

**West Calcasieu Parish Community Center Authority
Board of Directors – Regular Meeting
December 14, 2011
West Cal Arena
Sulphur, Louisiana**

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

Invocation pronounced by Dr. George Vincent.

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
	Adrian Moreno- Executive Director	

Absent:	Gene Mullin – Board Member	Greg Robertson- Chairman
	Mike O’Quinn- Board Member	Joyce Anderson- Asst. Manager

AMENDMENTS, ADDITIONS, DELETIONS TO THE AGENDA:

Evelyn White made a motion to accept the December 2011 agenda as presented. Bob Hardy seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Chuck Kinney made a motion to accept the October 2011 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 for the months of October and November 2011. Mr. Moreno reminded the board that the previous fiscal year’s Hotel/Motel tax collections closed out shorter than projected and that he had been working with the state to find out if there were any potential errors in the collections from the Department of Revenue. Mr. Moreno was happy to report that the state was able to locate their error issued the Authority an additional \$96,864 to go along with the previous fiscal years’ collections. Unfortunately however, the collections for the 1st qtr of the current fiscal year were somewhat lower than projected as well. Mr. Moreno stressed to the board that he will continue to closely monitor the collections from the state and ensure that all monies due this Authority are reimbursed in a timely manner. Mr. Moreno also commented on the success the facility had over the previous two months with record setting revenue figures during those periods.

Chuck Kinney made a motion to accept the financial report for October and November as presented. Bob Hardy seconded the motion. All voted and approved.

NEW BUSINESS:

A. FY 2010-2011 Audit Report (McMullen and Mancuso)

Chris Funk with McMullen and Mancuso CPA's presented the audit report for the fiscal year 2010-2011 to the board. Mr. Funk stated that the Authority once again received an unqualified opinion, the highest level of assurance that is provided on the financial statements as of June 30, 2011. The audit presented fairly, in all material respects, the financial position of the West Calcasieu Parish Community Center Authority as of June 30, 2011 and the results of its operations and cash flows for the year ended in conformity with accounting principles generally accepted in the United States of America. The audit had no new findings; however the following two audit findings were unresolved from last years' audit and can once again be seen as standard findings for small political entities such as the West Calcasieu Parish Community Center:

1. Because of the size of the organization and the limited number of accounting personnel, it is not feasible to maintain a complete segregation of duties to achieve effective internal controls.
2. The organization does not have a staff person who has the qualifications and training to apply generally accepted accounting principles in recording transcripts or preparing its financial statements.

Bob Hardey made a motion to accept the Annual Audit for the FY 2010-2011 as presented. Evelyn White seconded the motion. All voted and approved.

B. Election of the Executive Board for 2012 Calendar Year

Mr. Moreno reminded the board members that according to the Authorities bylaws, the Executive Committee members are allowed to hold their seat for no more than two (2) consecutive years. Currently, the Executive Committee members are completing their first year in their present position and if the board chooses, may hold that position for an additional year.

Bob Hardey made a motion to retain the Executive Committee members for an additional year's term for the calendar year 2012. Chuck Kinney 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 Events Center. All sub contractors and consultants are finalizing their perspective plans and should have them complete by the beginning of the year. Mr. Broussard updated the board with the new planning timeline schedule that was given to all parties involved. The schedule reflects a final completion date for all plans from all engineers and sub-contractors on or before January 27th. With this deadline, the Authority will be ready

to advertise for bids beginning on February 6, 2012. Concurrently the plans will also be delivered to Facility Planning and Control in Baton Rouge which is expected to have them reviewed and returned by the end of February barring and major objections to the proposed plans. Currently the bid date is scheduled for Thursday March 8, 2012 at 10:00AM at the office of the West Cal Arena. Bids will be evaluated and a recommendation will be made to the board on the following Wednesday, March 14, 2012.

Mr. Moreno also updated the board on the Capital Outlay process for the Authority. At present, the Authority has been awarded \$500,000 in P2 Capital Outlay funds. The Authority also has \$5,000,000 in P5 funds that are considered a line of credit. Mr. Moreno updated Senator elect Ronnie Johns on the Capital Outlay status on the Authority and he assured the board that once sworn in, he will do what he can to get the line of credit converted to cash.

Mr. Broussard also presented to the board three invoices for payment from two separate sub-contractors. The first two were invoices submitted by HFP who is providing acoustical consulting and engineering plans for the facility. HFP provided invoice #8315 in the amount of \$2,540.00 and invoice #8396 in the amount of \$4,175.00 for a total due to HFP of \$6,715.00. The other invoice is from Futch Design Associates out of Baton Rouge who is providing the kitchen consulting. Their invoice for schematic design and development phase was submitted in the amount of \$7,130.00

Evelyn White made a motion to pay the invoices for HFP in the amount of \$6,175.00 and Futch Design Associates in the amount of \$7,130.00 as presented. Bob Hardey seconded the motion. All voted and approved.

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, January 11, 2011 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.