

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
November 20, 2024
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:32 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:	Rev Margaret Lovejoy-Secretary/Treasurer	Coy Vincent - Board Member
	Darwin Pinder – Board Member	Robert LeTard- Board Member
	Evelyn White – Board Member	Adrian Moreno-Executive Director
	Joyce Anderson – Operations Manager	Judge Quirk – Legal Counsel

Absent:	Matt Vincent – Chairman	Missy McClelland – Vice Chairman
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AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Coy Vicent made a motion to accept the agenda as amended to reflect a change in the time for next month's board meeting. Evelyn White seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Bobby LeTard made a motion to accept the October 2024 meeting minutes as presented. Coy Vincent seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

Mr. Moreno gave a brief summary on the Financial Reports for the month of October 2024:

The month proved to be another very successful period with regards to revenue for the Authority. In total, the books closed out just shy of \$60,000 over projected estimates. Some of the collections were past due collections over 90 days that Operations Manager Joyce Anderson had been working on collecting from some of the industry clients. Through no fault of anyone in particular, some of these receivables at times can get lost in the process and so Mrs. Anderson worked closely with the payables departments to get these items cleared up. Another portion of this revenue was accounted for by the large contract with Firestone in August with still the larger contract expected to hit the books by years end. Nothing out of the ordinary to report on the expense side other than a dividend payable to the Workers Compensation Policy.

Year to date the Authority is still showing very positive numbers through the first 4 months. Self-generated revenues are up over \$73,000 above budgeted projections and \$118,000 over in total revenues. Expenses are just shy of \$37,000 under budgeted projections or roughly 5% under budget. Cash flow for the Authority reflects availability of just over \$2.8M at the end of the Fiscal Year in June 2025.

Evelyn White made a motion to accept the Financial Reports as presented for the month of October 2024. Coy Vincent seconded the motion. All voted and approved.

OLD BUSINESS: NONE

NEW BUSINESS:

A. Review and discuss preliminary design invoice for Events Center Expansion from Ellender Architects and Associates, LLC.

B. Review and discuss preliminary design invoice for Stall Barn Addition from Ellender Architects and Associates, LLC

The two invoices from Ellender Architects and Associates were discussed in length by the board. These invoices encompass the consulting, drafting, and other programming phase details of the two potential projects that the board has been in discussion with over the past 8 years. No invoices for these services have been submitted to date.

Bobby LeTard made a motion to accept the preliminary design invoices for the Events Center Expansion as well as the Stall Barn Expansion from Ellender Architects and Associates, LLC as presented. Darwin Pinder seconded the motion. All voted and approved.

C. Review and discuss appointment to the SW Louisiana Convention and Visitors Bureau Board of Directors

Mr. Moreno informed the board that the unexpired term on the SW Louisiana Convention and Visitors Bureau Board of Directors held by the late JC Cormier was filled by Mrs. Evelyn White at the time of his passing. This term concludes at the end of this year's calendar and so the board must elect a new member or have Mrs. White appointed for an additional 3-year term.

Bobby LeTard made a motion to appoint Mrs. Evelyn White to serve an additional 3-year term on the SW Louisiana Convention and Visitors Bureau Board of Directors. Coy Vincent seconded the motion. All voted and approved.

DIRECTORS REPORT:

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

The CEA between the Authority and the State Treasury department relative to Act 4 of the 2024 Legislative Session has been approved and filed for the fiscal year. As a reminder, this CEA is required prior to the Authority receiving any funding from the Treasury Department from the Hotel/Motel collections in Wards 4, 5, 6, & 7. Now that the CEA is approved, the Authority must submit invoices as indicated in the report to receive available funds from the state. The process generally takes around 4-6 weeks once the first report is filed. The cap for the Fiscal Year 2024-2025 year is just under \$1.3M

Lastly Mr. Moreno reminded the board that the month of December is the annual Employee Safety Meeting immediately following the Board of Directors meeting. All board members and their guests are welcome to attend.

Rev. Lovejoy requested a status on the Arena roof repairs. Mr. Moreno stated that the target date for re-insulating the roof was still on schedule and hopes that barring any unforeseen delays in materials and/or mother nature, the project will be completed by the end of December.

Bobby LeTard also wanted to mention to the Board one of the items currently being discussed at the Legislative Special Session and the potential impact the Authority would have on the funding assistance received from the Burton Agricultural services millage. The outcome of this legislation could affect the funding from the Cooperative Endeavor by up to \$50,000.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With nothing further to discuss Bobby LeTard made a motion to adjourn. Evelyn White seconded the motion. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, December 18, 2024., at 5:00 p.m. at the West Cal Events Center, Sulphur, Louisiana.