



**COMMUNITY CENTER & PLAYGROUND DIST. NO. 3**  
 Ward 7 Calcasieu Parish 1615 Horridge Street, Vinton, La 70668  
 PHONE: (337)589-5181 FAX:(337)589-5182  
 ADMIN. DIRECTOR: Loren Labby  
 BOOKKEEPER: Cade Henderson

**WARD 7 RECREATION COMMUNITY CENTER**  
**Regular Board of Commissioners Meeting**  
**Held at Ward 7 Community Center Meeting Room**  
**1615 Horridge Street, Vinton, LA 70668**  
**Wednesday, January 10, 2024, 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 10, 2024, 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:** Diane Conner, Secretary  
 Derek Durio, Commissioner  
 Scott Spell, President

**Absent:** Johnathan Harbert, Commissioner  
 Kristal Eastwood, Vice President

**Others:** Loren Labby, Director  
 Edmond Southern, Maintenance Supervisor  
 Cade Henderson, Bookkeeper  
 Ashley Courville, Sports Director  
 Kaitlyn Pickett

On a motion by Mrs. Conner, seconded by Mr. Durio, and carried unanimously, the Board approved the minutes as presented for the December 13, 2023, regular board meeting. No public comment.

Mrs. Conner made a motion to move agenda item 1: Review & Approve Financials to agenda item 7, seconded by Mr. Durio; and carried unanimously. No public comment.

Election of Officers was the next item on the agenda. The board members discussed whether to table elections until all board members are present or move forward with elections. Mrs. Conner made a motion to leave all current offices as stands, seconded by Mr. Durio; and carried unanimously. No public comment.

Mrs. Labby reviewed an email with the board from Mr. Scott Taylor and Mr. Mike Stewart with Quality Courts. The email was sent December 15, 2023, and had previously been forwarded to all board members. The letter states the issues found with the paint used on the courts. Due to manufacturing defects, all paint will be removed from the courts and new paint applied. We are still waiting on other items from the punch list to be completed.

Project Payment No. 40 was submitted by Meyer & Associates payable to H. Lynn Jones, Clerk of Court for \$105.00. Mrs. Conner made a motion to approve payment number 40, seconded by Mr. Durio; and carried unanimously. No public comment.

Mrs. Labby reviewed the organization's 2023 goals. Most objectives were met successfully. We had two areas where goals were not met, conflict resolution training and leadership training for supervisors. These are goals we are carrying over into 2024. Mrs. Labby reviewed the other goals set for the new year. The goals were categorized under Programs & Events, Employees, & Departments. Mrs. Conner inquired if departmental & individual goals were created, as they had been in 2023. They were not prior to this meeting. Mrs. Labby said that she would work on that for the next meeting.

The next item on the agenda was to discuss and approve employee evaluations & yearly merit pay increases. At 6:25 pm, Mrs. Conner made a motion to enter executive session, seconded by Mr. Durio; and carried unanimously. At 8:45 pm, Mrs. Conner made a motion to enter back into regular session, seconded by Mr. Durio; and carried unanimously. Mr. Spell asked for public comment.

Mr. Durio made a motion for a \$2.25 per hour raise for all full-time employees, \$1.00 per hour raise for all part-time employees, change starting pay for all part-time positions to \$10.00 per hour, and give the Director \$8,000 for the year in a merit increase fund. Motion was seconded by Mrs. Conner; and carried unanimously. Mrs. Courville asked to speak and stated that one year ago she was told that she could return in 6 months to discuss compensation for the position/job duties that she continued to perform when taking the new job position. When she reapproached at 6 months, there was no quorum. The board felt that the current raises were sufficient at this time. No more public comment.

Mrs. Labby presented the Board with the director's report. Highlighting the 2023 Overview Report, monthly memberships for the year averaged 1420 General Facility Memberships and 326 Fitness Room Memberships. We had a total of 20,931 check-ins for the Community Center and 7,832 Fitness Room Check-ins. The most significant change in income is found in Sports Registration - \$22,685 in 2022 and \$11,410 in 2023. This was due to the decision to lower fees in an attempt to raise participation numbers. Although, we did not see a significant increase in participation numbers. Mrs. Courville updated the board members on current sports programs. Basketball Jamboree is this Saturday, January 13<sup>th</sup>. It will be all day long as Ward 6/Dequincy will be playing with us this year. Baseball/Softball registration will start by the end of the month or beginning of February. Mr. Southern informed the Board that the goal is to have all four fields ready to play on by the end of February. He would like to move forward soon on completing the parking lot project with Meyer & Associates, so that it will be ready for the 2024 season.

Mr. Henderson presented the board with the current financials. Mrs. Conner made a motion to approve bills as presented, seconded by Mr. Durio; and carried unanimously. Mr. Henderson would like to move money from the general fund to a money market cd. He will check on this and present back to the board.

There being no further business, Mr. Durio made a motion to adjourn, seconded by Mrs. Conner; and carried unanimously.