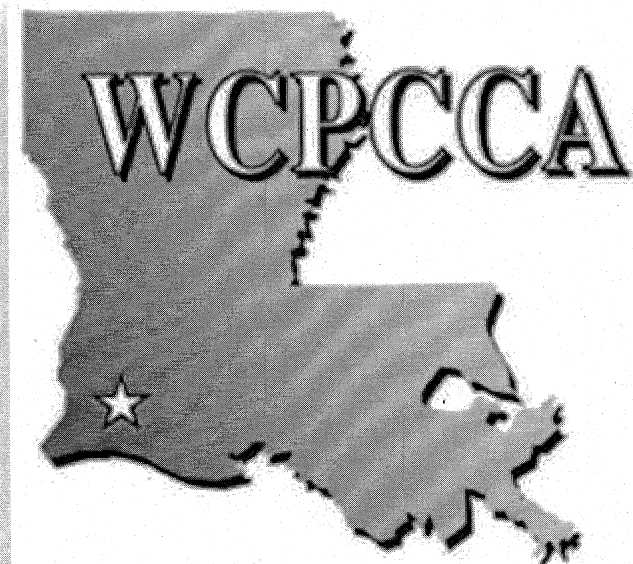


Joyce Anderson

From: Adrian Moreno
Sent: Monday, December 14, 2015 11:23 AM
To: Undisclosed for Privacy
Subject: West Calcasieu Parish Community Center Authority Meeting Reminder



**West Calcasieu Parish
Community Center Authority**
Regular Meeting
Wednesday December 16, 2015
5:30pm
WEST-CAL EVENTS CENTER
Board Room
Sulphur, Louisiana

Adrian Moreno

Executive Director
West Calcasieu Parish Community Center Authority
P.O. Box 49
Sulphur, LA 70664
(337) 528-9378 (337) 528-9379 (F)
www.WestCalEvents.com

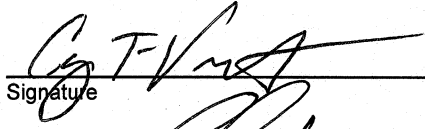


I the undersigned, hereby certify this to be a true copy of the Official Minutes of the **November 18, 2015** regular meeting of the Board of Directors of the West Calcasieu Parish Community Center Authority:

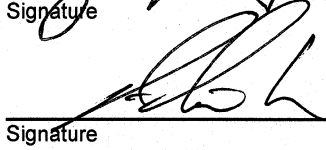
[] canceled due to a quorum not being present _____

[] as approved without or correction on: 12/16/15

[] as amended and approved on: _____


Signature

Chairman
title


Signature

Director
title

**West Calcasieu Parish Community Center Authority
Regular Monthly Meeting
Wednesday December 16, 2015 - 5:30 P.M.
West-Cal Events Center
Sulphur, Louisiana**

AGENDA

- 1. Call to order**
- 2. Invocation**
- 3. Pledge**
- 4. Roll Call**
- 5. Amendments, additions, deletions to proposed agenda**
- 6. Review and discuss November 2015 Meeting Minutes**
- 7. Review and discuss November 2015 Financial Report**
- 8. Old Business**
 - a. Review and discuss nominee for CVB Board of Directors appointment**
- 9. New Business**
 - a. Review and discuss annual audit for period ending June 30, 2015 (McMullen and Mancuso, CPA)**
 - b. 2016 Executive Committee nominations**
- 10. Directors Report**
- 11. Public Comments**
- 12. Adjournment**

Next meeting date scheduled for January 20, 2016- 5:30 PM at the West-Cal Events Center, Sulphur, LA.

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
November 18, 2015
West-Cal Events Center
Sulphur, Louisiana**

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

Invocation pronounced by Mike O'Quinn

Pledge was led by Meg Lovejoy

ROLL CALL:

Roll call was made with the following results:

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

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

J.C. Cormier made a motion to move item 9A - CVB Board of Directors appointment to Item 6. George Vincent seconded the motion. All voted and approved.

NEW BUSINESS:

A. REVIEW AND DISCUSS NOMINEE FOR CVB BOARD OF DIRECTORS APPOINTMENT:

Calcasieu Police Juror Mrs. Sandy Treme addressed the Board and introduced a nomination for the CVB Board of Directors appointment due from the WCPCCA in January 2016. Mrs. Treme requested the Board consider Mrs. Lauren Cooper, daughter of former Dequincy mayor and current CVB board member Gary Cooper as a possible candidate for that position.

Mr. Moreno explained to the board members that the Authority is responsible for appointing one member to the Convention and Visitors Bureau Board of Directors, a position currently held by Mr. Cooper. Mr. Cooper will term out at the end of this year and a replacement is needed to fill this position. After discussion the board requested to table the nomination until next month to give an opportunity for the board members that are less familiar with this appointment to consider other possible candidates.

