

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
August 15, 2018
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:30 p.m. by Meg Lovejoy

Invocation pronounced by Mike O'Quinn

Pledge was led by J.C. Cormier

ROLL CALL:

Roll call was made with the following results:

Present:	Meg Lovejoy- Chairman	J.C. Cormier-Vice Chairman
	Coy Vincent-Secretary/Treasurer	George Vincent-Board Member
	Evelyn White-Board Member	Mike O'Quinn-Board Member
	Adrian Moreno-Executive Director	Joyce Anderson-Operations Manager
	Sarah Higdon-Event Services Supervisor	

Absent: Darwin Pinder-Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Coy Vincent made a motion to accept the July 18, 2018 regular meeting minutes as presented. J.C. Cormier seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a summary of the Financial report as presented for July 2018:

The month of July marks the beginning of fiscal year 2018-2019. Mr. Moreno reminded the board that although the 4th Quarter Hotel/Motel taxes are expected to be received during the month of August, the Authority is very close to meeting its cap, meaning any funds over that amount will be rolled into the next fiscal year. On the expenses, one of the invoices for the parking lot water leak repair project during the month of June was received after the close of the fiscal year and is reflected on the Expense side for this year.

The Cash Flow statement balance is just shy of \$1 million dollars from the end of last fiscal year due to \$600,000 being budgeted for misc. construction projects and \$225,000 for capital outlay projects. These figures are all estimates as Mr. Moreno works with our Architect on cost estimates for renovations and needed repairs to both facilities. Cash Flow is projected to finish the fiscal year at \$5.3 million.

Coy Vincent made a motion to accept the July 2018 financial reports as presented. Mike O'Quinn seconded the motion. All voted and approved.

OLD BUSINESS:

A. Review and Discuss LA R.S. 14:19.5 relating to firearms on the premises

Last month the Board discussed the issue of fire arms being allowed in the facility at great length. Clarification was received by the Authorities legal counsel regarding Louisiana Revised Statute 14:95.5 which states that firearms may not be allowed on the premises if alcohol is being served. In light of this development proper signage will now be posted near the main entrances to the complex prohibiting firearms at the complex.

NEW BUSINESS:

A. Review and discuss proposal for annual audit with McMullen and Mancuso for audit ending June 30, 2018

McMullen and Mancuso have submitted an engagement letter and Agreed Upon Procedures requesting approval for their firm to once again conduct the annual audit for the West Calcasieu Parish Community Center Authority for the fiscal year ending June 30, 2018.

Coy Vincent made a motion to accept the audit engagement and Agreed Upon Procedures with McMullen and Mancuso for the fiscal year ending June 30, 2018 as presented. Evelyn White seconded the motion. All voted and approved.

B. Review and discuss Louisiana Compliance Questionnaire for audit ending June 30, 2018

Mr. Moreno presented the completed Louisiana Compliance Questionnaire for fiscal year 2017-2018 that is required by all governmental agencies entering into audit engagements. The Legislative Auditor requires all governmental agencies to have this questionnaire approved by their respective governing bodies prior to the commencement of the audit.

Evelyn White made a motion to accept the Louisiana Compliance Questionnaire for fiscal year 2017-2018 as presented. Coy Vincent seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

Mr. Moreno gave a brief update on the status of the planned renovations to the Arena. Mr. Moreno met with Mr. Ellender on the issue with the glare coming in from the west side of the Arena. Mr. Ellender suggested that changing the color of the aggregate would help with this issue tremendously. Mr. Moreno asked Mr. Ellender to come up with some other alternate options to include possibly lowering the wall height as well as other options available to alleviate this glare.

The next item of discussion was regarding the insulation in the Arena. Mr. Moreno has been visiting facilities throughout the south that utilize the insulation being suggested by the Architectural team. Unfortunately, a good portion of these facilities are climate controlled which does not offer a good comparison. There were a few facilities that were visited that are having similar issues, although not as severe. Mr. Moreno will continue his site visits and report his findings to the board next month.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With no further business to discuss Evelyn White made a motion to adjourn. Mike O'Quinn seconded. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, September 19, 2018 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.