

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
December 21, 2016
West-Cal 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
	Mike O'Quinn-Board Member	Evelyn White-Board Member
	J.C. Cormier-Board Member	Adrian Moreno-Executive Director
	Joyce Anderson-Operations Manager	

Absent: Greg Robertson-Secretary/Treasurer George Vincent-Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Meg Lovejoy made a motion to accept the November 16, 2016 minutes as presented. J.C. Cormier seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a brief summary of the financial reports as presented for November 2016. The Income reported for the month was only \$845 over budget and Expenses finished a little over budget as well due to the nature of the events held during the month. Year to date Income is \$58,000 over budget or 27% while Expenses have reached \$504,000 which is less than a percentage point under budget. A majority of the excessive operating expenses are utilized for maintenance of the complex. With the aging Arena, upgrades have been needed to the mechanical, plumbing, and sprinkler systems which are all necessary for the operations of the facility. Scheduled testing and upgrades were also recently performed on the Ansul system in the Concession stand as well. Some minor cosmetic touch ups at the Events Center have also been performed.

Mr. Moreno also brought to the attention of the board the status on the closing of the Chase accounts. With the structure of the Authority it appears that the best way to finalize the closing is to visit the branch and withdraw the funds. He also noted the balance on the Whitney accounts is due to the Hotel-Motel Tax Revenues collections from the 1st qtr.

Evelyn White made a motion to accept the November 2016 financial reports as presented. Meg Lovejoy seconded the motion. All voted and approved.

OLD BUSINESS:

A. Arena expansion report (Mr. Moreno)

Mr. Moreno gave a brief update on the Arena expansion project. Unfortunately, with the excessive amounts of rain during the month of November minimal progress had been made. Currently the site work is nearing completion and the building is scheduled for delivery in early January. The upgrades to the AV equipment is 80-90% complete with only a few items remaining. The dumpster pad has been poured and completed as well. The estimated time to accept and erect the building is 30-60 days projecting the completion date in May 2017. The additional parking has been partially accepted allowing partial utilization.

NEW BUSINESS:

A. Review and discuss Gunter Construction Invoice #4 for Roping Area Addition to Covered Arena Project

Mr. Moreno presented Invoice #4 from Gunter Construction in the amount of \$122,487.96 for construction services during the month of November 2016.

Meg Lovejoy made a motion to accept and pay Gunter Construction in the amount of \$122,487.96 as presented. Mike O'Quinn seconded the motion. All voted and approved.

B. Review and discuss Invoice #5, Construction Observation Phase from Ellender Architects & Associates for Architectural and Engineering Services-Roping Area Addition to Covered Arena Project

Mr. Moreno presented Invoice #5 from Ellender Architects & Associates in the amount of \$2,296.65 for architectural and engineering services for the period ending November 2016. The services include the Construction Observation Phase for Architectural and Engineering Services.

Meg Lovejoy made a motion to accept and pay Ellender Architects & Associates Invoice #5 in the amount of \$2,296.65 as presented. J.C. Cormier seconded the motion. All voted and approved.

C. Review and discuss annual audit for period ending June 30, 2016 (McMullen and Mancuso, CPA)

Mr. Funk with McMullen and Mancuso presented the Audit Report for the fiscal year ending 2015-2016. The Authority received an unmodified opinion by the auditor's on the financial statements as of June 30, 2016 which means in their opinion, the financial statements present fairly, in all material respects, and the respective financial position of the governmental activities and each major fund of the West Calcasieu Parish Community Center Authority as of June 30, 2016, and the respective changes in financial position, for the year then ended in conformity with accounting principles generally accepted in the United States of America. Although the previous year's audit had no findings, this current audit did have two findings that were addressed with the board. The first being the Authority did not advertise the availability of the budget in the local newspaper in accordance with R.S. 39:1307. The second finding was the Authority did not include the agenda of its meetings in the written public notice of the meetings in accordance with R.S. 42:19.

J.C. Cormier made a motion to accept the annual audit report for FY 2015-2016 as presented. Mike O'Quinn seconded the motion. All voted and approved.

D. 2017 Executive Committee Nominations

Mr. Moreno reminded the board of the Authorities by-laws that state no member of the Executive Committee may sit in a position for more than two (2) consecutive terms. The current Executive Board has been in place for 2 years and a new Executive Committee must now be voted on and in place prior to the start of the new calendar year. A nomination and election process was conducted with the following results:

Executive Committee for the 2017 calendar year

Meg Lovejoy-Chairman
J.C. Cormier-Vice Chairman
Coy Vincent-Secretary/Treasurer

Mike O'Quinn made a motion to accept the Executive Committee nominations for the 2017 calendar year as presented. Evelyn White seconded the motion. All voted and approved.

DIRECTOR'S REPORT

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

The closing on the property donated by the Sulphur Group has been completed.

Darwin Pinder has recently been appointed by the City of Dequincy as their new representative to the West Calcasieu Parish Community Center Authority Board of Directors. Mr. Pinder will begin his appointment at the beginning of the 2017 calendar year replacing Greg Robertson.

PUBLIC COMMENTS:

NONE

ADJOURNMENT:

With no further business to discuss, Coy Vincent entertained a motion to adjourn. Mike O'Quinn made a motion to adjourn. Evelyn White seconded. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, January 18, 2017 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.