Meg Lovejoy made a motion to table the nomination of an appointment for the CVB Board of Directors until the following month. J.C. Cormier seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

J.C. Cormier made a motion to accept the September 16, 2015 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 presented for September and October 2015. September closed out the 1st quarter of the Fiscal Year with Income finishing around 26% above budget and Expenses at 3-4% under budget.

October was also a very profitable month for the Authority. October is historically a busier month for the Arena due in large part to the Cal Cam Fair as well as other larger events. Income was well above budget however so were the expenses for the month as a direct reflection of the extra man power and expenses needed to host such large events.

Dr. Vincent made a motion to accept the September and October 2015 financial report as presented. Meg Lovejoy seconded the motion. All voted and approved.

OLD BUSINESS:

None

NEW BUSINESS:

B. Review and discuss final invoice from Ellender and Broussard for Project Management Services— Phase II Events Center Project

Mr. Moreno presented an invoice from Ellender and Broussard for the remaining balance for the Project Management (PM) Services fees. According to the agreement, PM fees were to be calculated at 3% of the total cost of the project. Mr. Ellender agreed to offset the repairs needed to the Events Center LED lighting fixtures from the total remaining PM fees. The remaining balance of \$103,668.83 is being requested at this time.

Dr. Vincent made a motion to accept and pay the final invoice to Ellender and Broussard for Project Management Services in the amount of \$103,668.83. Mike O'Quinn seconded the motion. All voted and approved.

C. Executive Committee Report

Coy Vincent addressed the board regarding the Executive Committee meeting held in October. The Executive Committee met to discuss the current Architectural contract with Ellender and Broussard Architectural firm before moving forward with any future projects. The committee feels that the initial engagement of the firm has been completed with the conclusion of the Event Center project and would like to make a recommendation to the board to terminate the existing agreement with Ellender and Broussard effective immediately.

Mike O'Quinn made a motion to terminate the current Architectural and Engineering Services agreement with the Ellender and Broussard. George Vincent seconded the motion. All voted and approved.

The committee also discussed and recommended the Authority consider entering into an agreement with Mr. E.J Ellender and his firm, Ellender Architects & Associates for the Authorities future expansion projects. The initial terms of the contract offer a fixed 7.5% Architectural rate and do not include any project management fees. The board openly discussed the terms and language that would need to be written in before accepting any new agreement. The board would like to have Mr. Ellender draft up a proposal for the board to review at it earliest convenience.

D. REVIEW AND DISCUSS PROPOSED CHANGES TO THE EMPLOYEE BENEFITS PLAN

Mr. Moreno presented the updates for premiums on the medical benefits that will take effect at the beginning of 2016. Employee benefits currently offered to all eligible employees are through the Calcasieu Parish Police Jury. In the past the Police Jury has paid 100% of the medical benefits for each employee and the Authority did the same for their employees. In an effort to offset the new "Cadillac" or excise tax scheduled to take effect in 2018 on all employer-sponsored health plans, the CPPJ is now requiring all eligible employees participating in the benefits plan to choose one of two available plans. The first plan offers a significantly higher deductible but still maintains a free premium to the employee while the second plan has a lower deductible but will require each employee to pay a mandatory \$40 insurance premium every month for their coverage.

Mr. Moreno explained that the Authorities current Employee Policy Manual states the Authority will pay 100% of each eligible employee's insurance premium and is requesting the board make the change to the policy manual to reflect these new premium options required by the CPPJ.

Meg Lovejoy made a motion to update the Employee Policy Manual to require all eligible employees wishing to participate in the health insurance option follow the plans offered by the Calcasieu Parish Police Jury. J.C. Cormier seconded the motion. All voted and approved.

DIRECTOR'S REPORT

Mr. Moreno gave a brief update on the Authorities operations. Both facilities continue to stay booked with the Events Center particularly exceeding all expectations and continues to stay extremely busy. Unfortunately the labor force in the local market is extremely limited right now. With the busy schedule and limited staffing options, Mr. Moreno commented that careful consideration will be taken into account when considering booking some of the larger back to back events that will require large overnight turnarounds. Mr. Moreno stated that the staff focus must remain on maintaining the service standards for both facilities that have been set over the previous years.

Mr. Moreno informed the board that the 1st qtr Hotel/Motel taxes have been received and deposited in the Authorities account. The total collected was \$271,144, an 11% increase from the same period last year. Mr. Moreno stated that he will stay in contact with the local legislative delegation to continue to request the Authorities cap be increased to its previous budget of \$1,2M or possibly even increase it more to adjust for the current increase in Hotel/Motel revenues.

Mr. Moreno also notified the board of a reimbursement from FEMA that has been received for Hurricane Rita related damages from 2005 in the amount of \$19,000.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With no further business to discuss, Coy Vincent entertained a motion to adjourn.

The next regular meeting of the Board of Directors will be held on Wednesday, December 16, 2015 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.

