Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, January 10, 2013 – 4:00 pm
Owens Multipurpose Center

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Jolly, Sutherlin, Anderson, Kent, Pendergraft, Sasseen, and Shahan

MEMBERS EXCUSED: Kelly and Torbert

GUEST PRESENT: Bruce Alger, COL Building & Maintenance Supervisor

STAFF PRESENT: Whipp, Morman, and Gilbert

VOTING ITEMS

CONSENT AGENDA: The following items are considered to be routine by the McMahon Auditorium Authority and will be enacted with one motion. Should discussion be desired on an item, that item will be removed from the Consent Agenda prior to action and considered separately.

1. Consider approving minutes of November 8, 2012 meeting.
2. Consider accepting November financial reports.
3. Consider accepting December financial reports.

MOTION by Sutherlin, with second by Pendergraft to approve the consent agenda. Roll call results: Sutherlin, Anderson, Kent, Pendergraft, Sasseen, and Shahan voted yes. MOTION CARRIED.

BUSINESS ITEMS

4. Review for approval stage lighting RFP – Sutherlin directed the Authority to the RFQ included in their packets, noting the change from RFP, and reviewed the changes to the document. Shahan distributed and reviewed sections of the COL Purchasing Policy, which MAA must adhere to, noting that if project exceeds $25,000.00 then Engineering must be involved. Discussion ensued with the general consensus being that the projected cost will be under $20,000 in which case the City's formal bid process would be followed, and Engineering would not be involved. Whipp was directed to send out the request for quotes. Shahan stated that a contractor does not need to respond to an RFQ to be able to respond to a RFP. MOTION by Anderson, with second by Kent to approve the stage lighting RFQ. Roll call results: Sutherlin, Anderson, Kent, Pendergraft, Sasseen, and Shahan voted yes. MOTION CARRIED.

NEW BUSINESS ITEM
None

CHAIR'S REPORT
None

TREASURER'S REPORT
None

COMMITTEES
None

COORDINATOR'S REPORT

5. January, February and March Event Calendar – Morman directed members to the calendar and reviewed upcoming events.

6. Repairs and maintenance – Shahan introduced Bruce Alger, B&M Supervisor, and asked him to provide an update on the HVAC and foundation issues at the Auditorium. Alger reported that the COL Engineering Department inspected the foundation and cracks in the lobby area and that their report indicated they were only cosmetic damages; however, he does not believe this to be the case and proposes that Power Lift inspect the area then determine the next course of action depending on their report. Alger then addressed the HVAC system and new chiller being on a GSA contract. He reported that the COL Purchasing Department is reviewing the GSA contract to determine if Johnson Controls can install equipment with current wording on labor and materials, or if three bids will be required. Whipp reported that one of the units is down and the contractor is looking for parts to repair the equipment since the new chiller will not be installed for this summer. Alger noted that there have been several rebuilds to the chiller in the past few years and that the main issue is getting parts.

ADMINISTRATOR'S REPORT

7. General Updates – Whipp reported that the Auditors will present the FY2011-12 audit at the February meeting and an electronic draft will be forwarded to the Authority for review prior to the meeting. She recognized Pendergraft stating that she and Mr. Pendergraft are the 2012 Citizens of the Arts and will be presented an award at the Arts for All Luncheon on Friday, February 8th. She invited everyone to attend, and that reservations can be made by calling the Chamber office. Flyers for the MAA co-sponsored annual LAHC Student Performance scheduled for Tuesday, March 26th were available for those interested in disseminating the information.

OTHER BUSINESS

ADJOURN
Chair Jolly adjourned the meeting at 4:20 pm.

______________________________ ___________________
Chair Date Approved