

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
September 18, 2013  
West Cal Arena  
Sulphur, Louisiana**

**Meeting was called to order at 5:32 p.m. by Evelyn White**

**Invocation pronounced by Mike O'Quinn**

**Pledge was led by Bob Hardy**

**ROLL CALL:**

Roll call was made with the following results:

Present:	Greg Robertson-Chairman	Evelyn White-Secretary/Treasurer
	Mike O'Quinn-Board Member	Bob Hardy-Board Member
	Meg Lovejoy-Board Member	Coy Vincent-Board Member
	Adrian Moreno-Exec. Director	Joyce Anderson-Asst. Manager

Absent: Dr. George Vincent-Vice Chairman

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

Meg Lovejoy made a motion to accept the proposed agenda as presented. Bob Hardy seconded the motion. All voted and approved.

**APPROVAL OF MINUTES:**

Coy Vincent made a motion to accept the August 2013 minutes as presented. Mike O'Quinn seconded the motion. All voted and approved.

**APPROVAL OF FINANCIAL REPORT:**

Mr. Moreno gave a brief summary of the financial report presented for the month of August 2013. The 4th quarter Hotel/Motel tax revenues for FY 2012-2013 were received in the amount of \$347,530.14 bringing the total for the 2012-2013 fiscal year to \$943,655.00. Mr. Moreno noted that this figure is about 2% short from the previous fiscal year funds received from the state. No reimbursement funds for Capital Outlay were received during the month of August due to delays in the reimbursement process with Facility, Planning, and Control in Baton Rouge. All budgeted expenses for the month were reported to be in order.

Meg Lovejoy made a motion to accept the August 2013 financial report as presented. Evelyn White seconded the motion. All voted and approved.

## **OLD BUSINESS:**

### **A. Review and discuss Community Center employee retirement options**

Following the conclusion of the 2013 Legislative session, the Authority became eligible to participate in the Municipal Employees Retirement System (MERS), a state run public employees retirement system. The board requested additional information on other retirement plans offered for public employees that may have more control on matching funds. Mr. Tab Finchum with the local Edward Jones financial services office was asked to speak to the board on this and any other similar systems the board may consider. Mr. Finchum gave a comparative report and answered some questions with regards to the differences between the MERS plan and a 457b plan, an alternative retirement plan available for public employees.

Bob Hardy made a motion authorizing the employees of the Authority to participate in a 457b retirement plan as opposed to the Municipal Employees Retirement System. Mike O'Quinn seconded the motion. All voted and approved.

### **B. Phase II Events Center Update (Mr. Broussard)**

Mr. Broussard gave an update on the Phase II Events Center construction project from information discussed at the construction meeting held earlier that day. Mr. Broussard reported that with the continued good weather conditions, the project is moving forward at a steady pace since the last report with no adjustments to the completion date. Currently the completion date is June 3, 2014. All the asphalt should be completed in October along with the roof and sections of the entrance road.

## **NEW BUSINESS:**

### **A. Phase II-Events Center Committee Report**

Mr. Moreno gave a report from the Events Center Committee meeting. The committee discussed rates, catering, and FF&E options for the Event Center. It was also the recommendation of the committee to accept the base rates as presented. The committee also agreed on a catering fee structure and allowed a restricted corkage fee for the new facility. The corkage fee will allow groups in excess of 400 attendees to bring into the facility their own alcoholic beverages for a nominal fee. Catering fees will be based on three criteria; the first being a full service catering fee of 15% that allows full utilization of the catering kitchen. The second option allows for a warming only usage fee of 10% of the total catering fees and the last option allows for outside food to be brought into the facility with no access to the kitchen facilities and/or equipment and will require a \$1.00 per person additional fee to the base rate of the rooms being rented.

Also discussed at the committee meeting was the current FF&E budget. One of the main concerns discussed by Mr. Moreno was regarding storage for all of the equipment that will be required for this facility. The committee reviewed and discussed the type and style of chair being considered for the facility, of which will require the most storage room. The committee

agreed that the Authority should consider purchasing between 1100-1200 padded banquet chairs not to exceed \$100 per chair.

The committee discussed the options of naming the individual meeting rooms in the facility and asked Mrs. White to come up with some possible names for the rooms. The water feature and marquee were also discussed and will be researched as a possible change order in an effort to minimize replacing landscaping and continuing construction once the building is complete.

Mike O'Quinn made a motion to accept the base rates for the facility as presented by the committee. Evelyn White seconded the motion. All voted and approved.

Evelyn White made a motion to accept the catering rates as presented by Mr. Moreno. Meg Lovejoy seconded the motion. All voted and approved.

Coy Vincent made a motion to purchase 1100 padded banquet chairs with a budget not to exceed \$100 per chair. Bob Hardy seconded the motion. All voted and approved.

**B. Review and discuss Bessette Development Invoice #14 for Phase II Events Center Project.**

Mr. Moreno presented Invoice #14 from Bessette Development in the amount of \$233,571.38 for contractor services during the month of August 2013.

Bob Hardy made a motion to accept and pay Bessette Development Invoice #14 in the amount of \$233,571.38 as presented. Meg Lovejoy seconded the motion. All voted and approved.

**C. Review and discuss Southwest Construction Material and Testing Invoice #14 for testing services for Phase II Events Center Project**

Mr. Moreno presented Invoice #14 from Southwest Construction Material and Testing in the amount of \$241.00 for testing services for the month of August 2013.

Evelyn White made a motion to accept and pay Southwest Construction Material and Testing Services Invoice #14 in the amount of \$241.00 as presented. Bob Hardy seconded the motion. All voted and approved.

**D. Review and discuss Invoice #14 from Ellender and Broussard for Architectural and Engineering Services for Phase II Events Center Project**

Mr. Moreno presented Invoice #14 from Ellender and Broussard in the amount of \$3,573.65 for architectural and engineering services.

Coy Vincent made a motion to accept and pay Ellender and Broussard Invoice #14 in the amount of \$3,573.65 as presented. Bob Hardy seconded the motion. All voted and approved.

**DIRECTOR'S REPORT:**

Mr. Moreno gave a brief update on the current operations of the facility. A Human Resource committee meeting will need to be scheduled to discuss the employee handbook and updates that need to be addressed. Discussion ensued over future improvements to the arena and funding availability for such projects. Mr. Moreno noted that as the Authority approaches the completion of the Events Center and funding is more identifiable, the future expansion options for the existing facility will continue to be researched.

**PUBLIC COMMENTS:**

None

**ADJOURNMENT:**

With no further business to discuss Greg Robertson entertained a motion to adjourn.

**The next regular meeting of the Board of Directors will be held on Wednesday, October 16, 2013 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.**