West Calcasieu Arena & Events Center
Profit & Loss Budget vs. Actual
 July through November 2015

NOVEMBER 2015

	NOVEMBER 2015			TOTAL			BUDGET	
	Nov 15	Budget	\$ Over Budget	Jul - Nov 15	Budget	\$ Over Budget	% of Budget	Annual Budget Remaining
Ordinary Income/Expense								
Income								
3150 · Hotel Motel Tax (Deposit from State)	271,144.30	250,000.00	21,144.30	708,938.69	600,000.00	108,938.69	118.16%	950,000
3250 · Burton Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	250,000
3450 · Income	26,862.57	22,083.32	4,779.25	150,196.01	110,416.60	39,779.41	136.03%	265,000
3451 · Other Income (Miscellaneous Income Items)	19,955.00	1,000.00	18,955.00	25,938.59	5,000.00	20,938.59	518.77%	12,000
3452 · Shavings Income	-558.00	208.33	-766.33	1,057.37	1,041.65	15.72	101.51%	2,500
3460 · Concession Income- Net	16,515.90	6,250.00	10,265.90	56,838.17	31,250.00	25,588.17	181.88%	75,000
3610 · Interest / Dividends	145.72	125.00	20.72	776.23	625.00	151.23	124.2%	1,500
Total Income	334,065.49	279,666.65	54,398.84	943,745.06	748,333.25	195,411.81	126.11%	1,556,000
Gross Profit	334,065.49	279,666.65	54,398.84	943,745.06	748,333.25	195,411.81	126.11%	612,255
Expense								
4110 · Wages, Salaries, Compensation	70,108.84	68,383.42	1,725.42	182,309.00	176,917.10	5,391.90	103.05%	370,601
4150 · Employee Benefits	11,676.20	10,747.73	928.47	43,245.74	43,538.65	-292.91	99.33%	100,923
4200 · Advertising/Marketing/Promotion	1,575.00	3,749.99	-2,174.99	13,141.31	18,749.95	-5,608.64	70.09%	45,000
4210 · Dues and Subscription	27.26	250.00	-222.74	941.75	1,250.00	-308.25	75.34%	8,000
4220 · Printing, Duplicating, Typing	0.00	0.00	0.00	141.23	3,000.00	-2,858.77	4.71%	6,000
4230 · Utilities (Utilities)	13,360.08	12,125.00	1,235.08	57,791.57	60,625.00	-2,833.43	95.33%	145,500
4240 · Communications	968.92	1,000.00	-31.08	4,612.25	5,000.00	-387.75	92.25%	12,000
4250 · Rentals	338.90	1,500.00	-1,161.10	1,864.50	3,000.00	-1,135.50	62.15%	4,500
4260 · Maintenance of Property & Equip	4,283.77	3,658.33	625.44	25,199.58	22,491.65	2,707.93	112.04%	48,100
4270 · PM/Inspections (Routine PM & Inspections)	250.00	1,793.75	-1,543.75	6,493.40	11,318.75	-4,825.35	57.37%	24,985
4280 · Professional Services	2,988.44	2,458.33	530.11	18,583.32	14,254.15	4,329.17	130.37%	42,925
4290 · Insurance (Property & Liability)	0.00	750.00	-750.00	70,530.66	77,900.00	-7,369.34	90.54%	104,600
4300 · Supplies	464.82	500.00	-35.38	8,080.28	5,500.00	2,580.28	146.91%	9,000
4400 · Training and Safety	275.00	0.00	275.00	275.00	0.00	275.00	100.0%	4,000
4410 · Transportation, Lodging, Meals	986.76	1,783.32	-796.56	6,366.89	8,916.60	-2,549.71	71.41%	21,400
4490 · Permits, Licenses and Fees (Licenses)	348.68	0.00	348.68	1,112.04	0.00	1,112.04	100.0%	2,580
4499 · Miscellaneous (Miscellaneous)	2.00	41.66	-39.66	-24.96	208.30	-233.26	-11.98%	500
4600 · Capital Outlay	0.00	16,666.66	-16,666.66	61,383.78	83,333.30	-21,949.52	73.66%	200,000
4700 · Construction	103,668.83	50,000.00	53,668.83	142,884.98	150,000.00	-7,115.02	95.26%	500,000
Total Expense	211,323.30	175,408.19	35,915.11	644,932.32	686,003.45	-41,071.13	94.01%	1,650,614
Net Income	122,742.19	104,258.46	18,483.73	298,812.74	62,329.80	236,482.94	479.41%	(94,614)
								(393,427)

