

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
April 16, 2014
West Cal Arena
Sulphur, Louisiana**

Meeting was called to order at 5:30 p.m. by Greg Robertson

Invocation pronounced by Greg Robertson

Pledge was led by Adrian Moreno

ROLL CALL:

Roll call was made with the following results:

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

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Meg Lovejoy made a motion to accept the proposed agenda as presented. Bob Hardey seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Bob Hardey made a motion to accept the March 2014 minutes as presented. Evelyn White seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a brief summary of the financial report presented for March 2014. March concludes the 3rd quarter of the fiscal year. Mr. Moreno discussed with the board why the financial statements year to date appear somewhat irregular and that is due in large part to incorporating some expenses and revenues for the new Events Center. Within the next few months these figures will be updated on this report to record these values for the two facilities individually. Amendments to the budget are anticipated soon in order to update the construction draw schedule prior to the end of the current fiscal year. Capital Outlay request for disbursements are up to date however significant shortages from previous allocations still exist and should be addressed soon. Mr. Moreno reviewed the income increase presented on the events receipt report for the month of March where the facility had 19 event days for the month, the largest recorded operational month since opening the facility.

Meg Lovejoy made a motion to accept the March 2014 financial reports as presented. Bob Hardey seconded the motion. All voted and approved.

OLD BUSINESS:

A. Phase II Events Center Update (Mr. Broussard)

Mr. Broussard gave an update on the Phase II Events Center construction project from information discussed at the construction meeting held the day before. Lighting patterns for switches were addressed and resolved during this time with electrical contractors. Mr. Broussard went through and highlighted some areas on the construction schedule and noted that all work is progressing rapidly and is still scheduled to be completed by June 30, 2014.

B. Phase II Committee Report (Mr. Moreno)

Mr. Moreno presented the Phase II Committee meeting report in lieu of Mrs. White. The committee met and discussed the following items:

The original fabric chosen for the banquet chairs is on back order. Rather than delaying the chair order the committee agreed to go with the second fabric choice.

During the previous Event Center Committee meeting a discussion ensued for a clear definition of what a civic and/or nonprofit group was and the qualifications for such groups to receive the established discounted rate. The discussion was tabled until further information could be obtained on a clearer definition of these groups. The committee agreed that any organization that could provide a legal not for profit status such as a 501(c) could qualify for the discounted rate while other groups without the legal clarification could submit a written request to the committee and each would be discussed and approved on a case by case basis.

Also, the committee previously agreed on a rate of \$1.00 per attendee for all events bringing in outside food and not utilizing the facilities approved caterer's list. As this facility attempts to stay competitive on the current accommodations that are being made for the local Mardi Gras Krewe's, Mr. Moreno requested that a flat \$200 catering fee be assessed for all Mardi Gras balls wishing to bring in outside food, regardless of size. This exception along with the corkage fees would only be allowed during Mardi Gras season for Krewe parties.

Lastly, a rate reduction on the established rate for renting all three meeting rooms was discussed. Currently the rate is \$400 for 2,730 sq. feet and the rate for ¼ of the exhibit hall is also \$400 for 3,025. To make the renting of the meeting rooms more attractive the committee is proposing reducing the rate to \$350.00.

Meg Lovejoy made a motion to accept the terms for a civic or nonprofit group, the outside catering rate for Mardi Gras Krewe's, and the rate change for renting all three meeting rooms as presented. Bob Hardey seconded the motion. All voted and approved.

The change order proposal for the changes to the service drive was presented and discussed. This portion of a previous change order was taken out until pricing was available to have the work done with concrete rather than aggregate. The original proposal came back at a cost of \$34,000 and the updated proposal with concrete is \$72,201 and 10 extra days. The extra days were denied but agreed to allow the contractor to complete this portion of the changes within their 45 day lien period following the completion of the project. This change order will come as #12 once documents are drawn up.

Bob Hardey made a motion to accept the change order proposal for the drive extension for \$72,201 as presented. Evelyn White seconded the motion. All voted and approved.

NEW BUSINESS:

A. Review and discuss Bessette Development Invoice #21 for Phase II Events Center Project.

Mr. Moreno presented Invoice #21 from Bessette Development Corp. in the amount of \$267,497.20 for construction services during the month of March 2014.

Meg Lovejoy made a motion to accept and pay Bessette Development Invoice #21 in the amount of \$267,497.20. Evelyn White seconded the motion. All voted and approved.

B. Review and discuss Southwestern Construction Materials Testing Invoice #31402 for Phase II Events Center Project.

Mr. Moreno presented Invoice #31402 from Southwestern Construction Materials Testing in the amount of \$723.00 for testing services in the month of March 2014.

Bob Hardey made a motion to accept and pay Southwestern Construction Materials Testing Invoice #31402 in the amount of \$723.00 as presented.

C. Review and discuss Invoice #21 from Ellender and Broussard for Architectural and Engineering Services for Phase II Events Center Project

Mr. Moreno presented Invoice #21 from Ellender and Broussard in the amount of \$4,092.71 for architectural and engineering services.

Bob Hardey made a motion to accept and pay Ellender and Broussard Invoice #21 in the amount of \$4,092.71 as presented. Evelyn White seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

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

March was an extremely busy month for the facility and staff. Mr. Moreno thanked the current staff and recognized our newest staff members. Mr. Moreno also stated that with the additional staff comes additional operating expenses. Within the next few weeks management will begin working with the finance committee to establish the upcoming operational budget

which will include the Events Center revenues and expenses. Projections will be made very conservatively until such time as the revenues and expenses can be more clearly forecasted.

Mr. Moreno discussed the projected available funds remaining once construction is complete as presented on the fees paid to date report. Mr. Moreno is working closely with Chase and the bonding attorney as to the accessibility of these funds and potential options for exhausting the money as well.

Joyce Anderson presented to the board the financial disclosure reports to be updated and submitted by the filing deadline on May 15, 2014. Mrs. Anderson made herself available to any board member that needed assistance with filing these documents to the state on time.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With no further business to discuss, Greg Robertson entertained a motion to adjourn.

The next regular meeting of the Board of Directors will be held on Wednesday, May 21, 2014 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.