

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
February 21, 2018
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 J.C. Cormier

ROLL CALL:

Roll call was made with the following results:

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

Absent: Meg Lovejoy- Chairman

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Coy Vincent made a motion to accept the January 17, 2018 regular meeting minutes as presented. George Vincent seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a summary of the Financial reports as presented for January 2018.

The Calcasieu Parish Police Jury assistance grant from the Burton Agricultural Services tax was received in the amount of \$291,155. This amount represents a \$10,000 increase from the previous year. Mr. Moreno reminded the board that this cooperative endeavor is for 10 years and is based on a percentage rate of the tax collected.

Revenue for the month of January was very profitable. This is due in large part to the Mardi Gras Ball's held at the Events Center during the month. This Mardi Gras season was very short, meaning the facility had only 6 weeks available and all but one weekend hosted both Friday and Saturday events.

Expenses during the month of January also increased with the increased Income. The line item for utilities saw a slight increase of the water usage at the Arena caused by the excessive sub-freezing dates held throughout the month. Allowing the water lines to slowly drip significantly decreases the chances of cracked and busted lines during the cold temperatures. Maintenance of Property line item is above budget primarily for damage to the pipes and sprinkler system that were affected by the cold weather.

Professional Services is above budget due to the timing of the payment for the annual audit and additional staff needed to assist during the Mardi Gras Ball's.

Mr. Moreno pointed out last month that the reported YTD income total was \$17,000 below budget. Due to the profitable month of January the total is now only \$3,000 below budget, roughly 1% below the projected budget for the year. Another very favorable month is being anticipated for February as the Mardi Gras season comes to an end. Expenses YTD are \$76,000 or 10% below budget.

Mr. Moreno informed the board that a check was recently received from the state for the 2nd quarter collections for the Hotel/Motel tax. Mr. Moreno stated that he has been in contact with the Treasury department regarding this collection for several reasons. The first is the check was mailed directly to the Authority and as stated in the bond documents, should be going directly to Whitney Bank. Also, the amount far exceeds any collections received during this quarter and thus does put the total collections for the fiscal year over the Authorities cap. Mr. Moreno hopes to resolve these issues as soon as possible with the Treasury Department and will update the board accordingly.

The Events Receipt total is \$82,000 for the month of January, \$45,000 of which is directly generated from the Mardi Gras Krewe's. A review will be made by the administration staff of the previous season and will recommend any adjustments and/or improvement to the board prior to the next Mardi Gras Season. One comment that was asked by a certain Krewe is that the board review the corkage prices. To date the corkage rates have not been increased since opening the doors to the facility in 2014 but a review will be conducted and compared to other similar competing facilities prices.

Evelyn White made a motion to accept the January 2018 financial reports as presented. George Vincent seconded the motion. All voted and approved.

OLD BUSINESS:

None

NEW BUSINESS:

A. Review and discuss Current Arena Practice Policy

Mr. Moreno reviewed the current Arena practice policies with the board. At this time the policy states that practice time reservations are to be paid 24 hours in advance and cancelled within 24 hours of the practice time for a usable credit of up to 30 days. Mr. Moreno presented an amendment which states that practice reservations are to be paid for at the time of booking and cancelled within 48 hours for an Arena credit for up to 30 days. The purpose is to keep individuals from holding on to a practice time slot and then cancelling with very little time to open these up for another group or individual.

George Vincent made a motion to accept the amendments to the Arena Practice Policy as presented effective immediately. Mike O'Quinn seconded the motion. All voted and approved.

DIRECTOR'S REPORT

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

Mr. Moreno wanted to publicly thank all the staff and laborers for their hard work during the Mardi Gras season. While it was very profitable for the facility, it is very taxing on the entire staff with the multiple overnight turnovers and late hours all together and these events would not have been successful without everyone's full cooperation.

Meyer's & Associates has been hired to engineer the road for the upcoming RV park located south of the Authorities complex. Mr. Byron Racca visited with Mr. Moreno and informed him that the firm is in the preliminary stages of the design but that there is not a foreseeable objection to building a city road over the drainage lateral. Mr. Racca reminded the Authority that whatever road is built will have to meet city specifications and that once the topographical surveys are complete then an estimated cost would be able to be established at that time. Mr. Racca did say that he will keep the Authority abreast on the status of the design and will inform them of any new developments.

Mr. Moreno reminded the board of the Annual 1-hour training requirement for the Board of Ethics. Joyce Anderson will be attending a training in Baton Rouge to become a liaison to proctor this training by DVD. This class will assist in the training of those employees whom are unable of producing a valid email address, a requirement when completing the online training. He also reminded the board that the financial disclosure forms will once again be due in May.

PUBLIC COMMENTS:

NONE

ADJOURNMENT:

With no further business to discuss George Vincent 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, March 21, 2018 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.