West Calcasieu Arena & Events Center
Profit & Loss by Class
 November 2015

NOVEMBER 2015

	NOVEMBER 2015				YTD TOTAL				BUDGET	
	Arena	Events Center	GA	TOTAL	Arena	Events Center	GA	TOTAL	Annual Budget	Budget Remaining
Ordinary Income/Expense										
Income										
3150 · Hotel Motel Tax (Deposit from State)	0.00	0.00	271,144.30	271,144.30	0.00	0.00	708,938.69	708,938.69	950,000	241,061
3250 · Burton Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000	250,000
3450 · Income	5,685.41	21,177.16	0.00	26,862.57	54,474.24	95,721.77	0.00	150,196.01	285,000	114,804
3451 · Other Income (Miscellaneous Income Items)	0.00	900.00	19,055.00	19,955.00	2,995.59	3,888.00	19,055.00	25,938.59	12,000	(13,939)
3452 · Shavings Income	-643.95	0.00	85.95	-558.00	971.42	0.00	85.95	1,057.37	2,500	1,443
3460 · Concession Income-Net	3,341.37	13,174.53	0.00	16,515.90	16,754.98	40,083.19	0.00	56,838.17	75,000	18,162
3610 · Interest / Dividends	0.00	0.00	145.72	145.72	0.00	0.00	776.23	776.23	1,500	724
Total Income	8,382.83	35,251.69	290,430.97	334,065.49	75,196.23	139,692.96	728,855.87	943,745.06	1,556,000	612,255
Gross Profit	8,382.83	35,251.69	290,430.97	334,065.49	75,196.23	139,692.96	728,855.87	943,745.06	1,556,000	612,255
Expense										
4110 · Wages, Salaries, Compensation	6,123.43	5,336.00	58,649.41	70,108.84	45,184.58	26,568.01	110,556.41	182,309.00	370,601	188,292
4150 · Employee Benefits	1,489.36	1,763.66	8,443.18	11,676.20	9,635.95	8,740.33	24,869.46	43,245.74	100,923	57,677
4200 · Advertising/Marketing/Promotion	0.00	0.00	1,575.00	1,575.00	1,339.43	11.00	11,790.88	13,141.31	45,000	31,859
4210 · Dues and Subscription	0.00	27.26	0.00	27.26	0.00	321.60	620.15	941.75	8,000	7,058
4220 · Printing, Duplicating, Typing	0.00	0.00	0.00	0.00	108.00	0.00	33.23	141.23	6,000	5,859
4230 · Utilities (Utilities)	3,920.82	9,439.26	0.00	13,360.08	20,883.30	36,908.27	0.00	57,791.57	145,500	87,708
4240 · Communications	0.00	0.00	968.92	968.92	0.00	0.00	4,612.25	4,612.25	12,000	7,388
4250 · Rentals	338.90	0.00	0.00	338.90	1,864.50	0.00	0.00	1,864.50	4,500	2,636
4260 · Maintenance of Property & Equip	3,549.91	701.98	31.88	4,283.77	18,798.59	4,826.68	1,573.31	25,199.56	48,100	22,900
4270 · PM/Inspections (Routine PM & Inspections)	250.00	0.00	0.00	250.00	250.00	6,243.40	0.00	6,493.40	24,985	18,492
4280 · Professional Services	69.00	2,316.00	603.44	2,988.44	1,023.00	13,600.28	3,960.04	18,583.32	42,925	24,342
4290 · Insurance (Property & Liability)	0.00	0.00	0.00	0.00	3,109.00	1,255.00	66,166.66	70,530.66	104,600	34,069
4300 · Supplies	179.37	47.69	237.56	464.62	906.57	4,538.95	2,634.76	8,080.28	9,000	920
4400 · Training and Safety	275.00	0.00	0.00	275.00	275.00	0.00	0.00	275.00	4,000	3,725
4410 · Transportation, Lodging, Meals	259.34	0.00	727.42	986.76	1,676.95	4.83	4,685.11	6,366.89	21,400	15,033
4490 · Permits, Licenses and Fees (Licenses)	0.00	0.00	348.68	348.68	0.00	0.00	1,112.04	1,112.04	2,580	1,468
4499 · Miscellaneous (Miscellaneous)	0.00	0.00	2.00	2.00	-26.96	0.00	2.00	-24.96	500	525
4600 · Capital Outlay	0.00	0.00	0.00	0.00	46,889.25	13,270.03	1,224.50	61,383.78	200,000	138,616
4700 · Construction	0.00	103,668.83	0.00	103,668.83	3,326.53	139,558.45	0.00	142,884.98	500,000	357,115
Total Expense	16,435.13	123,300.68	71,587.49	211,323.30	155,244.69	255,846.83	233,840.80	644,932.32	1,650,614	1,005,682
Net Income	-8,052.30	-88,048.99	218,843.48	122,742.19	-80,048.46	-116,153.87	495,015.07	298,812.74	(94,614)	(393,427)

