

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
February 18, 2015
West Cal Arena & 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 Coy Vincent

ROLL CALL:

Roll call was made with the following results:

Present: Coy Vincent-Chairman	Meg Lovejoy-Vice Chairman
George Vincent-Board Member	Evelyn White-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

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

None

APPROVAL OF MINUTES:

Meg Lovejoy made a motion to amend the January 2015 minutes that were presented to the board. During the previous month, Mrs. Lovejoy requested that the administration install a suggestion box at the arena and this comment was inadvertently not included in the minutes that were presented to the board. The minutes will be amended under New Business, section "E" to include this suggestion.

Evelyn White made a motion to accept the January 2015 minutes as corrected. Dr. George Vincent seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a brief summary of the financial reports as presented for January 2015 and explained some of the notable line items with the board. He noted that the income statement reflects some rather large deposits which include the 2nd quarter Hotel/Motel tax in the amount of \$272, 252.70; the Burton Tax in the amount of \$259,173.00 which we receive annually from the Calcasieu Parish Police Jury; and the final Capital Outlay disbursement from the State department of Facility, Planning and Control in the amount of \$296,732.39. Mr. Moreno reiterated that this disbursement from the state closes out the Events Center project and that no further payments are expected.

As noted on the comparative report, the income line is significantly higher than budgeted due in large part to the recent Mardi Gras season for the Events Center. With regards to expenses, Mr. Moreno explained why the line item for utilities was somewhat over budget for the month of January, due in large part to two Event Center utility invoices falling during this period. He reminded the board that any check over \$5,000 requires two signatures and at times this utility bill which is consistently over that threshold has been entered into the accounting system in an attempt to coincide with the monthly board meeting. Unfortunately we can no longer do this and it was suggested that adding a few more signatures on the Authorities accounts would assist in locating a second signature in a timelier manner. Mrs. Lovejoy had a question regarding a negative balance for Shavings for the month of January. Mr. Moreno explained that the shavings line item includes the income as well as the cost of the shavings on a rolling basis.

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

Coy Vincent suggested addressing the addition of board members to the signature cards for the Authorities financial institutions. Mr. Moreno informed the board that currently only Greg Robertson, Dr. George Vincent, and Mike O'Quinn are authorized signers for all of the Authorities financial accounts with Iberiabank and that Mr. Robertson, Dr. Vincent and Mrs. White are authorized signers for the account with Chase. Mr. Moreno also pointed out that the account with Chase was only used during construction of the Events Center and has since been closed out with the exception of the sinking fund which is used twice a year for debt service payments.

Evelyn White made a motion to draft a resolution and add Mr. Coy Vincent and Mrs. Lovejoy as authorized signers on the Authorities financial institution with Iberiabank. Mike O'Quinn seconded the motion. All voted and approved.

OLD BUSINESS:

None

NEW BUSINESS:

None

DIRECTOR'S REPORT:

Mr. Moreno gave a brief update on the current operations:

Mr. Moreno has forwarded all documentation provided by Mr. Kinney to our legal advisor with the District Attorneys office. Mr. Moreno reminded the board that the Board of Ethics has a very specific process on how these cases are handled. First the individual is notified of the infraction and given an opportunity to correct and/or submit the corrected information. The individual, if applicable will be issued an assessment and/or fine; and then the individual may choose to appeal this assessment to the board of Ethics at that time. This appeal letter has been drafted, submitted, and received by the Ethics board prior to their deadline and Mr. Kinney must now wait until his

appeal has been heard. Mr. Moreno also sent this information to Senator Johns' office for any suggestions or assistance with the matter.

Mr. Moreno also presented preliminary drawings and cost estimates prepared by Ellender Architects for expanding the current arena operations. This expansion project would allow for additional stalls, full service RV's, and an expansion to our current maintenance area which would better accommodate both facilities. The facility has been unable to attract any of the larger groups due to the requirements for riding areas, stalls, and RV's. Mr. Moreno also pointed out that some of the facilities current tenants are continuing to expand and may soon outgrow our arena and be forced to seek out other facilities. He reiterated that these are preliminary drawings and that this expansion may have to be done in phases as funding becomes available but some aspects may need to be expedited to accommodate the current demand for this complex. Mr. Moreno also shared with the board some information he received regarding disposal of the used shavings and becoming more eco-friendly and proactive in areas to better suit our growth. The board discussed ideas for expansion and prioritizing the projects that need to be expedited and suggested that the Arena committee begin meeting to discuss these options further.

Mr. Moreno thanked all board members for attending the ribbon cutting ceremony as it was very well received by the public and the dignitaries that attended.

Mrs. Lovejoy asked what the status was regarding the Arena entrance sign that was damaged during the construction of the CVB's interpretive center. Mr. Moreno informed the board that he has contacted all parties involved and they are discussing options for repairs to the damaged line.

Mrs. Lovejoy also inquired about the employee handbook and the status of getting the HR committee together to review our current operations. Joyce Anderson has been consulting with the HR Director for the City of Sulphur to see that we are in compliance in all HR matters then will move forward with updates to the current handbook as soon as possible.

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, March 18, 2015 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.