

**West Calcasieu Parish Community Center Authority
Board of Directors – Regular Meeting
January 11, 2011
West Cal Arena
Sulphur, Louisiana**

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

Invocation pronounced by Mike O’Quinn.

Pledge was lead by Dr. George Vincent.

ROLL CALL:

Roll call was made with the following results:

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

AMENDMENTS, ADDITIONS, DELETIONS TO THE AGENDA:

Evelyn White made a motion to accept the January 2012 agenda as presented. Mike O’Quinn seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Chuck Kinney made a motion to accept the December 2011 minutes as presented. Bob Hardy seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a brief summary of the financial report for the month of December 2011. Mr. Moreno reminded the board that the end of December also brought the end of the second quarter which the Authority ended up 10% over budget on revenue and 6% under budget on expenses. He stated that with the busy 3rd and 4th quarter’s event calendar, he hopes that this positive trend will continue through the end of the fiscal year. In addition, Mr. Moreno informed the board that the last invoice has been received from the bond commission which should complete all of the fees associated with the actual bond sale. Any future monies will be used for construction on the second phase.

Evelyn White made a motion to accept the financial report for December 2011 as presented. Mike O’Quinn seconded the motion. All voted and approved.

NEW BUSINESS:

A. Review and Discuss proposed General Liability renewal proposal

The current General Liability carrier is through N-Surance Outlets. The General Liability is currently up for renewal on January 20, 2012. According to our insurance agent, Lee Kinney, this carrier continues to provide the best rate for this policy. Mr. Moreno asked the board to consider renewing the General Liability policy through N-Surance Outlets for an additional year expiring January 20, 2013 at a premium of \$12,972.75.

Evelyn White made a motion to accept the General Liability renewal proposal with N-Surance Outlets for \$12,972.75 for the 2012 calendar year as presented. Mike O'Quinn seconded the motion. All voted and approved.

B. 2012 Committee Assignments

Mr. Moreno reviewed the committee assignments for the upcoming 2012 calendar year as presented by the Board Chairman. No changes to the committee assignments were made from the previous year except that the new board member, Meg Lovejoy will fill in the committees that were previously held by Mr. Mullin.

C. Review and discuss alternate meeting date/time

The board of directors for the Authority currently meets on the second Wednesday of every month at 5:30 at the administrative office of the West Cal Arena. The chairman of the board has requested the board consider an alternate date and time due to scheduling conflicts. A proposal was made to have the board move their meeting date to the second Wednesday of every month at 5:30.

Mike O'Quinn made a motion to move the Authorities Board of Directors monthly meeting to the second Wednesday of every month at 5:30. Meg Lovejoy seconded the motion. All voted and approved.

OLD BUSINESS:

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

Mr. Broussard gave a brief update on the status of the design phase for the second phase Events Center. All sub contractors and consultants are finalizing their perspective plans and should have them completed and turned into the Architect by the deadline of January 27th. Mr. Broussard is anticipating the first ad to run in the paper by February 7, 2012 with a bid opening scheduled for March 7th. Alternates are also being discussed, reviewed and prioritized to be included in the final plans. With the possibility of receiving additional funds through state Capital Outlay grants, some previously omitted and/or reduced items are being reviewed as possible alternates to the plans. Other items being finalized include the consultant work that is being done

on the acoustical aspects of the building as well as landscaping and interior design elements. Mr. Broussard also discussed the lobby feature that was being designed in that of a large brick mural to be located on the center wall in the lobby that depicted the parish outline with a raised level for West Calcasieu. He suggested that each member of the board derive some type of symbolic image that represented their perspective district and/or municipality to be included on the mural.

After discussion, Chuck Kinney made a motion to call for a special meeting of the Authority to be held on February 1, 2012 at 5:30 to review the final plans for the proposed Events Center. Evelyn White seconded the motion. All voted and approved.

In addition, Mr. Broussard also presented to the board an invoice from our landscape consultants, Dana Brown and Associates for an incremental payment in the amount of \$2,000.00 for schematic design.

DIRECTOR'S REPORT:

None

PUBLIC COMMENTS:

None

ADJOURNMENT:

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

The next regular meeting of the Board of Directors will be held on Wednesday, February 15, 2011 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.