

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
October 24, 2018  
West-Cal Events Center  
Sulphur, Louisiana**

**Meeting was called to order at 5:30 p.m. by J.C. Cormier**

**Invocation pronounced by Mike O'Quinn**

**Pledge was led by J.C. Cormier**

**ROLL CALL:**

Roll call was made with the following results:

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

**AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:**

Coy Vincent made a motion to accept the agenda as presented. Mike O'Quinn seconded the motion. All voted and approved.

**APPROVAL OF MINUTES:**

Coy Vincent made a motion to accept the September 2018 regular meeting minutes as presented. Mike O'Quinn seconded the motion. All voted and approved.

**APPROVAL OF FINANCIAL REPORT:**

Mr. Moreno gave a summary of the Financial report as presented for September 2018:

The month of September closes out the 1<sup>st</sup> quarter of the 2018-2019 fiscal year. Revenue for the month closed at just over \$47,000. One line item to note was the revenue for Interest/Dividends which was nearly double the budgeted amount due to the continuing increase in interest rates on the \$5.4 million the Authority has invested in the Louisiana Asset Management Pool or LAMP account. Current rate for the LAMP account is 2.01%

This 1<sup>st</sup> quarter finished approximately \$50,000 over budget on Income or 13%; and \$13,000 below budget on the Expense side or 3.5%. The Events Center continues to produce over 70% of the total facility generated revenue and the Arena continues to stay active with very few open weekends currently available on the events calendar.

The Cash Flow report shows \$1.4 Million in the operating budget which is accurate for the reported time. Whitney Bank mailed the excess Hotel/Motel tax revenues check to the Authority however due to the timing it was mailed and the hold on the check by Iberiabank because of the size of the check these revenues did not get posted until the October statement. Next month's Cash Flow report will reflect the

full amount of \$5.4 million sitting in the Authorities investment account with LAMP. It is also projected that the Cash Flow report will have a balance of roughly \$5.2 million to include the \$600,000 budgeted for renovations to the Arena at the close of the current fiscal year.

George Vincent made a motion to accept the September 2018 financial reports as presented. Coy Vincent seconded the motion. All voted and approved.

**OLD BUSINESS:**

**A. Review and discuss Multi-Purpose Arena renovation updates**

During the September meeting the Board discussed at length a list of renovations needed to both facilities. The insulation at the Arena continues to be the main safety concern therefore making it a more immediate and time sensitive need. Due to the many variables involved with the insulation, the Authorities architect E.J. Ellender recommended to the board to run a 30 X 30 test area with a new product and test the cohesiveness and pull strength of the insulation from the metal before committing to the full project.

Mr. Ellender presented the process for application as well as the results of the test to the Board. One downside found was the time it took to remove the old insulation by hand scraping. The contractor found that water blasting decreased the removal time by half. Using the water blasting and two teams working should assist with achieving the work given the tight window allowed for the project. The first test area that was scraped passed the pull test without any issues. The second test however did not produce similar results and is believed to be caused by the extended days of higher humidity levels during the drying period.

Mr. Moreno recommended that an additional test be conducted on both sample areas after a few more weeks of more favorable weather. The results of this new series of pull test should be made available at the next meeting of the board of directors.

**NEW BUSINESS:**

None

**DIRECTOR'S REPORT:**

Mr. Moreno reminded the board that the Authority is responsible for appointing one member to the SWLA Convention and Visitors Bureau Board of Directors, a position currently held by Mrs. Lauren Cooper of Dequincy. This position is currently expiring at the end of this calendar year and a reappointment or new appointee is needed by the board. After discussion the board has elected to table their nomination until next month and invite Mrs. Cooper to come and visit with the board.

The four Micro fans ordered for the West side of the Arena have arrived and shall be installed in the coming days. This project was one of a series of renovations currently budgeted for the Arena this fiscal year.

Mr. Moreno informed the board that as part of the previous year's legislative review on the budget, all state dedications are to be reviewed by a subcommittee of the Joint Legislative Committee on the budget every other year. The Authorities dedications as well as all other Visitor Enterprise Funds are up for review this fall. As requested by the subcommittee all request for financials, construction and Capital Outlay plans have been submitted. Mr. Moreno reminded the board the importance of keeping a master construction plan in place while these funds are continually being monitored.

Lastly Mr. Moreno informed the board that the November board meeting falls on the 21<sup>st</sup> of November, the day before Thanksgiving. Mr. Moreno wanted to give the board an opportunity to consider moving the meeting to either the week before or the week after if they so elected. After discussion the board decided to move the meeting back a week to the 28<sup>th</sup> of November.

**PUBLIC COMMENTS:**

None

**ADJOURNMENT:**

With no further business to discuss Mike O'Quinn made a motion to adjourn. George Vincent seconded. All voted and approved.

**The next regular meeting of the Board of Directors will be held on Wednesday, November 28, 2018 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.**