McMahon Memorial Auditorium

801 NW Ferris Ave
PO Box 522
Lawton, OK 73502
580-581-3472
Fax 580-581-3473
www.lawtonok.gov/mma

Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
January 10, 2019 – 4:00 p.m.
McMahon Auditorium Lobby

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Torbert, *Sasseen, Pendergraft, Jolly, Jones, Kent, Snodgrass (Ft. Sill Rep.) and Whipp

MEMBERS EXCUSED: Ragland

STAFF PRESENT: Whipp and Neeley

CONSENT AGENDA:
1. Consider approving minutes of November 14, 2018 meeting.
2. Consider accepting the November bank register reports.
3. Consider accepting the December bank register reports.

Motion by Jolly, second by Jones to accept the consent agenda as presented. Roll call results: Pendergraft, Jolly, Jones, Kent and Whipp voted yes. Motion Carried.

CHAIR'S REPORT
None

TREASURER'S REPORT
Pendergraft reviewed the Treasurer's Bank Balance, Collection and Spending Reports for July through December 2018. She stated the reports reconcile with staff bank register reports. She further reported that the Board has seen a loss each month except for September. She noted that the largest expense was in November for the annual audit fee. Discussion ensued regarding expenses and what can be done to reduce those costs.

COMMITTEE REPORTS

4. Sound System Grant update – (*Sasseen entered) Whipp reported receiving an email from the Foundation's Executive Director regarding approval of the Authority retaining the $127,000.00 for requested projects and that official written notification is forthcoming. Discussion ensued on order of projects to be completed with Sasseen stating he is ready to start on the ADA stage ramp but that we need an additional $10,000 to complete that project. Whipp reported that Hanna and herself met with Bart Hadley, Interim City Manager and provided him with an overview of the Auditorium improvements to be done and asked if the unused funds from the drainage project could be reallocated and used to complete the stage ramp. It was noted that the rigging inspection is scheduled for Tuesday, January 22.

5. Stage Lighting Proposal – Whipp reported that Ms. Parrish also informed her that the proposal would be on the Foundation's February meeting agenda for consideration as the Trustees wanted more time to review it. Sasseen gave an overview of the proposal stating it is divided into three parts and reviewed what would be accomplished in each phase of the project (see "General Information & Benefits" attached). He stated this gives the Foundation the option of funding the complete project at a projected cost of $384,000.00 or as broken down and explained in the attachment. A copy of the proposal was passed around for members to review. Whipp stated that she also gave a copy of the proposal to Mr. Hadley at their meeting.

STAFF REPORTS

6. January, February and March event calendar – Whipp reviewed the calendar and discussion ensued on technical support for these events. Sasseen stated that the current system is working well and giving him time to evaluate all the Auditorium's needs in terms of maintenance as well as how we can better meet the needs of our promoters. He stated that he is volunteering his time so those fees are going into the Authority's account and offsetting the cost when technical support needs to be contracted out for any particular event. He stated that if there is a need for stage support he asked the board to be available to assist. Further discussion ensued regarding promoters who were displeased with their last experience of renting the facility which all revolved around the stage hands. Sasseen stated that he is also trying to repair those damaged relationships reporting he has spoken with LPO and that he also recommends contacting Fletcher High School and offering to waive all fees if they would booked their graduation again as a "good will" gesture after last year's negative experience with the stage hands. Further discussion ensued with the consensus of the Board to waive the technical fees if they would come back. Motion by Sasseen, second by Kent to waive all technical fees for Fletcher High School if they decide to book the Auditorium for their 2019 graduation. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent and Whipp voted yes. Motion Carried.

BUSINESS ITEMS

7. Considering approving renewal of Surety Bond – Torbert reported the Board has a dishonesty bond to protect the Executive Committee and gave an overview of what it covers. He stated that it has been in place for years with an automatic renewal every three years until cancelled and the renewal premium is $732.45. Discussion ensued and Sasseen suggested the Board cancel the policy as we now have additional safe guards in place to include the CPA and annual audit and that this would be an expense the board could eliminate. Further discussion ensued regarding if it is required by the Board's Trust or by-laws. Whipp stated she would review both documents prior to the renewal date of February 3 to confirm if required or not. Motion by Sasseen, second by Kent not to renew the policy if there is no requirement of the Board to carry the bond. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent and Whipp voted yes. Motion Carried.

OLD BUSINESS

None

NEW BUSINESS

Torbert stated he had several items for the Board to consider and discussed seeking a sponsor for the 77th Army Band concerts, streaming events and researching the possibility of getting the Ft. Sill graduations back at the Auditorium. Detailed discussion ensued regarding each item with the consensus of the board being to research and consider all possibilities relating to these suggestions.

ANNOUNCEMENTS

None

ADJOURNMENT

Chair Torbert adjourned the meeting at 5:30 p.m.

Chair

2/14/19

Date Approved