

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
April 17, 2019
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:30 p.m. by J.C. Cormier

Invocation pronounced by Mike O’Quinn

Pledge was led by Evelyn White

ROLL CALL:

Roll call was made with the following results:

Present:	J.C. Cormier- Chairman	Coy Vincent-Vice Chairman
	Evelyn White - Secretary/Treasurer	Mike O’Quinn-Board Member
	Dr. George Vincent – Board Member	Darwin Pinder – Board Member
	Adrian Moreno-Executive Director	Joyce Anderson-Operations Manager
	Karla Doucet-Administrative Assistant	

Absent: Margaret Lovejoy-Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Evelyn White made a motion to accept the Agenda as presented. Coy Vincent seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Coy Vincent made a motion to accept the March 2019 regular meeting 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 for March 2019:

Mr. Moreno stated that for the month of March, the Income line item was \$13,000 over the projected budget and Concession Income also closed above the projected budget by \$4,400.

On the expenses, a third payroll during the month accounts for the overage to the budget on the Salaries and Wages expense line.

The month of March concludes the 3rd Quarter of the Fiscal Year and Year-to-Date the total Income is over budget \$111,000 or 25%, while Expenses are down \$70,000 under budget, or roughly 6% below budgeted projections. The cash flow summary has the Authority predicted to finish the fiscal year at just over \$6 million.

George Vincent made a motion to accept the financial report as presented for March 2019. Evelyn White seconded the motion. All voted and approved.

OLD BUSINESS:

A. Multi-Purpose Arena – Renovations Project Update (Mr. Ellender)

Mr. Ellender presented to the Board the Cost Estimate-Base Bid for the 2019 Improvements to the Arena Complex. Mr. Ellender discussed any variances and additions in great detail and addressed questions and/or concerns presented by the Board.

Mr. Moreno informed the board once again that the current Pre-Bid meeting date for the Arena renovations project is set for the 18th of April. The Bid date is scheduled for 2:00 pm on the 30th of April. He discussed the option of calling a special meeting with the board prior to the regular board meeting in May to avoid delaying the project and awarding the bid for the project.

NEW BUSINESS:

A. Review and discuss continued membership with 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 2 years the Authority must choose to continue its participation in this organization and if so elect a representative to serve on the organizations Board of Directors.

Evelyn White made a motion to renew the West Calcasieu Community Center Authorities membership with the Louisiana Community Development Authority and have Adrian Moreno, Executive Director continue to be the representative for the Authority. Coy Vincent seconded the motion. All voted and approved.

DIRECTOR’S REPORT:

Mr. Moreno reminded the board that the Financial disclosures are once again due by the 15th of May. Also, every appointed board member has completed the annual required Ethics Training and he stated that all other employees training will be completed by the July 1st deadline.

At last month’s meeting a local citizen submitted an article of concern regarding House Bill 339. Mr. Moreno informed the board that he researched the Bill and stated that it is relevant only to the luxury tax collected in the state and has nothing to do with the hotel/motel taxes for the Authority.

Mr. Moreno also stated that he is putting together preliminary budget proposals for the upcoming fiscal year and will present to the board during the next regular board meeting, as well as some adjustments with regards to salaries and wages. Due to time constraints, it was agreed upon to move the regular scheduled meeting up from May 15th to May 8th.

PUBLIC COMMENTS:

NONE

ADJOURNMENT:

With no further business to discuss George Vincent made a motion to adjourn. Coy Vincent seconded the motion. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, June 19, 2019 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.