

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
June 21, 2023
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:30 pm by Matt Vincent

Invocation pronounced by The Rev. Margaret Lovejoy

Pledge was led by Matt Vincent

ROLL CALL:

Roll call was made with the following results:

Present: Matt Vincent-Chairman	Missy McClelland – Vice Chairman
The Rev. Margaret Lovejoy – Sec./Treas.	Coy Vincent – Board Member
Robert Letard-Board Member	Adrian Moreno-Executive Director
Joyce Anderson – Operations Manager	

Absent: Evelyn White-Board Member Darwin Pinder- Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Rev. Lovejoy made a motion to accept the agenda as presented. Coy Vincent seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Coy Vincent made a motion to accept the May 2023 meeting minutes as presented. Missy McClelland seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

Mr. Moreno gave a summary of the Financial Report for May 2023:

The month of May was a very busy month for the facility as can be seen by the income generated. This was due in large part to hosting the Louisiana Jr. High and High School State Rodeo Finals which lasted a period of 10 days. The line item for other income included dividends received from the LWCC account as well as interest and dividends that continue to maintain an interest rate above 5%.

There was nothing out of the ordinary to report on the Expense side during the month of May. A couple of annual software subscriptions for the accounting and floor plan diagramming programs were renewed during this period.

The Cash Flow report for the end of the fiscal year reflects a current balance of just over \$4.7 million dollars.

Missy McClelland made a motion to accept the Financial Reports as presented for the month of May 2023. Coy Vincent seconded the motion. All voted and approved.

OLD BUSINESS:

A. Events Center Sign Project Update, 2023

The project for the new Events Center entrance sign is nearing completion. A final concrete cap and logo cabinet are all that remains but the project is essentially complete. Mr. Moreno invited the board members to view the project as they left the evenings meeting.

NEW BUSINESS:

A. Review and discuss Invoice #3 from Scotty Taylor Construction for New Events Center Sign Project, 2023.

Mr. Moreno presented Invoice #3 from Scotty Taylor Construction in the amount of \$29,768.71 for the New Events Center Sign Project, 2023.

Coy Vincent made a motion to accept and pay invoice #3 from Scotty Taylor Construction in the amount of \$29,768.71 as presented. Rev. Lovejoy seconded the motion. All voted and approved.

B. Review and discuss Invoice #3 for Ellender Architects & Associates for Architectural and Engineering Services, Design Phase for New Events Center Sign Project, 2023.

Mr. Moreno presented invoice #3 from Ellender Architects & Associates in the amount of \$810.00 for Architectural and Engineering Services, observation phase for the New Events Center Sign Project, 2023.

Coy Vincent made a motion to accept and pay invoice #3 from Ellender Architects & Associates in the amount of \$810.00 as presented. Rev. Lovejoy seconded the motion. All voted and approved.

C. Finance Committee Report

i. Review and discuss proposed amendments to FY 2022-2023 Operating Budget

The Finance Committee met and discussed two proposed amendments to the FY 2022-2023 Operating Budget. The amendments will increase the line item for Utilities to \$245,000 and increase the line item for Insurance to \$238,000.

Rev. Lovejoy made a motion to accept the proposed amendments to FY 2022-2023 Operating Budget as presented. Missy McClelland seconded the motion. All present voted and approved.

ii. Review and discuss proposed FY 2023-2024 Operating Budget

The Finance Committee also met and discussed the proposed FY 2023-2024 Operating Budget. Mr. Moreno went over the notable increases within the proposed budget. The income totals for the upcoming Fiscal Year are 8% higher than last year due to the increase in Interest/Dividends received. The majority of the increase in expenses are directly related to increases in Utilities and Insurance. The budget also includes a 4% cost of living increase for all eligible employees. The anticipated Net for the fiscal year is \$56,125.00.

Rev. Lovejoy made a motion to accept the proposed FY 2023-2024 Operating Budget as presented. Coy Vincent seconded the motion. All voted and approved.

DIRECTORS REPORT:

Mr. Moreno updated the board on the facility's current operations:

The final project reimbursement from FEMA has been awarded and should be received by the end of the fiscal year. The account liaison that has been spearheading the finalization of the FEMA project is encouraging us to begin the process of redeeming management costs. This is another taxing step that will take some time to complete but could generate significant returns for the Authority.

Mr. Moreno spoke with the board about the future projects for the Authority. He informed the members that the current bond will be paid in full within 9 years and recommended the Board begin interviewing a Designer and/or Architectural team and come up with 10-20 year masterplan. Meanwhile the Administration team will be refocusing on the current operational staffing needs and policies to ensure clients are receiving the best experience possible.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With nothing further to discuss the meeting is adjourned.

The next regular meeting of the Board of Directors will be held on Wednesday, July 17, 2023., at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.