

**West Calcasieu Parish Community Center Authority  
Board of Directors - CONFERENCE CALL MEETING  
March 19, 2020**

**Meeting was called to order at 3:00 p.m. by Mr. Moreno**

**ROLL CALL:**

Roll call was made with the following results:

Present:	JC Cormier - Chairman	Coy Vincent – Vice Chairman
	Evelyn White- Secretary/Treasurer	Darwin Pinder-Board Member
	Rev. Margaret Lovejoy-Board Member	Adrian Moreno-Executive Director
	Joyce Anderson-Operations Mgr.	

Absent:	Mike O'Quinn-Board Member	Matt Vincent – Board Member
---------	---------------------------	-----------------------------

Due to the nature of the meeting via conference call, Mr. Moreno asked to dispense with some of the formalities normally addressed in regular board meetings.

**3A - Review and discuss Taylor Construction invoice #8 for Improvements to Arena Complex, 2019.**

Mr. Moreno presented Invoice #8 from Taylor Construction in the amount of \$20,258.75 for services rendered to date for the Improvements to the Arena Complex Project. Mr. Moreno informed the board that project is nearing completion and soon will begin the 45-day lien period.

Rev. Margaret Lovejoy made a motion to accept and pay Taylor Construction Invoice #8 in the amount of \$20,258.75 as presented. Coy Vincent seconded the motion. All voted and approved via roll call vote.

**3B - Review and discuss Invoice #9 from Ellender Architects & Associates for Construction Observation Phase for Improvements to Arena Complex, 2019**

Mr. Moreno presented Invoice #9 from Ellender Architects & Associates in the amount of \$642.36 for architectural and engineering services for the 2019 Improvements to Arena Complex.

Coy Vincent made a motion to accept and pay Ellender Architects & Associates Invoice #9 in the amount of \$642.36 as presented. Evelyn White seconded the motion. All voted and approved via roll call vote.

**3C - Review and discuss proposed amendments to the Employee Personnel Policy Manual.**

Mr. Moreno introduced a proposed amendment to the Human Resources Policy Manual titled Inclement Weather and Emergency Conditions Policy. This policy specifically addresses operational procedures during extreme weather and/or other emergency conditions. He shared similar policies from the Calcasieu Parish Police Jury as well as the City of Sulphur and explained

that the board would need this policy to be in place before any emergency specific pay could be addressed.

After discussion Rev. Margaret Lovejoy made a motion to accept the addition of the Inclement Weather and Emergency Conditions Policy to the Human Resources Policy Manual as presented. Evelyn White seconded the motion. All voted and approved via roll call vote.

**3D - Review and Discuss proposed COVID-19 Declaration of Emergency Policy.**

Mr. Moreno introduced a proposal for the Boards review of the current operational conditions for the complex following Governor John Bel Edwards recent proclamation as it relates to limited non-essential gatherings. This policy was specific to the current Pandemic and discussed the details on the operations and pay structures for all staff. Rev. Lovejoy asked to have a specific end date added to the policy which may also be amended at any time by majority vote.

Evelyn White made a motion to accept the COVID-19 Declaration of Emergency Policy with amendments as presented. Rev. Margaret Lovejoy seconded the motion. All voted and approved via roll call vote.

**3E - Review and discuss amendment to the Rental Agreement Cancellation and Refund Policy.**

Lastly Mr. Moreno discussed with the board a possible amendment to the board policy as it relates to event cancellations and refunds. Currently the contracts state that cancellations must be within 90 days for the Arena and 180 days for the Events Center. Due to the current Pandemic, this policy may need to be adjusted.

After discussion, Rev. Margaret Lovejoy made a motion to extend the refund policy for cancelled events directly related to the current Pandemic thru the 13<sup>th</sup> of July with a reevaluation if needed at a later date. Evelyn White seconded the motion. All voted and approved via roll call vote

**ADJOURNMENT:**

With no further business to discuss Rev. Margaret Lovejoy made a motion to adjourn. Evelyn White seconded the motion. All voted and approved.

**The next regular meeting of the Board of Directors TBD.**