West Calcasieu Arena & Events Center

CASH FLOW

As of November 30, 2015

	<u>Nov 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash on Hand	4,000.00
1020 · Cash in Banks	
1020-1 · WCPCCA (Operating Budget)	415,170.53
1020-2 · Construction Account	68,653.01
Total 1020 · Cash in Banks	<u>483,823.54</u>
1100 · Investments	
1135 · Money Market	5,670,084.51
Total 1100 · Investments	<u>5,670,084.51</u>
1145 · JP Morgan Chase Bank (Phase II Bond Proceeds)	15.89
1147 · Chase Sinking Fund (Sinking account in accordance with our bonds)	71.92
Total Checking/Savings	<u>6,157,995.86</u>
Projected Expenditures *	
Misc construction projects	350,000.00
Bond Payment (Principal & Interest)	138,429.75
Operating Expenses	509,950.38
Capital Outlay	138,616.22
Total projected Expenditures *	<u>\$ 1,136,996.35</u>
Projected Cash Income *	
Hotel/Motel Tax (Projected payments thru end of FY 1516)	925,000.00
Burton Tax	250,000.00
Operating Revenue	121,193.63
Total Projected Cash Income *	<u>\$ 1,296,193.63</u>
TOTAL PROJECTED CASH AVAILABLE*	<u><u>\$ 6,317,193.14</u></u>

*Projections are through the end of FY 15-16

West Calcasieu Parish Community Center Authority
Event Receipt Totals
November 2015

ARENA:

Event	Rent	Concessions	Ancillaries	Other	Totals
Sulphur High School Rodeo Club 4-D	\$175.00	\$200.50			\$375.50
Silver Spurs Rodeo Club 4-D	\$175.00	\$254.00			\$429.00
Silver Spur Riders Club	\$427.50	\$257.00	\$1,425.00		\$2,109.50
Little Britches Rodeo Club 4-D	\$175.00	\$68.50			\$243.50
Little Britches Rodeo Club	\$750.00	\$2,200.00	\$2,637.50	\$100.00	\$5,687.50
Sulphur High School Rodeo Club		\$6,355.25			\$6,355.25
					\$0.00
					\$0.00
					\$0.00
	<u>\$1,702.50</u>	<u>\$9,335.25</u>	<u>\$4,062.50</u>	<u>\$100.00</u>	<u>\$15,200.25</u>

Arena Practice Time \$910.00

Events Center:

Event	Rent	Catering	Ancillaries	Other	Totals
Gulf Coast Rollergirls	\$525.00	\$1,085.00		\$165.00	\$1,775.00
Marlin Wedding		\$112.00			\$112.00
Jr. BETA Deposit (11.17.15)	\$525.00	\$5,590.00			\$6,115.00
SHS BETA		\$7,644.50			
John Guillbeaux Veteran's Program	\$137.50	\$1,160.00			\$1,297.50
Brad Broussard CD Release Deposit (12.19.15)	\$300.00				\$300.00
Sulphur Armed Forces-Flea Market	\$770.00				\$770.00
Axiall Workshop	\$200.00	\$1,270.00	\$160.00		\$1,630.00
Axiall Kaizen Contractor Cost Meetings	\$450.00	\$918.50	\$480.00		\$1,848.50
Guillory-Authement Wedding	\$400.00	\$874.00	\$400.00	\$120.00	\$1,794.00
Colors for a Cause-Louisiana	\$210.00		\$160.00		\$370.00
Harvey's 100th B-Day	\$300.00	\$1,148.00	\$788.00	\$385.00	\$2,621.00
Versa Integrity Christmas Party	\$600.00	\$75.00		\$120.00	\$795.00
Our Lady's School Benefit/Banquet	\$775.00	\$2,971.00	\$840.00		\$4,586.00
First Choice Couriers Christmas Party	\$275.00				\$275.00
ABC Training Center	\$600.00	\$100.00	\$750.00		\$1,450.00
John Hardy 76th Birthday Dinner	\$150.00				\$150.00
Justin & Anna's Reception Deposit (11.28.15)	\$275.00	\$114.00			\$389.00
Westlake Chemical Employment Law	\$750.00	\$805.00	\$500.00		\$2,055.00
ISM Christmas Party Deposit (12.3.15)	\$400.00	\$50.00	\$75.00	\$120.00	\$645.00
Vincent Wedding		\$425.00	\$600.00	\$150.00	\$1,175.00
Phillip 66 Pipeline Deposit (1.27.16)	\$300.00				\$300.00
John Carter "MOV Reliability Seminar"	\$375.00				\$375.00
Two Crafty Chicks Balance (4.14-17.15)	\$2,625.00				\$2,625.00
Axiall "Train the Trainer"	\$1,100.00	\$1,078.50	\$400.00		\$2,578.50
Cameron LNG Team Building	\$275.00	\$460.00	\$120.00		\$855.00
West Cal Chamber Banquet		\$2,405.02			\$2,405.02
Sulphur Band of Pride Banquet	\$770.00	\$200.00			\$970.00
Henry/Trahan Wedding Deposit (8.27.16)	\$600.00				\$600.00
	<u>\$13,687.50</u>	<u>\$28,485.52</u>	<u>\$5,273.00</u>	<u>\$1,060.00</u>	<u>\$40,861.52</u>

