West Calcasieu Parish Community Center Authority
Board of Directors - Regular Meeting
December 17, 2025
West-Cal Events Center
Sulphur, Louisiana

Meeting was called to order at 5:00 pm by Rev. Margaret Lovejoy

Invocation pronounced by Rev. Margaret Lovejoy

Pledge was led by Evelyn White

ROLL CALL:
Roll call was made with the following results:

Present:	Missy McClelland – Chairman	Rev Margaret Lovejoy – Vice Chairman
	Coy Vincent – Secretary/Treasurer	Matt Vincent – Board Member
	Evelyn White - Board Member	Bobby LeTard – Board Member
	Adrian Moreno - Executive Director	Joyce Anderson – Operations Manager
	Judge Quirk – Legal Counsel	
Absent:	Darwin Pinder – Board Member	

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:
Mr. Moreno requested an amendment to the agenda that was presented to move item 9.a., Review and discuss annual audit for period ending June 30, 2025 (Steven DeRouen & Associates, CPA) in front of item 8.a in the interest of time.

Coy Vincent made a motion to accept the agenda as amended. Bobby LeTard seconded the motion. All voted and approved.

APPROVAL OF MINUTES:
Coy Vincent made a motion to accept the November 2025 meeting minutes as presented. Evelyn White seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:
Mr. Moreno gave a brief summary of the Financial Reports for the month of November 2025:

As was the case in the month of October, the month of November did not produce the income revenue streams that the Authority has seen in previous years. The continuing factor directly related to the declining midweek usage by one of the Authorities' larger clients in recent years. Mr. Moreno pointed out that although the numbers were low, the Authority is still in good financial shape and that recent inquiries and new clients booked in early 2026 may bridge some of that gap before the end of the fiscal year.

5 months into the current Fiscal Year, the Authority is still showing some positive results with regards to revenue streams. Income is up approximately $80,000 with 35% of that coming from self-generated revenues. Expenses are still holding steady at just over 16% above budget, or just under $150,000 under projected expenses. Cash flow continues to hold firm at just over $2.6M through the end of the fiscal year.

Evelyn White made a motion to accept the Financial Report as presented for the month of November 2025. Coy Vincent seconded the motion. All voted and approved.

NEW BUSINESS:

A. Review and discuss audit for period ending June 30, 2025 (Steven DeRouen & Associates, CPA)

Mr. DeRouen with Steven DeRouen & Associates, CPA presented the board with the Audit Report for the Fiscal Year 2025. The Auditor's report states in the Auditor's opinion, that the financial statements present fairly, in all material respects, the respective financial position of the governmental, each major fund, and fiduciary fund information of West Calcasieu Parish Community Center Authority, component unit of the State of Louisiana, as of June 30, 2025, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

The funds balance sheet/statement of net positions was presented for June 30, 2025, with comparison to the previous financial period. For 2025 total assets in the general fund are $24,178,970, a decrease of about $115,000 from the prior year. Once capital assets, land, and liabilities are figured in the net position of the Authority for fiscal year end 2025 is $20,588,497.

The Summary of the Auditor's report is an unmodified opinion on financial statements. No material weaknesses or significant deficiencies in internal controls are noted nor any instances of non-compliance are noted.

Mr. DeRouen also presented the Statewide Agreed-Upon Procedures Report to the Authority. The only exception was noted and brough to management's attention in that although the Authority has been complying with the state mandate that all employees are required to complete annual Sexual Harassment training, the Standard Operating Procedures for the Authority did not include specifically that this policy was required by the Authority. Mr. Moreno stated that the SOP's have been updated accordingly.

Matt Vincent made a motion to accept the annual audit as presented by Steven Derouen. Bobby LeTard seconded the motion. All voted and approved.

