Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, January 14, 2016 – 4:00 pm
McMahon Memorial Auditorium

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Torbert, Pendergraft, Sutherlin, Jolly, Kent and Whipp

MEMBERS EXCUSED: Sasseen and Anderson

MEMBERS ABSENT: Snodgrass

STAFF PRESENT: Whipp, Morman and Gilbert

Vice Chair Torbert called the meeting to order at 4:00 p.m. and declared a quorum present.

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 12, 2015 regular meeting.
2. Consider accepting the November bank register reports.
3. Consider accepting the December bank register reports.

Sutherlin noted the misspelling of his name in the consent agenda motion. MOTION by Kent, with second by Sutherlin to approve the consent agenda with the noted correction. Roll call results: Pendergraft, Sutherlin, Jolly, and Kent voted yes. Whipp abstained. MOTION CARRIED.

CHAIR'S REPORT
No report

TREASURER'S REPORT
4. Financial Reports - Pendergraft reviewed the register reports and noted that the December financial reports from the CPA would be available at next month's meeting. Morman provided a brief explanation of the difference between the show account and ticket account.

COMMITTEE REPORTS
5. Overview of the 60^{TH} Anniversary Celebration – Whipp reported that the event was a success with an estimated 1,200 in attendance and that nothing but positive feedback has been received then provided a breakdown of expenses. Discussion ensued regarding all aspects of the event from publicity, attendance, video production, and meetings with McMahon Foundation. The board directed staff to upload the video on YouTube and the City's website, and Whipp will research copyright guidelines prior to doing so.

6. Facility Improvements – No report

COORDINATOR'S REPORT

7. January, February and March Event Calendar - Morman reviewed the upcoming auditorium events for the next three months. Discussion ensued regarding Fort Sill's continued use of the auditorium for graduations.

BUSINESS ITEMS

8. Consider appropriating $1,500.00 to hire Scott Hofmann as consultant for audio upgrade project. – MOTION by Sutherlin, with second by Kent to approve the appropriation of $1,500.00 as stated above. Roll call results: Pendergraft, Sutherlin, Jolly, Kent, and Whipp voted yes. MOTION CARRIED.

9. Ratify action of Executive Committee to pay Miller Pro Audio to adjust projectors for the 60th Anniversary Celebration. - MOTION by Sutherlin, with second by Pendergraft to ratify the action of Executive Committee to pay the Miller Pro Audio invoice of $370.00 as stated above. Roll call results: Pendergraft, Sutherlin, Jolly, Kent, and Whipp voted yes. MOTION CARRIED.

ADMINISTRATOR'S REPORT

10. FY16-17 COL Budget – Whipp gave a brief overview of the budget process and projected time frame of the budget process stating that her budget meeting with the City Manager and Finance Director is scheduled for Friday, March 11th.

    She further reported that the City's Engineer is willing to meet with Scott Hofmann and board members to explain what will occur during Phase II of the HVAC Project as this would be the time for the Authority to do any large improvements. Sasseen and Jolly volunteered to attend the meeting. Sutherlin recommended submitting a funding request to the McMahon Foundation for the sound system and other improvements that may be done during this time. Whipp reported that the asbestos abatement is complete and that City Council approved the contract with Pippin Brothers for Phase I with a projected completion date in March.

    Whipp reviewed the upcoming Student Performance of "Seussical" on February 4th and 5th and had flyers available and thanked the Authority for their continued support of this program.

OLD BUSINESS ITEMS

None

NEW BUSINESS ITEMS

Sutherlin announced his resignation from the Authority effective January 29, 2016, and encouraged members to consider filling his vacancy with an individual who is knowledgeable in booking entertainment. He recommended consulting Sasseen's brother who books entertainment for the casinos. Torbert thanked Sutherlin for his dedication and hard work throughout his tenure and noted that his nominations will be placed on the February voting agenda.

ADJOURN

Vice Chair Torbert adjourned the meeting at 4:55 p.m.

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Chair Date Approved