Totals:

Arena	Current	Prior Year	Difference
Rent	\$1,702.50	\$4,702.50	(\$3,000.00)
Concessions	\$9,335.25	\$9,237.50	\$97.75
Ancillaries	\$4,062.50	\$9,732.50	(\$5,670.00)
Other	\$100.00	\$1,755.00	(\$1,655.00)
Arena Practice Time	\$910.00	\$790.00	\$0.00
	\$16,110.25	\$26,217.50	(\$10,227.25)

Events Center	Current	Prior Year	Difference
Rent	\$13,687.50	\$15,847.50	(\$2,160.00)
Concessions	\$28,485.52	\$13,741.81	\$14,743.71
Ancillaries	\$5,273.00	\$1,255.00	\$4,018.00
Other	\$1,060.00	\$75.00	\$985.00
	\$48,506.02	\$30,919.31	\$17,586.71

Total Earned Income: \$64,616.27 \$57,136.81 \$7,479.46



LAKE CHARLES

SOUTHWEST LOUISIANA

CONVENTION & VISITORS BUREAU

LAKE CHARLES | SULPHUR | WESTLAKE
DEQUINCY | VINTON | IOWA

October 29, 2015

Coy Vincent
West Calcasieu Community Center Authority
2900 Ruth Street
Sulphur, LA 70665

Re: Southwest Louisiana Convention and Visitors Bureau Board Appointment

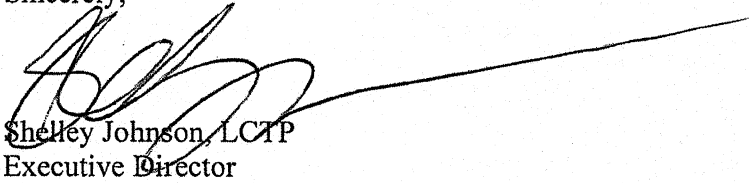
Dear Mr. Vincent:

Pursuant to Act 1329 of the 1999 Regular Session of the Louisiana Legislature, the Southwest Louisiana Convention and Visitors Bureau is required to notify you that the West Calcasieu Community Center Authority appointment for the position you are responsible for on the Convention and Visitors Bureau Board will expire December 31, 2015. The position is currently held by Gary Cooper.

The legislation states that the West Calcasieu Community Center Authority should make a direct appointment from among three persons who are members of the organization to the Bureau prior to December. The nominee selected will serve a three-year term commencing January 1, 2016 and ending December 31, 2018.

Upon review of the information, please contact me to discuss this process.

Sincerely,



Shelley Johnson, LCTP
Executive Director

LAUREN C. COOPER

Lauren is a life-long resident of the City of DeQuincy. She is the mother of a seven year old daughter, Layla Jolie, and is the daughter of Gary and Candace Cooper.

She is a graduate of DeQuincy High School, attended Louisiana State University and graduated from McNeese State University with a Bachelor Of Science Degree in May, 1995.

Her work experience is primarily in the field of finance and banking having worked in the casino industry and for two area banks. She is presently employed at City Savings Bank in DeQuincy.

Lauren has been active in community service for many years. Since 2002, she has been a member of the DeQuincy Federated Service League which produces the annual Louisiana Railroad Days Festival in April on the grounds of the DeQuincy Railroad Museum. She also represents City Savings Bank on the DeQuincy Chamber of Commerce Board of Directors and has served as the Chamber of Commerce President for the past three years.

LAUREN C. COOPER

107 Dogwood St.
DeQuincy, LA 70633
337- 802-4302
Lcooper71@aol.com

EDUCATION

McNeese State University, Lake Charles, LA
Bachelor of Science Degree (BS) – May 1995

Louisiana State University, Baton Rouge, LA
Attended 1989-1991 – Basic Studies

WORK EXPERIENCE

February 2006 – Present **Teller**

City Savings Bank – DeQuincy, LA

Provide superior and quality customer service; Promotes and maintain positive relations with all contacts, customers, and potential customers. Complies with all company policies and procedures. Operates teller window to serve customers by: Accepting checking or saving deposits verifying cash and endorsements, identifying customer and cashing checks, balancing cash daily, accepting loan payments. Cross-sells bank products at every opportunity. Follows tellers over / short policy. Makes a concentrated effort to solve customer problems. Provides additional customer services including Cashier Checks, Money Orders, Savings Bond, Traveler's Cheques, Stop Payments and Certificates of Deposit. Works on the Past Due Report and Insurance Exception Report. Maintain bank's internal audit procedures such as Currency Transaction Reports, Logs, and Responsible for all Credit card payments bank wide.

