Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, January 12, 2017 – 4:00 pm
MMA Lobby

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Torbert, Sasseen, Pendergraft, Jolly, Ragland and Whipp

MEMBERS EXCUSED: Anderson and Kent

STAFF PRESENT: Whipp, Morman and Neeley

**Chair Torbert called the meeting to order at 4:02 p.m.
and declared a quorum present.**

CONSENT AGENDA

1. Consider approving minutes of November 10, 2016 regular meeting.
2. Consider accepting the November bank register reports.
3. Consider accepting the December bank register reports.

MOTION by Jolly SECOND by Ragland to approve the consent agenda. Roll call results: Sasseen, Pendergraft, Jolly, Ragland and Whipp voted yes. MOTION CARRIED.

CHAIR'S REPORT
Torbert reported that LPO approved the sample chair and that the full order of musician's chairs, dollies and conductor chair is scheduled to be delivered on Friday, January 13th. An agreement has been drafted for the LPO president to sign stating that the chairs will be the sole property of the Authority to be used as necessary in the Auditorium and that LPO will pay up to $4,500 to help offset the cost.

TREASURER'S REPORT
4. Financial reports from CPA – Pendergraft reviewed the Bank Balance Report and the Report of Collection and Spending for July through December 2016 noting the Authority has a year to date loss which is not surprising due to the loss of income from the Fort Sill Graduations. She noted that the CPA's report is slightly off from staff and that she believes it is due to the CPA not recording the interest. She will follow up with Mrs. Funkhouser and confirm that this is the issue for the reports not matching. MOTION by Jolly SECOND by Ragland to approve the Financial Reports from CPA. Roll call results: Sasseen, Pendergraft, Jolly, Ragland and Whipp voted yes. MOTION CARRIED.

COMMITTEE REPORT
5. McMahon Foundation Grant – Whipp reported that the grant will need to go to the City Manager for him to sign off prior to being submitted to the Foundation.

6. Sound System Update – Torbert stated the sound demo was Monday and the consensus was that the sound was outstanding. Jolly reported that SLS Audio did a sound study of the auditorium and designed a system specifically for that space. This is the audio component of the project and cost estimate is around $65,000 without new subwoofers, mics or other equipment; this only includes the speakers which are the largest portion of the upgrade. Sasseen stated he is sold on the technology and it comes with Hofmann's highest recommendation. He stated the second component to the upgrade is relocation of the control equipment. Jolly stated that he is working on the preliminary floor plan for the new mix position

and cost estimate, but that it has been determined that the best location is on the first floor, in the back up against the wall. This would involve creating a crossover in front of the sound booth and the sound booth would also be an enclosed area. He is estimating that the total amount for the grant request would be between $200,000 - $250,000.

STAFF REPORTS
7. January, February and March Event Calendar – Morman reviewed upcoming events.

Whipp thanked the Authority for their support of the annual Student Performance of "The Tale of Peter Rabbit" and reported that over 900 registrations have been received for each of the two daytime shows. Whipp asked members to help disseminate program information and that tickets are now on sale in the office for the 6:30pm performance at $5.00 each. She announced that the COL is hosting the Black Heritage Month Proclamation Signing Ceremony scheduled for Wednesday, February 1st at 5:30pm in the City Hall Auditorium.

Whipp further reported that COL divisions have a deadline of February 3rd to submit their budget request to directors and that it should remain at the same level as the current year. She noted that request for proposals (RFP) for LAHC and MAA's annual audits will be sent out in February. She also informed the Board of issues with the HVAC unit in the mechanical room due to the freezing temperatures last weekend and damage it caused stating that the City's engineer is still working to find out why several units are not blowing warm air.

Whipp reported that staff has been approached by Tulsa Ballet II regarding the possibility of the Authority promoting one of their touring shows in FY17-18. She stated there are two options an evening show or an educational program designed for students in grades two through 12. Discussion ensued and Torbert requested the information be emailed to all members to review and discuss at the February meeting. Morman reported she has contacted the business manager for further information relating to dates and fees.

BUSINESS ITEMS
8. Consider ratifying action to spend $9,148.15 to purchase 90 musician chairs, nine (9) chair dollies and one (1) conductor's chair. - Torbert reported that after the balance due on the chairs is paid by the Authority an invoice will be submitted to LPO for $4,500.00 as agreed. Discussion ensued regarding the current chair inventory with the consensus being to donate the worn and/or torn chairs to Goodwill and store the others in the Auditorium to be used as deemed appropriate. MOTION by Sasseen SECOND by Pendergraft to ratify the action to spend $9,148.15 as stated above. Roll call results: Sasseen, Pendergraft, Jolly, Ragland and Whipp voted yes. MOTION CARRIED.

OLD BUSINESS
Whipp reported that the 77th Army Band Holiday Concert was a great success with approximately 1,000 attending. She noted the Authority's cost to sponsor the event totaled $1,615.00 for stagehands and security.

NEW BUSINESS
Jolly stated that the facility should have a Technical Director on staff versus contracting that position out. Discussion ensued regarding timeline and reasons for creating the position and the potential issues with the City creating a new position due to budget constraints.

ANNOUNCEMENTS
Torbert reported that the Arts and Humanities Division has been moved back under the Parks & Recreation Department due to the retirement of Jim Russell.

ADJOURN
Chair Torbert adjourned the meeting at 4:51p.m.

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Chair Date Approved