OLD BUSINESS:

A. Arena Committee Report – Stall Barn Project

Mr. Moreno discussed the latest progress of the Stall Barn Project as reported with the Arena Committee in the previous month. Mr. Moreno reminded the board that initial conversations with the engineering firm at the Meyers group about the scope of the project during the beginning phase were to develop a facility similar to what was discussed in years past with Mr. Ellender. After that, follow-up conversations were to develop cost associated with expanding the parking and drives as well as adding limited RV spaces around the facility.

After these cost estimates were developed, Mr. Moreno requested that the Meyers group break down this project into phases such as that the board may have further options to consider. Unfortunately, due to new Fire Marshall regulations, even though this facility would be considered agriculture in use, the facility is still required to provide a fire suppression system as well as meet several ADA compliance regulations. With that, there were little savings that could be made on the facility itself that includes roughly 27,000 sr. ft. of clear span, covered space. Mr. Moreno presented these breakdowns with the first option having limited parking; the second having the parking and drives as originally designed; and finally, the third option with the RV spots around the facility. The cost estimates started at $2,800,000 with the third option reaching $3,700,000 in total construction cost. Mr. Moreno reminded the board that these costs also include miscellaneous contingency, A&E, and related construction fees totaling around $400,000.

The board discussed the cost estimates presented as well as an alternative option to reduce the size of the facility down to one and/or two smaller footprint facilities that would potentially get away from the ADA and other related fire marshal codes that have driven up the cost of the project. Mr. Moreno was asked to get with the Engineering firm and have further conversations with regards to this scaled down project.

Rev. Lovejoy made a motion to have the Arena Committee meet once additional cost estimates are provided and discuss all available options in further detail. Coy Vincent seconded the motion. All voted and approved.

B. 2025 Sexual Harassment Report

As required by LA RS 42:344, Mr. Moreno presented the 2025 Sexual Harassment report to the board. Mr. Moreno was pleased to report that there were no sexual harassment claims during the reporting year and that of the 51 employees and board members that were employed with the Authority in 2025, 91% of the staff/board had received the training. Mr. Moreno is once again hopeful that the number will increase to 100% by the following year.

Rev. Lovejoy made a motion to accept the 2025 Sexual Harassment report for 2025 as presented. Evelyn White seconded the motion. All voted and approved.

C. 2026 Executive Committee Nominations

Mr. Moreno reminded the board that the Authority Bylaws allow any Executive Committee member to hold his/her seat for up to two consecutive years. The current Executive Committee members of Missy McClalland as President; Rev. Margaret Lovejoy as Vice-Chairman; and Coy Vincent as Secretary/Treasurer have held these seats for one year and may continue in these positions through 2026 if they choose.

Matt Vincent made a motion to have the current Executive Committee retain their positions through the 2026 calendar year. Evelyn White seconded the motion. All voted and approved.

DIRECTORS REPORT:
Mr. Moreno updated the Board on some of the current operations of the Authority:

Mr. Moreno updated the Board members on the effect the organization had as a result of the recent outbreak of the EHM/EHV-1 Equine virus at a Barrel Race Futurity in Waco, Tx. The facility elected to close its doors to the general public for a period of two weeks so that the maintenance department could wash down and disinfect the entire complex in the rare event that the facility was exposed to this virus. One of the sanctioned Louisiana High School Rodeo events was forced to postpone its date until later in the spring while another club cancelled with the unfortunate ability to reschedule its date. These cancellations will be reflected in the upcoming financial reports for the month of December.

Lastly Mr. Moreno informed the board that there would not be a scheduled meeting of the Authority in January 2026. With the extremely busy Mardi Gras season and the toll it takes on staff schedules, Mr. Moreno requested that the meeting be postponed until February. If any issues arose that required board member action a phone poll or emergency meeting could always be called.

PUBLIC COMMENTS:
None

ADJOURNMENT:
With nothing further to discuss a motion was made and seconded to adjourn.

The next regular meeting of the Board of Directors will be held on Wednesday, February 18, 2025, at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.