



# McMahon Memorial Auditorium

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



Max Sasseen  
Chair

Allan Jolly  
Vice-Chair

Teresa Pendergraft  
Secretary/Treasurer

Dory Thomas  
Jason Poudrier  
Julia Sibilla  
Paul Ellwanger  
Taron Epps  
Neil West

Jason Poudrier  
Arts & Humanities  
Administrator

Andrea Morman  
Deputy Arts &  
Humanities  
Administrator

Michell Rosario  
Arts & Humanities  
Community Events &  
Outreach Coordinator

Haley Moore  
Arts & Humanities  
Digital Media &  
Records Specialist

Reagan Williams  
Administrative  
Assistant

Nicholas Sasseen  
Arts & Humanities  
Technical Coordinator

Joseph Cox  
Arts & Humanities  
Maintenance Tech

## Agenda Regular Monthly Meeting McMahon Auditorium Authority Jan 11, 2023 – 4:00 p.m. McMahon Memorial Auditorium

### CALL TO ORDER / ROLL CALL

PRESENT: Sasseen, Jolly, Pendergraft, Ellwanger, Poudrier

ABSENT: Epps, Thomas, West, Sibilla

STAFF: Morman, Williams

### VERIFY POSTING OF MEETING

**Action:** Verification of posting time, place, and date

**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.
2. Consider accepting the bank register reports.

Motion by Pendergraft to accept the consent agenda, second by Poudrier.

Jolly, Pendergraft, Ellwanger, and Poudrier voted yes. Motion carried.

### CHAIR'S REPORT

3. Auditorium Update (Sasseen & Jolly)

Sasseen reported that once city council approves of the transfer from, they will be able to start accepting bids for the auditorium lobby renovation.

Sasseen reported that the Marquee is almost finished. As Arrow Signs were demolishing the old marquee, they found indents where they thought were brick. So Sasseen ordered a few pieces of trim that will cover the missing brick work.

Sasseen reported that they created a custom mount for the new 1000 lumen projector and it is now in its permanent place and they have purchased new projector bulbs for the two projectors mounted on either side of the new projector.

4. Other announcements

None

### TREASURER'S REPORT

5. CPA's Financial Reports

Pendergraft reported that the CPA just received November and December's financial reports so they are not on the current report. She reported that although those reports are not included, the accounts are still financially sound seeing as the majority of money spent in October and November was grant money.

Poudrier reported that he has submitted to the city for reimbursements. He was told that Finance is currently working on two audits so it may take a little bit of time.

Ellwanger asked about the grant money that was awarded in July. Poudrier replied that it is awarded specifically for the marquee and auditorium updates.

Poudrier reported that International Festival is still waiting on grant funds to be awarded.

## STAFF REPORTS

### 6. Review Events Calendar—A&H Deputy Administrator

Morman reported on the upcoming event for January, February, and March. She commented that the auditorium is booked for every weekend in April, May, and June.

### 7. Hotel/Motel & CIP Funds Update and Grants Update—A&H Administrator

Poudrier reported that he put in for reimbursements and they do have \$10,000 available for the subgranting program. He said that he wants to do a push on social media to tell people that the funds are available.

Poudrier reported that the out the \$350,000 they talked about at the previous meeting, MAA and City Council approved to allocate \$250,000 to finish the all assessable playground and they will get that money back in the next fiscal year. He said that out of the \$100,000 remaining, \$42,000 will go towards design studies for the Carnegie Library town hall and the National Guard Armory.

Ellwanger asked if there was a report or a budget where he could physically see the numbers. Poudrier replied that he will have a printed copy at the next meeting.

## COMMITTEE REPORTS

### 8. Receive Report from International Festival Committee and take action as necessary.

Poudrier reported that the International Festival Committee is planning on doing a Luau fundraiser on May 4<sup>th</sup> at the Museum of the Great Plains. He said that they plan to sell 250 at \$50 a ticket. They will also have a silent auction as well.

Poudrier also reported that the International Festival Committee is wanting to build two dedication benches in Elmer Thomas Park to commemorate two of the founding committee members that passed away in 2023. He said that the committee has raised \$600 out of the total \$804 needed to build and install the benches and asked the board if they would be willing to fund the last \$204.

