

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
August 19, 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 J.C. Cormier**

**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:	Greg Robertson-Secretary/Treasurer	Evelyn White-Board Member
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**AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:**

Meg Lovejoy made a motion to accept the agenda as presented. J.C. Cormier seconded the motion. All voted and approved.

**APPROVAL OF MINUTES:**

J.C. Cormier made a motion to accept the July 15, 2015 minutes as presented. George Vincent seconded the motion. All voted and approved.

**APPROVAL OF FINANCIAL REPORT:**

Mr. Moreno gave a brief summary of the financial report presented for July 2015. The month of July begins the new 2015-2016 fiscal year. Income for the month ended \$4,000 above budget due in large part to the mid-week usage for meeting and training classes for the local industries. Expenses were closed out somewhat over budget mainly due to the maintenance projects that are scheduled at the beginning of each fiscal year. Another item of note were the repairs to one of the arenas drags that was damaged during a recent club show but has subsequently been reimbursed by the client.

Meg Lovejoy made a motion to accept the July 2015 financial report as presented. Mike O'Quinn seconded the motion. All voted and approved.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**A. Review and discuss proposal for annual audit with McMullen and Mancuso for the audit period ending June 30, 2015**

McMullen and Mancuso have submitted and are requesting approval for their firm to once again conduct the annual audit engagement for the West Calcasieu Parish Community Center Authority for the fiscal year ending June 30, 2015.

Meg Lovejoy made a motion to accept the audit engagement with McMullen and Mancuso for the fiscal year ending June 30, 2015 as presented. J.C. Cormier seconded the motion. All voted and approved.

**B. Review and discuss Louisiana Compliance Questionnaire for audit ending June 30, 2015**

Mr. Moreno presented the completed Louisiana Compliance Questionnaire that is required by all government agencies entering into audit engagements. The Legislative Auditor requires all governmental agencies to have this questionnaire approved by their respective board of directors prior to the commencement of the audit.

J.C. Cormier made a motion to accept the Louisiana Compliance Questionnaire as presented. Meg Lovejoy seconded the motion. All voted and approved.

**C. Review and discuss invoice #28 from Ellender and Broussard for Architectural and Engineering Services-Phase II Events Center Project**

Mr. Moreno presented Invoice #28 from Ellender and Broussard for Architectural and Engineering Services in the amount of \$36,125.98. Mr. Moreno believes this invoice is incorrect and attempted to clarify but the Architect was unavailable before the evening's board meeting. The correct total that should have been based for the percentage of payment should have been \$645,088.44 making the amount due \$35,889.61. Mr. Moreno requested the invoice be accepted pending revisions are approved by the Architect.

George Vincent made a motion to accept and pay Invoice #28 from Ellender and Broussard for Architectural and Engineering Services with revisions for a total of \$35,889.61. Mike O'Quinn seconded the motion. All voted and approved.

**DIRECTOR'S REPORT**

Mr. Moreno gave a brief update on the Authorities operations. 4<sup>th</sup> Quarter Hotel-Motel tax collections were received in two installments with the collected amount totaling \$437,794.39. This amount puts the Authorities collections exactly at the \$1.2 million cap for the fiscal year. Mr. Moreno contacted the State Treasury Department to inquire on the amount collected beyond the cap and was informed that the excess amount was \$16,741. The Revenue Department also informed Mr. Moreno that the cap on Hotel/Motel collections was reduced during the last legislative session to the amount of the previous year's collections of \$1,067,000.00. Mr. Moreno informed the board that he has already placed calls to our local

legislators and will continue to research this reduction and how the Authority can rectify this issue.

**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, September 16, 2015 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.**