April 2002 –
February 2006

Vault Teller / Head Teller

Cameron State Bank (now Iberiabank) – DeQuincy, LA

Provide superior and quality customer service; Promotes and maintain positive relations with all contacts, customers, and potential customers. Complies with all company policies and procedures. Responsible for balancing and operating the monetary flow in the bank's vault. Make sure the bank and ATM have sufficient money. Send and receive monetary shipment from bank's main vault. Responsible for the training and motivation of all tellers. Performs as a team member in allocating and coordinating the workflow of all tellers. Operates teller window to serve customers by: Accepting checking or saving deposits verifying cash and endorsements, identifying customer and cashing checks, balancing cash daily, accepting loan payments. Cross-sells bank products at every opportunity. Follows tellers over / short policy. Completes End of Month Reports in a timely manner. Makes a concentrated effort to solve customer problems. Provides additional customer services including Cashier Checks, Money Orders, Savings Bond, Traveler's Cheques, Stop Payments and Certificates of Deposit. Maintain bank's internal audit procedures such as Currency Transaction Reports.

March 1996 -
April 2002

Credit / Cage Supervisor

Isle of Capri Casino – Lake Charles, LA

Responsible for all check cashing and credit activity during my shift. Responsible for the receiving of new credit applications, reviewing, and approval for both credit and check cashing lines. Able to read and understand credit, bank and gaming reports. Responsible for the daily marker deposit. Make sure that patrons are served with great customer service. Responsible for the training of credit clerks on credit policies and procedures. Communicating with clerks, making sure they are content while they perform their tasks. Assisting Cage Managers and Supervisors as needed. Assist Casino Shift Managers and Hosts with hosting duties. Maintain State's Internal Controls. Responsible for Credit's return and paid markers and checks. Maintained communication with Central Credit Inc. in Las Vegas, NV.

Cage Administration Payroll Clerk

Isle of Capri Casino – Lake Charles, LA

Responsible for payroll of the Cage, Credit and Impress Departments. Performed general office duties in Cage Administration. Assisted the Cage Managers. Responsible for the upkeep of employee attendance records. Maintained employee's personal files. Work closely with the Human Resource Department with employee relations.

Administrative Assistant – Marine & Facility Operations

Isle of Capri Casino – Lake Charles, LA

Assisted Directors of Marine & Facilities. Assisted the marine, maintenance, housekeeping, transportation, and valet managers. Processed fuel orders for the riverboats. Kept correspondence with the State Police and US Coast Guard. Responsible for the payroll for Marine and Facilities Depts... Performed general secretarial and office duties.

ORGANIZATIONS

DeQuincy Federated Service League 2002 - Present; DeQuincy Chamber of Commerce – Board of Directors 2006-2011 and President, 2012-2015; Isle of Capri - Employee Recognition Committee (ERC) 1999-2001; American Society of Interior Designers – (ASID) McNeese Student Chapter – Treasurer, 1993-1995 – Travel Coordinator, 1992-1993.

West Calcasieu Parish Community Center Authority
Committee Members
2015

BOARD OF DIRECTORS:

Coy Vincent - Chairman
Meg Lovejoy - Vice Chairman
Greg Robertson - Secretary/Treasurer
Mike O'Quinn – Director
JC Cormier – Director
Dr. George Vincent - Director
Evelyn White – Director

EXECUTIVE COMMITTEE:

1. Mr. Vincent- Chairman (member at large for all other committees)
2. Mrs. Lovejoy – Vice Chairman
3. Mr. Robertson – Secretary/Treasurer

FINANCE:

1. Mr. Robertson (Chairman)
2. Mrs. White
3. Dr. Vincent

HUMAN RESOURCES:

1. Mrs. Lovejoy
2. Mr. O'Quinn
3. Mr. Robertson

MULTI PURPOSE ARENA:

1. Dr. Vincent
2. Mrs. Lovejoy
3. Mr. Cormier

PHASE II EVENTS CENTER:

1. Mrs. White
2. Mr. O'Quinn
3. Mr. Cormier

West-Cal Events Center Calendar

December 2015

December 2015							January 2016						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	8	9	10	11	12	13	14
14	15	16	17	18	19	20	21	22	23	24	25	26	27
28	29	30	31										

