West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
December 18, 2024
West-Cal Events Center
Sulphur, Louisiana

Meeting was called to order at 5:00 pm by Matt Vincent

The invitation was postponed until the start of the Annual Safety Meeting following the conclusion of the Board meeting.

Pledge was led by Coy Vincent

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

Present:	Matt Vincent - Chairman	Missy McClelland – Vice Chairman
	Rev Margaret Lovejoy – Secretary/Treasurer	Coy Vincent - Board Member
	Evelyn White – Board Member	Adrian Moreno-Executive Director
	Joyce Anderson – Operations Manager	Judge Quirk – Legal Counsel
Absent:	Darwin Pinder – Board Member	Robert LeTard- 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 November 2024 meeting minutes as presented. Missy McClelland seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:
Mr. Moreno gave a brief summary of the Financial Report for the month of November 2024:

The month of November once again provided very positive numbers for the Authority although not as lucrative as the month before. The large overage on the Other Income Line was attributed to the sale of some of the Authorities Surplus Equipment. Another item of note was the slight decline on the Interest/Dividends Line item with current interest rates falling below 5% for the first time in months. Only one item of note on the Expense line and that was for an extensive and lengthy preventative scheduled maintenance on all of the ice machines at the complex.

The Cash Flow for the Authority was adjusted to reflect the delayed construction completion of the new Stall Barn Project scheduled for the Summer of 25'. Year end projections show the Authority with just over $4.7M in available cash. Year to date the Authority is reporting $120,000 over budgeted projections with $69,000 of this figure attributed to self-generated revenues. Expenses are still down just under 5% or roughly $38,000 under budget.

Missy McClelland made a motion to accept the Financial Reports as presented for the month of November 2024. Evely White seconded the motion. All voted and approved.

OLD BUSINESS:

A. Arena Roof Damage Report

Mr. Moreno updated the board on the status of the re-spraying of insulation on the new arena roof panels. At the time of the board meeting, the subcontractor for the project was about 90% completed with the insulation and anticipates full completion by midday on Thursday December 19th. The contractor also made good on repairs to several other areas of the insulation that were in need of attention not directly related to the new arena roof panels. Mr. Moreno reported to the board that all other issues with the Arena Roof project dated back from 2019 should be complete by the end of this calendar year.

NEW BUSINESS:

A. Review and discuss invoice #5091 from Pelican Land Surveying, LLC for Topographical Survey – Arena Improvements - Stall Barn Facility

Mr. Moreno presented Invoice #5091 from Pelican Land Surveying for Topographical Survey for the Stall Barn Project in the amount of $4,300.

Rev. Lovejoy made a motion to approve invoice #5091 from Pelican Land Surveying, LLC for Topographical Survey – Arena Improvements - Stall Barn Facility. Missy McClelland seconded the motion. All voted and approved

B. Review and discuss acceptance of the Louisiana Compliance Questionnaire for Audit Engagements of Governmental Agencies

Mr. Moreno presented the completed Louisiana Compliance Questionnaire for the fiscal year 2024-2025 that is required by all governmental agencies entering an audit engagement. The Legislative Auditor requires all governmental agencies to have this questionnaire approved by their respective governing bodies prior to the commencement of the audit.

Missy McClelland made a motion to accept the Louisiana Compliance Questionnaire for Audit Engagements of Governmental Agencies as presented. Rev. Lovejoy seconded the motion. All voted and approved.

C. 2024 Sexual Harassment Report

As required by LA RS 42:344, Mr. Moreno presented the 2024 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 over 90% of the staff had received training. Mr. Moreno is hopeful that the number will increase to 100% by the following year.

D. Review and Discuss Authority owned surplus property

Mr. Moreno reviewed with the Board the updated 2024 Surplus Property report that has now included a 2007 95 HP New Holland tractor. Due to its age and wear, the vehicle is no longer needed in the Authorities' fleet and Mr. Moreno has requested the board consider this surplus equipment so it may be properly disposed of.

Rev. Lovejoy made a motion to approve the updated 2024 Authority Owned Surplus Property Report as presented. Missy McClelland seconded the motion. All voted and approved.

E. 2025 Executive Committee Nominations

Mr. Moreno reminded the board that the current Executive Committee has completed its two-year term, and a new committee will need to be in place for 2025. A nomination was made for the following Executive Committee for the calendar year 2025:

2025 EXECUTIVE COMMITTEE:

Missy McClelland - Chairman
The Rev. Margaret Lovejoy - Vice Chairman
Coy Vincent - Secretary/Treasurer

Matt Vincent made a motion to accept the nomination for the 2025 Executive Committee as presented. Missy McClelland seconded the motion. All voted and approved.

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

Mr. Moreno reminded the Board that the annual Safety meeting will begin immediately following the Board meeting and invited all Board members to attend.

Mr. Moreno also briefed the board on the upcoming schedule at the beginning of the year and reiterated that the Stall Barn Project is continuing with the Meyers group and will resume plans in early spring in anticipation for a summer release.

Mr. Moreno informed the board that he recently had an opportunity to meet with Mr. Ellender and offered the Authorities gratitude for his work and dedication to the West Cal Community Center Authority over the past few decades. Mr. Ellender also wanted to express his appreciation and once again reminded Mr. Moreno that all documentation for any projects his firm had worked on in the past would be made available if needed and that stated that all invoices have been paid in full less the remaining balance on the Arena Roof Project.

Lastly, Mr. Moreno presented Matt Vincent a plaque on behalf of the Board in appreciation for his leadership and tenure as the Chairman of the Authority from 2024-2025

PUBLIC COMMENTS:
None

ADJOURNMENT:
With nothing further to discuss and motion was made and seconded to adjourn. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, January 15, 2025, at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.