fiscal year. When the annual budget for the Events Center was created it included very conservative figures for income and with the overwhelming response the facility has experienced thus far, these projections have been exceeded considerably.

With regards to expenses, a few line items were discussed in detail. The utilities line item has experienced some inconsistency which in large part is due to the accessibility to read the meter by the utility company and has sense been addressed. Also discussed was the rentals line item which covers the time period with which the facility was renting fork and scissor lifts to off load and move equipment while the facility's lifts were on order.

With regards to the October financial report, the Authority received the Hotel/Motel taxes for the 1st qtr for the new fiscal year with funds approximately 6-7% higher than the same period last year. The

event calendar for both facilities was extremely busy for the month of October and is reflected on the income generated for the month however due to the overwhelming amount of activity, several expense lines items showed significant increases as well. Mr. Moreno briefly discussed with the board the current staffing situation and potential solutions to resolving them.

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

OLD BUSINESS:

A. Review and discuss annual audit for period ending June 30, 2014 (McMullen and Mancuso, CPA)

Mr. Funk with McMullen and Mancuso presented the Audit Report for the fiscal year 2013-2014. The Authority once again received an unqualified opinion, the highest level of assurance that is provided on the financial statements as of June 30, 2014. The audit presented fairly, in all material respects, the financial position of the West Calcasieu Parish Community Center Authority as of June 30, 2014 and the results of its operations and cash flows for the year ended in conformity with accounting principles generally accepted in the United States of America. There were no audit findings or management discussions for the fiscal year 2013-2014. Mr. Moreno pointed out that this is the first time in the history of this organization that the Authority had a clear audit that included no management discussions and/or findings.

Mike O'Quinn made a motion to accept the annual audit as presented for period ending June 30, 2014. Meg Lovejoy seconded the motion. All voted and approved.

B. Phase II Events Center Update (Mr. Moreno)

Mr. Moreno gave an update on the Phase II Events Center Project. Several punch list items still remain to be completed before the Events Center project can be completed. The board was reminded that although the 5% retainage was approved and paid back in the September meeting of the Authority, there still remains significant deficiencies on the project and a large amount of funds are still being withheld from the general contractor. As of this evenings meeting, an updated list from the contractor has not been received so payment will continue to be withheld. Mr. Moreno updated the board on the larger items and the status of those items to date. The largest item left outstanding is the carpet in the corridor which the board discussed in length.

NEW BUSINESS:

A. Ratify and accept invoice #1392 from Dana Brown and associates, landscape management services, Phase II Events Center project

Mr. Moreno presented invoice #1392 in the amount of \$1,500.00 for ratification, the invoice was approved via phone poll last month.

Meg Lovejoy made a motion to ratify and accept invoice #1392 from Dana Brown and associates in the amount of \$1500.00. Coy Vincent seconded the motion. All voted and approved.

B. Ratify and accept right-of-way agreement with Entergy Corporation for utility extension

Mr. Moreno presented for ratification the right-of-way with Entergy Corporation for the utility extension along the southern section of the Authorities property.

Coy Vincent made a motion to ratify and accept the right-of-way agreement with Entergy Corporation as presented. Mike O'Quinn seconded the motion. All voted and approved.

C. Review and discuss revised cooperative endeavor with the City of Sulphur

Mr. Moreno presented and discussed revisions to the cooperative endeavor with the City of Sulphur. The original cooperative endeavor only included the arena, the revisions are to include both facilities and expand on services not only for training purposes.

Bob Hardy made a motion to accept the revisions to the cooperative endeavor with the City of Sulphur as presented. Meg Lovejoy seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

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

Cypress Cove Elementary school is requesting permission to utilize the arena for an evacuation point should the school population need to be evacuated to an off-site location for emergencies. The school has provided a certificate of insurance and has agreed to a hold harmless clause. After discussion by the board, Mr. Moreno will discuss with the Authorities legal counsel and get more specific details and report back to the board.

Mr. Moreno gave an update on the Arena & Events Center's busy schedule during the month of October and the future staffing needs as the calendar continues to book out. The Cal Cam Fair went extremely well and we look forward to assisting the Fair Board in the future with more involvement with their planning efforts.

Mr. Moreno also spoke with the board about the Louisiana Board of Ethics and the filing requirements once a Board member resigns from active participation and reminded the board members that these reports are due for every member that is active in any part of that particular fiscal reporting year.

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, December 17, 2014 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.