

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
October 16, 2013  
West Cal Arena  
Sulphur, Louisiana**

**Meeting was called to order at 5:25 p.m. by Greg Robertson**

**Invocation pronounced by Mike O'Quinn**

**Pledge was led by Dr. George Vincent**

**ROLL CALL:**

Roll call was made with the following results:

Present:	Greg Robertson-Chairman	Dr. George Vincent-Vice Chairman
	Evelyn White-Secretary/Treasurer	Mike O'Quinn-Board Member
	Meg Lovejoy-Board Member	Coy Vincent-Board Member
	Adrian Moreno-Executive Director	Joyce Anderson-Asst. Manager

Absent: Bob Hardy-Board Member

**AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:**

Meg Lovejoy made a motion to accept the proposed agenda as presented. Dr. George Vincent seconded the motion. All voted and approved.

**APPROVAL OF MINUTES:**

Coy Vincent made a motion to accept the September 2013 minutes as presented. Meg Lovejoy seconded the motion. All voted and approved.

**APPROVAL OF FINANCIAL REPORT:**

Mr. Moreno gave a brief summary of the Financial report presented for September 2013. September concluded the 1<sup>st</sup> quarter of the fiscal year. The Capital Outlay Request for Disbursements #7 & #8 were received totaling \$268,233.90. The 2<sup>nd</sup> amended cooperative endeavor from the state has been signed and returned which will allow the additional \$1.5M to be added to our current Capital Outlay project. Income for the month of September was slightly below budget due in large part to an event that was forced to cancel. On the expense side, Maintenance of Property and Equipment is somewhat over budget for the quarter due to repairs on the hydraulic pump of a tractor and a water main repair that took place earlier in the month. One other item of interest on the expense side relates to Insurance; due to a reclassification of the Executive Director's duties and responsibilities, an increase in premium for workman's compensation was necessary, however no budget adjustment is required at the present time.

Meg Lovejoy made a motion to accept the September 2013 Financial reports as presented. Evelyn White seconded the motion. All voted and approved.

**OLD BUSINESS:**

**A. Phase II Events Center Update (Mr. Broussard)**

Mr. Broussard gave an update on the Phase II Events Center construction project from information discussed at the construction meeting held earlier that day. Mr. Broussard reported that the project continues to move forward with no adjustments to the finishing date of June 3, 2014. He reported that the electrical contractor is close to getting a cost estimate on the lighting adjustment for the board to review.

**NEW BUSINESS:**

**A. Review and discuss Bessette Development Invoice #15 for Phase II Events Center Project.**

Mr. Moreno presented Invoice #15 from Bessette Development in the amount of \$581,369.25 for construction services during the month of September 2013. Mr. Moreno requested that this invoice be considered for approval pending final approval from Chase Banks' construction management firm.

Meg Lovejoy made a motion to accept and pay Bessette Development Invoice #15 in the amount of \$581,369.25 pending approval from Chase Bank. Evelyn White seconded the motion. All voted and approved.

**B. Review and discuss Southwest Construction Material and Testing Invoice #15 for testing services for Phase II Events Center Project**

Mr. Moreno presented Invoice #15 from Southwest Construction Material and Testing in the amount of \$833.01 for testing services for the month of September 2013.

Evelyn White made a motion to accept and pay Southwest Construction Material and Testing Services Invoice #15 in the amount of \$833.01 as presented. Mike O'Quinn seconded the motion. All voted and approved.

**C. Review and discuss Invoice #15 from Ellender and Broussard for Architectural and Engineering Services for Phase II Events Center Project**

Mr. Moreno presented Invoice #15 from Ellender and Broussard in the amount of \$8,894.95 for architectural and engineering services.

Coy Vincent made a motion to accept and pay Ellender and Broussard Invoice #15 in the amount of \$8,894.95 as presented. Mike O'Quinn seconded the motion. All voted and approved.

**DIRECTOR'S REPORT:**

Mr. Moreno gave a brief update on the current operations of the facility. The Event Center committee has postponed their next meeting until all chair samples have been received. Mr. Moreno reminded the board as to what was discussed during the last committee meeting which included rates, furnishings, and the naming of the meeting rooms. Mr. Moreno also informed the board that since the press release several booking inquiries have been made and events booked. A non-profit rate and what individuals qualify as non-profit was never finalized when rates were accepted. After extensive research and comparisons to local and similar facilities in the market, it was the recommendation of the administration that the non-profit rate be set at 30% off the established rate. Mr. Moreno also discussed with the board that now with the rates being set the board should be prepared to entertain concerns about rental costs and how to handle such cases. Mr. Robertson suggested that any concerns or additional discounts to the current rates be submitted in writing prior to event booking and presented to the board for discussion.

**PUBLIC COMMENTS:**

None

**ADJOURNMENT:**

With no further business to discuss, Greg Robertson entertained a motion to adjourn.

**The next regular meeting of the Board of Directors will be held on Wednesday, November 20, 2013 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.**