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Nov 30	Dec 1 7:00am Axiall - Training (Name TBD) (Pelican Room)	2 7:00am Axiall - Training (Name TBD) (Pelican Room)	3 ISM Christmas Party (Exhibit Hall A) 7:00am Axiall - Training (Name TBD) (Pelican Room)	4 Versa Integrity (Exhibit Halls A & B) 7:00am Axiall - Training (Name TBD) (Pelican Room)	5	6 2:00pm Ardoin Bridal Shower (Cypress/Magnolia Room)
7 7:00am Axiall - Baseline Classes (Pelican Room)	8 7:00am Axiall - Baseline Classes (Pelican Room) 8:00am National Golf 9:00am John Carter 5:00pm Turner Safety	9 7:00am Axiall - Baseline Classes (Pelican Room)	10 7:00am Axiall - Baseline Classes (Pelican Room)	11 7:00am Axiall - Baseline Classes (Pelican Room) 6:00pm First Choice Couriers Christmas 7:00pm Meyer Christmas	12 Vincent/Dupre Wedding (Full Swag) (C/C hold for keg) (Entire Facility)	13
14 7:00am Axiall - Six-Sigma/Lean Training (Cypress/Magnolia)	15 7:00am Axiall - Six-Sigma/Lean Training (Cypress/Magnolia)	16 7:00am Axiall - Six-Sigma/Lean 12:00pm City of Sulphur Employee 5:30pm (New Calendar)	17 ABC Graduation Dinner (Linen order) (screen, Axiall Executive Meeting (Board Room) 7:00am Axiall -	18 Motel 6 Christmas Party (Exhibit Hall C) 7:00am Axiall - Six-Sigma/Lean Training	19 Brad Broussard CD Party (Exhibit Hall A&B)	20
21	22	23	24	25	26	27
28	29	30	31	Jan 1, 16	2	3

CLOSED FOR THE HOLIDAYS

West-Cal Events Center Calendar

February 2016

February 2016

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

March 2016

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Feb 1	2 7:00am SASOL USMP Workshop (Cypress, Magnolia, Pelican)	3 7:00am SASOL USMP Workshop (Cypress, Magnolia, Pelican)	4	5 (New Calendar) Krewe of Cosmos (Security) (Entire Facility)	6	7
8 6:00pm CPSO Public Meeting (Cypress/Magnolia Room)	9 Mardi Gras	10	11 11:30am West Cal Chamber Luncheon (Cypress, Magnolia, Pelican)	12 Baseball Banquet (Security) (Entire Exhibit Hall)	13	14
15	16	17 5:30pm (New Calendar) WCPCCA Board Meeting (Board Room)	18	19 Stains Rehearsal (Cypress Room)	20 Stains Wedding (Security) (Entire Facility)	21
22 6:30am Axiall Six Sigma Training (4th Week) (Cypress/Magnolia) 6:00pm CPSO Public Meeting (Pelican)	23 Turner Safety Meeting (Exhibit Hall A&B) 6:30am Axiall Six Sigma Training (4th Week) (Cypress/Magnolia)	24 6:30am Axiall Six Sigma Training (4th Week) (Cypress/Magnolia)	25 West Cal Chamber - Women's Lunch (Exhibit Hall A) 6:30am Axiall Six Sigma Training (4th Week)	26 6:30am Axiall Six Sigma Training (4th Week) (Cypress/Magnolia)	27 8:00am Sulphur Christian Community Coalition (Entire Facility)	28
29	Mar 1	2	3	4	5	6

West-Cal Arena Calendar

December 2015

December 2015							January 2016						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	8	9	10	11	12	13	14
14	15	16	17	18	19	20	21	22	23	24	25	26	27
28	29	30	31										

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Nov 30	Dec 1 Silver Spurs Rodeo Club 4-D	2	3	4	5 Little Britches Rodeo (5&6)	6
7	8	9	10	11 Winterfest (Arena)	12 Jingle Bell Jamboree (Arena)	13
14	15	16	17 Young Guns	18	19	20
21	22	23	24	25 Christmas Day	26	27
28	29	30	31	Jan 1, 16	2	3

West-Cal Arena Calendar

January 2016		<div style="display: flex; justify-content: space-between; font-size: 8px;"> <div style="text-align: center;"> January 2016 Mo Tu We Th Fr Sa Su 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div> <div style="text-align: center;"> February 2016 Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 </div> </div>						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY		
Dec 28	29	30	31	Jan 1, 16 <small>New Years Day</small>	2	3		
4	5	6	7	8 <small>BRUSA New Year Run</small>	9	10	<small>New Years Roping</small>	
11	12	13	14	15	16 <small>La Little Britches Rodeo Club</small>	17		
18	19 <small>LA Little Britches 4-D</small>	20	21	22 <small>Young Guns Team Roping Assoc. ("Southwest Team R</small>	23	24		
25	26	27	28	29	30 <small>Calcasieu Rodeo Club Jackpot</small>	31 <small>La Little Britches Rodeo Club</small>		

West-Cal Arena Calendar

February 2016		February 2016							March 2016																										
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
Feb 1	2 Sulphur High School Rodeo Club 4-D	3	4	5 ??Duhon/Ledoux Memorial??	6 Carlyss Mardi Gras Trail Ride	7 Little Britches Rodeo Club	8	9 Mardi Gras	10	11	12	13	14	15	16 LA Little Britches 4-D	17	18	19	20 SS Rodeo Club (#1)	21 La Little Britches Rodeo Club	22	23 Silver Spurs Rodeo Club 4-D	24	25	26	27 Ricky-Benefit Roping)	28 ??NBHA LA03 District??	29	Mar 1	2	3	4	5	6	7