

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
August 20, 2014  
West Cal Arena  
Sulphur, Louisiana**

**Meeting was called to order at 5:30 p.m. by Greg Robertson**

**Invocation pronounced by Mike O'Quinn**

**Pledge was led by Greg Robertson**

**ROLL CALL:**

Roll call was made with the following results:

Present: Greg Robertson-Chairman	Dr. George Vincent-Vice Chairman
Evelyn White-Secretary/Treasurer	Mike O'Quinn-Board Member
Meg Lovejoy-Board Member	Coy Vincent-Board Member
Adrian Moreno-Executive Director	Joyce Anderson-Operations Manager

Absent: Bob Hardey-Board Member

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

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

**APPROVAL OF MINUTES:**

Mike O'Quinn made a motion to accept the July 2014 minutes as presented. Dr. George Vincent seconded the motion. All voted and approved.

**APPROVAL OF FINANCIAL REPORT:**

Mr. Moreno gave a brief summary of the financial report presented for July 2014. Mr. Moreno began by presenting a few different formats of the financial report for the board to review. The report still shows the total budget as in previous reports but will further break down the income and the expenses that can be separated for each facility through classes. The 4<sup>th</sup> quarter Hotel/Motel tax revenues were received in the amount of \$286,260.39. Typically these funds are received 30-45 days after the close of the quarter but were received significantly earlier than expected. This amount was significantly short of the budgeted amount however additional funds were received in August which is not reflected on the current report. With this final receipt, the total collected for the previous fiscal year on Hotel/Motel tax revenues are approximately 8-9% above the previous year's collection totals. Mr. Moreno briefly touched on the variances on the report due in large part to initial inventories needed for the Events Center and overtime needed to move in equipment in the short period of time allotted.

Meg Lovejoy made a motion to accept the July 2014 financial reports as presented. Evelyn White seconded the motion. All voted and approved.

**OLD BUSINESS:**

**A. Phase II Events Center Update (Mr. Broussard)**

Mr. Broussard updated the board on the current status of the Events Center project. He commented that the project is past the lien period on the project, but the contractor has not secured the lien certificate due to significant deficiencies on the punch list. The Authority still currently owes the 5% retainage on the project as well as a significant amount of additional items that remain to be completed. Once the punch list is updated and complete a final invoice from the contractor will be submitted for payment.

**NEW BUSINESS:**

**A. Review and discuss Dana Brown and Associates Invoice #1362 for landscaping consulting services for Phase II Events Center Project**

Mr. Moreno presented Invoice #1362 from Dana Brown and Associates in the amount of \$1,500.00 for landscaping consulting services for Phase II Events Center Project.

Evelyn White made a motion to accept and pay Dana Brown and Associates Invoice #1362 in the amount of \$1,500.00 as presented. Meg Lovejoy seconded the motion. All voted and approved.

**B. Review and discuss proposal for annual audit with McMullen and Mancuso for audit ending June 30, 2014**

McMullen and Mancuso have submitted and are requesting approval for their firm to once again conduct the annual audit engagement for the West Calcasieu Parish Community Center Authority for the fiscal year ending June 30, 2014.

Dr. George Vincent made a motion to accept audit engagement with McMullen and Mancuso for the fiscal year ending June 30, 2014 as presented. Evelyn White seconded the motion. All voted and approved.

**C. Review and discuss Louisiana Compliance Questionnaire for audit ending June 30, 2014**

Mr. Moreno presented a completed Louisiana Compliance Questionnaire that is required by all Government Agencies entering into audit engagements. The Legislative Auditor requires all governmental agencies to have this questionnaire approved by their respective board of directors.

Evelyn White made a motion to accept the Louisiana Compliance Questionnaire as presented. Mike O'Quinn seconded the motion. All voted and approved.

**D. Ratify and accept proposal from City Savings Bank for the Authorities combined property coverage.**

Mr. Moreno presented the policy from City Savings Bank for the property coverage policy that was approved by phone poll prior to regular board meeting. This policy covers both facilities and became effective August 15, 2014 at an annual premium rate of \$59,062.50.

Meg Lovejoy made a motion to ratify the approval for the property coverage as presented in the amount of \$59,062.50. Dr. George Vincent seconded the motion. All voted and approved.

#### **E. Ratify and accept Cooperative Endeavor with Entergy Corporation**

Mr. Moreno presented the annual cooperative endeavor with Entergy Corporation for use of the arena's property for staging and pre-staging use during storm restoration that was also presented to the board and approved via phone poll.

Dr. George Vincent made a motion to ratify the approval for the cooperative endeavor with Entergy Corporation as presented via phone poll. Evelyn White seconded the motion. All voted and approved.

#### **DIRECTOR'S REPORT:**

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

As the Events Center is beginning to be fully utilized, certain areas are being brought to management's attention that require minor improvements and modifications to the facility which would improve functionality and safety in some instances. A few of these items include but are not limited to additional power outlets in certain areas of the exhibition hall; updating the fence to separate the two facilities; and a review of the current rate schedule.

Although provided with ample power when completely opened up, the exhibit hall has some limitations when divided into smaller rooms. This issue is currently being researched and will be addressed as soon as possible options are made available.

The fencing is also being researched that will provide a separation of the two facilities. Currently management is researching the most economical yet aesthetically pleasing fence that would serve the overall objective. Mr. Moreno stressed the importance of having the arena property completely fenced in with livestock in such close proximity to the interstate.

Lastly the rate schedule that was presented to the board made every effort to conform to all local and similar facilities in the market. Currently the policy set to allow outside food to be brought in is at a rate of \$1.00 per person with no cap or limit. Mr. Moreno is asking the board to approve a cap or ceiling for this service to be set at \$200.00. This rate is similar to what the Authority has already set for Mardi Gras Krewe's. This option shall be implemented to keep the interest of the individuals who have no need for the services of a local caterer.

Evelyn White made a motion to accept capping the outside catering fee as presented. Coy Vincent seconded the motion. All voted and approved.

Mr. Moreno also updated the board on a few other items of note. The SWLA Convention and Visitor's Bureau will be hosting a Hospitality Training later this fall for various hospitality venues in the area. Mr. Moreno has offered to co-host this training in an effort to showcase the new West-Cal Events Center. Mr. Moreno feels this will give the Authority an opportunity to highlight the many benefits and features of the new facility to members in the hospitality industry.

The CVB has also formally requested an easement for curb cuts off the Authorities main entrance road to access the new interpretive center currently under construction. After discussion, the Authority raised some concerns about the installation of the proposed curb cuts and how they would impact any utilities belonging to the Authority. The board has asked that an easement be drafted that specifically details and safeguards any utilities and property owned by the Authority prior to agreeing to any easements.

Mr. Moreno also updated the board on the current condition of the western most property of the Authority. The proposed property is currently being cleared with several large live oaks on the northern half to remain. This clearing will facilitate possible overflow parking expansions for both facilities. Mr. Moreno reminded the board that with the Events Center project nearing completion, expansion possibilities will begin to be addressed on the outdoor arena and the needed amenities.

Lastly, Mr. Moreno reminded the board that an official grand opening and ribbon cutting are in its early planning stages. Currently the end of September or early October time frame is being considered. With so many people that were involved with the project over the past two decades in the development of the Events Center, every effort will be made to try and accommodate as many as possible.

**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, September 17, 2014 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.**