



COMMUNITY CENTER & PLAYGROUND

Ward 7 Calcasieu Parish 1615 Horridge Street, Vinton, La 70668

PHONE: (337)589-5181

ADMIN. DIRECTOR: Loren Labby

BOOKKEEPER: Cade Henderson

WARD 7 RECREATION COMMUNITY CENTER

Board of Commissioners Meeting

Held at Ward 7 Community Center Meeting Room

1615 Horridge Street, Vinton, LA 70668

Wednesday, January 8, 2025, 5:30 PM

Minutes of the regular meeting of the Community Center & Playground District #3, Calcasieu Parish, Vinton, LA held in the meeting room of the Community Center on January 8, 2025, at 5:30 PM. After full compliance with all regulations as to notice otherwise and respect to conveying of said meeting with the following present:

Present:

Scott Spell, President
Johnathan Harbert, Commissioner
Kristal Eastwood, Vice President
Diane Conner, Secretary
Derek Durio, Commissioner

Absent:

None

Others:

Loren Labby, Director
Cade Henderson, Bookkeeper
Edmond Southern, Maintenance Supervisor
Ashley Courville, Sports Director

On a motion by Mr. Harbert, seconded by Ms. Eastwood, and carried unanimously, the Board approved the minutes as presented for the December 11, 2024, regular board meeting. No public comment.

Mr. Henderson updated the Board on the progress with the Tyler Tech software. As of January 1, 2025, we are rolling all financials through the Tyler ERP Pro software. We will keep QuickBooks running through January to close out open items from December. The Tyler system does reflect these items as we have been reconciling the two systems since October. Mr. Henderson said that nothing was out of the ordinary for the month as far as financials go. Mr. Harbert inquired on the payment to RecDesk since the District is supposed to have switched to Tyler Parks and Recreation system. Mrs. Labby explained that Tyler dropped the ball on setting up Payments. We cannot take any credit card payment the Tyler Parks and Recreation. Therefore, we cannot make the switch yet. Once Payments setup is done, all front desk employees will still have to be trained on the new system. We will need to use RecDesk until all of this is completed.

Mr. Henderson presented the 2024 Louisiana Compliance Questionnaire to the Board. The Questionnaire has been completed to the best of our belief and knowledge. Ms. Eastwood made a motion to adopt the Louisiana Compliance Questionnaire, seconded by Mr. Harbert; and carried unanimously.

Mrs. Labby presented the 2024 Sexual Harassment Annual Report to be adopted. The District did not receive any complaints of sexual harassment during the year. On a motion by Mr. Harbert, seconded by Ms. Eastwood, and carried unanimously, the Board adopted the 2024 Sexual Harassment Report as presented.

Mr. Spell opened the floor to nominations for officers for 2025. Ms. Eastwood made a motion for Mr. Scott Spell to continue as President of the Board, seconded by Mrs. Conner; and carried unanimously. Mr. Harbert made a motion for Mr. Johnathan Harbert to serve as Vice President, seconded by Ms. Eastwood; and carried unanimously. Ms. Eastwood made a motion for Mrs. Diane Conner to continue as Board Secretary, seconded by Mr. Harbert; and carried unanimously.

Mrs. Labby informed the Board that Mr. Southern has spoken with the owner of the 20-acre property to the east of the Community Center. Mr. Hebert expressed an interest in selling the property for less than previously listed for. The Board discussed the benefits of owning more property and agrees that purchasing the land would be a sound investment. Mr. Harbert made a motion to allow Mrs. Labby to enter negotiations for the purchase of the land, seconded by Ms. Eastwood; and carried unanimously.

Mr. Henderson presented the Board with a spreadsheet chart of options used in previous years for the annual raises. The Board discussed each rate presented. Mr. Harbert made a motion to increase all employees' pay 4% across the board, seconded by Ms. Eastwood; and carried unanimously.

There being no further business, Ms. Eastwood made a motion to adjourn, seconded by Mr. Harbert; and carried unanimously. No public comment.