Motion by Poudrier to pay \$204 to the International Festival from the treasury account to go towards the dedication benches, second by Pendergraft.

Jolly, Pendergraft, Ellwanger, and Poudrier voted yes. Motion carried.

### 9. Receive Report from Arts and Humanities Committee and take action as necessary.

Poudrier reported on the 2023 Lawton Cultural Awards winners and the 2023 Arts Purchase Competition winner. He asked the Board to approve the purchase of a table at the Arts for All luncheon for the staff and board members.

Motion by Poudrier to approve the purchase of a table at the Arts for All Luncheon, a total of \$750, to come out of the Arts and Humanities Committee account for staff, board members, and committee members, second by Jolly.

Jolly, Pendergraft, Ellwanger, and Poudrier voted yes. Motion carried.

## BUSINESS ITEMS

### 10. Consider approving a design for bike racks at McMahon Memorial Auditorium.

Poudrier reported on the different design choices his staff compiled for bike racks to be installed at the auditorium. There was discussion as to whether or not the treble clef design would be too whimsical for the auditorium. There was also discussion as to where they would be installed at the auditorium.

Motion by Poudrier to purchase two of the treble clef designs bike racks to be installed on the west side of the auditorium with a maximum expenditure of \$1000 out of grant funds to ensure that are secure and they work the way they are supposed to, second by Jolly.

Jolly, Pendergraft, Ellwanger, and Poudrier voted yes. Motion carried.



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11. Consider approving design of fence at Carnegie Library Town Hall, and approve up to \$15,000 in CLTH repair funds to assist with project.

Sasseen reported that Larry Parks, the Director of the Parks and Recreation Department, is wanting to allocate some of his budget to erecting a fence around the Carnegie Library Town Hall to help keep the building and surrounding area safe, secure, and clean. He asked if the board would be willing to set aside some funds to help with the build.

Motion by Pendergraft to set aside up to \$15,000 put in with the other money promised by the city to put in a wall, a moat, and the fence and to also give Sasseen and Poudrier enough latitude on the design as long as they are in the budget, second by Jolly.

Jolly, Pendergraft, Ellwanger, and Poudrier voted yes. Motion carried.

12. Consider allowing mixed-drink sales in lobby as part of Love & Laughter show/dinner scheduled for February 17<sup>th</sup>, 2023.

Sasseen spoke against the idea of selling mixed drinks in the lobby. He said that although this item is for one particular show, it will set a precedent that the authority will allow mixed drinks at all their shows. He explained that he was supportive of lifting the food and drink ban in the auditorium and allowing some wine and beer sales, but he is against excessive wine and beer sales. He does not want people getting drunk and spilling drinks at the McMahon Auditorium. He said that they are heading from "super tight" to "anything goes" and he is not for "anything goes".

Ellwanger explained that they will need consider it thoroughly in the future. He explained that just about every venue you go to has a bar and sells mixed drinks.

Sasseen explained that his main worry is the clean up as the auditorium does not have an upholstery cleaner and the maintenance staff have had a hard time keeping up with the amount of patrons that are coming to the auditorium.

Motion by Jolly to maintain the current auditorium policy and to only allow beer and wines sales at the Love & Laughter dinner/show, second by Ellwanger.

Jolly, Pendergraft, Ellwanger, and Poudrier voted yes. Motion carried.

## **OLD BUSINESS**

## **NEW BUSINESS**

## **ANNOUNCEMENTS**

Sasseen announced that he was charged with looking into finding a new fence for the yard that is controlled by Parks and Rec over by the National Guard Armory. He said that Larry Parks, whom he loves, is going to work with him to help get that yard cleaned up, repainted, and possibly paint a mural on the wall facing the Boy Scout service center. He asked for the support of the board by utilizing the funds already allocated to the Armory to help.

Jolly announced that Sharon Cheatwood contacted him about a ukulele act that will be passing through and she was asking if we wanted to reach out and have them make a stop at the auditorium.

Poudrier announced that as he is writing his budget for the next fiscal year and is going to ask for enough finding to hire a second maintenance tech seeing as his office is now in charge of three buildings.

Pendergraft announced that Kristoffer Pendergraft is now the current interim director of Lawton Community Theatre.

## **ADJOURNMENT**