

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
November 28, 2018  
West-Cal Events Center  
Sulphur, Louisiana**

**Meeting was called to order at 5:30 p.m. by Meg Lovejoy**

**Invocation pronounced by Mike O'Quinn**

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

**ROLL CALL:**

Roll call was made with the following results:

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

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

J. C. Cormier made a motion to move item 9A review and discuss the Convention and Visitors Bureau appointment to follow item 5. Mike O'Quinn seconded the motion. All voted and approved.

**NEW BUSINESS:**

**A. Review and discuss Convention and Visitors Bureau appointment**

During last month's meeting the board tabled their nomination for the Convention and Visitors Bureau Board of Directors to give the current appointee, Mrs. Lauren Cooper an opportunity to come and visit with the board. Ms. Cooper was able to address the board and answered a few questions relative to the CVB and her involvement. After discussion the board elected to re-appoint Mrs. Cooper as the Authorities appointee to the Convention and Visitors Bureau Board of Directors for an additional term of three (3) years.

J.C. Cormier made a motion to re-appoint Mrs. Lauren Cooper to the Convention and Visitors Bureau Board of Directors to serve as the Authorities appointee for a 3-year term commencing January 1, 2019 and ending December 31,2021. George Vincent seconded the motion. All voted and approved.

**APPROVAL OF MINUTES:**

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

**APPROVAL OF FINANCIAL REPORT:**

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

The month of October begins the 2<sup>nd</sup> quarter of the fiscal year. Income for the month was \$16,000 above budget and there were no major issues on the Expense side to report. A new 75HP tractor has recently been added to the fleet to replace one of the original tractors purchased over 10 years ago that has become an ongoing maintenance issue. The older tractor has been serviced, repaired, and will be placed up for auction in the coming months.

The Cash flow report reflects the deposit for the Hotel-Motel tax refunds received directly from Whitney Bank made into the Louisiana Asset Management Pool account, bringing the balance to just over \$5.4 million in the account. The LAMP account currently offers the largest interest rate at 2.28% and continues to show gradual increases. For this reason, all available funds outside of operational have been placed in this account.

Year-to-Date income is up \$35,000 or 18% above budget while expenses are down \$22,000 or 4.5% below budgeted projections.

**OLD BUSINESS:**

**A. Review and discuss Multi-Purpose Arena renovation updates (Mr. Ellender)**

Mr. Ellender presented results for the two 30' X 30' areas used to test bond strength of a new insulation product prior to moving forward with replacing the current insulation in the Arena. The results have provided very relevant information regarding the product, removal of the old insulation, and conditions needed for the re-application. This information will be useful in generating a time frame by which this work will need to be completed during the facilities short down period in the summer of 2019.

The next course of action is for the board to decide which Arena upgrades will be grouped into the renovations contract during the time the Arena will be closed for the insulation repairs. Mr. Moreno stated that he would get with Mr. Ellender in the coming days to reevaluate all the current proposed renovation projects and report back to the board the following month with recommendations. In order to meet the scheduled down time at the arena, the bid packet would need to be completed and released no later than the end of February 2019.

**NEW BUSINESS:**

**B. Review and discuss proposed HR Policy Manual changes**

Mr. Moreno presented to the board the Authorities current Human Resource policy regarding Drug and Alcohol usage. Upon careful review the policy is somewhat vague and currently only states that a drug screen can be requested when a work related accident occurs. Policy excerpts from the Calcasieu Parish Police Jury as well as the City of Sulphur were presented as a comparison of a more thorough guideline to this policy. At this time Mr. Moreno is requesting the board adopt a Drug Free workplace policy effective January 1, 2019. If approved at this meeting the employees would be given a minimum 30 day notice before the new policy will become effective.

An additional item that is included in the other governmental policies is to offer a paid Employee Assistance Program to encourage and assist any employee with substance abuse and or any number of situations that would require private counseling. Mr. Moreno will request costs associated for such a program and report back to the board in December.

George Vincent made a motion to accept a Drug Free Workplace policy effective January 1, 2019 with specific details to be approved at the next board meeting. J. C. Cormier seconded the motion. All voted and approved.

**DIRECTOR'S REPORT:**

The Arvel Loop road project has re-commenced with the recent dryer weather. The increase in traffic across the Arena parking lot is increasing and causing more and more apparent damage to the aggregate. Discussions are being considered to close off the south access gate to the property during non-event days. Another option is to work with the City of Sulphur on the possibility of tying the two roads, Arena Rd and West Cal Blvd, together and making this horseshoe all a public right-of-way.

The annual safety meeting will be scheduled following the regularly scheduled Board meeting in December. It was requested that the Board meeting be moved from its current time up one hour at 4:30 pm.

Lastly Mr. Moreno recently marked his 15<sup>th</sup> year of employment with the Authority and thanked the board for the opportunity to be a part of the organization.

**PUBLIC COMMENTS:**

None

**ADJOURNMENT:**

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

**The next regular meeting of the Board of Directors will be held on Wednesday, December 19, 2018 at 4:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.**