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**Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
January 14, 2021 – 4:00 p.m.
McMahon Auditorium Lobby**

Allen Jolly
Chair

Max Sasseen
Vice-Chair

Teresa Pendergraft
Secretary/Treasurer

Mike Jones
Burl Ragland
Julia Sibilla
Dory Thomas
Billie A. Whipp

Billie A. Whipp
Administrator

Andrea Morman
Auditorium Coordinator

Michael Leal
Arts Coordinator

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Jolly, Sasseen, Pendergraft, Jones, Ragland, Sibilla (Ft Sill), Whipp

MEMBERS ABSENT: Thomas (excused)

STAFF PRESENT: Leal, Morman and Whipp

Guests: None

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

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, 2020 meeting. Motion by Jones, second by Pendergraft, to accept the minutes. Roll call results: Sasseen, Pendergraft, Jones, Ragland, Whipp voted yes. Motion Carried.
2. Consider accepting the November and December bank register reports. Whipp reported that the \$10,044.52 difference in the Treasury Account from November to December was due to the purchase of streaming equipment. She reported that the A&H Division received a grant from the Oklahoma Arts Council (OAC) with funds having to be spent before December 30, 2020 (additional details of the grant in item 12). Chair Jolly approved the use of Authority funds for the purchase of this equipment as funds were not available thru the city budget. The Authority will be reimbursed when the City's finance department transfers the grant funds to the division. She stated that information and receipts have already been submitted for the reimbursement. Motion by Jones, second by Ragland, to accept the bank register reports from November and December as presented. Roll call results: Sasseen, Pendergraft, Jones, Ragland, Whipp voted yes. Motion Carried.

CHAIR'S REPORT

3. Recommendation for new board member to forward to Mayor – Jolly reported that Paul Ellwanger expressed interest in being a member of the Auditorium Authority. With no objection from the board, his name will be forwarded to the Mayor for consideration to the MAA. Consensus of members was to forward recommendation to the Mayor and City Council.
4. Strategic Planning meeting update - Jolly reported no update and will continue to work on scheduling a meeting date.
5. Review of rental rates – Sasseen reported before making a decision on rental rates that the board should research information and rental rates from nearby venues to compare it to the McMahon auditorium. Jolly reported he will keep item 5 and 6 on the agenda for the next meeting for further discussion from the board.
6. Consider creating a repair/maintenance fund – see item 5.

TREASURER'S REPORT

7. 501c3 Update - Pendergraft reported no update on this issue, but she will follow-up on the request after six months which will be in February.
8. CPA's Financial Reports – No reports available at this time from CPA, but all information and year-end adjustments have been forwarded to the auditor for the FY19-20 audit.

COMMITTEE REPORTS

9. Stage Lighting Project - Sasseen reported the next project is to get with Wells Construction to build storage carts for the spare lighting fixtures. Additional work includes cleaning up some wiring from the DL3 moving light projectors and installing a matrix switcher to route a wide range of video signals from multiple sources to multiple destinations. Sasseen also reported the auditorium purchased additional equipment for streaming, as stated in item 2, and that installation and training on the new equipment is still needed.
10. HVAC/Building renovation update – Sasseen reported that a meeting is scheduled for Tuesday, January 26 with the engineering firm (Guernsey) for an update on plans to renovate the auditorium's HVAC Systems, ADA, facility expansion and landscaping. The projects were approved as improvements for the MMA in the 2019 CIP. Sasseen also reported the importance of submitting a grant proposal for the McMahon Foundation's February meeting for renovations to include extension of the fire suppression system. Further discussion ensued on the importance of preserving the original theater during renovation construction. The general consensus of the board was not to tear out the ceiling and to utilize current duct work when possible during all renovation projects. Ragland stated that the current distribution system could be fully utilize and handle the new equipment. This will ensure the least amount of closure time for the facility.

STAFF REPORTS

11. Review Event Calendar - Morman reviewed upcoming events to include the Lawton Philharmonic Orchestra on February 6, to record a concert and on April 24 for a possible live concert. Dance Studios and a graduation ceremony are tentatively scheduled for May and June. Whipp noted that the City of Lawton is not allowing an audience to attend any performance at this time due to COVID-19 and will continue to monitor the situation closely to determine when reopening can occur.
12. OAC COVID Relief Grant - Whipp reported the City of Lawton's Arts & Humanities Division received an Oklahoma Arts and Cultural Industry Relief Grant award of \$18,750 from OAC. The grant was made possible by funding provided from Governor Stitt through the federal CARES ACT. Equipment purchased includes stanchions and retractable belt barriers to assist with crowd management and social distancing requirements. Other items included PPE, six additional hand sanitizer stations, \$10,100 in additional streaming/recording equipment and \$2,700 for the installation of previous streaming equipment. The grant does not cover installation and/or training on the newly purchased streaming equipment.
13. FY19-20 Audit Update – Whipp reported that the auditor has completed the site visit in hopes of having the audit finalized by the February meeting or at the least a draft available for the board to review.
14. 2021 Student Performance – Whipp reported the original grant application was for performances by Lawton Community Theatre on February 18 but due to COVID-19, proposed changes have been submitted to Oklahoma Arts Council to have the student performance available 'virtually' to be presented to schools and daycares the week of March 8 – 12, week prior to Spring Break. Staff is working with LCT on how to make this all happen and how to promote the program if it is approved by OAC.

BUSINESS ITEMS

15. Consider ratifying action of Executive Committee to waive rental fee for Handel's Messiah due to COVID-19 restrictions. - Motion by Sasseen, second by Pendergraft, to ratify action of the Executive Committee to waive the rental fee for Handel's Messiah.

Roll call results: Sasseen, Pendergraft, Jones, Ragland, Whipp voted yes. Motion Carried.

- 16.** Consider adjusting rental fees due to limitations of COVID-19 restrictions. Discussion ensued regarding the February 6 LPO concert recording as well as upcoming events. The consensus of the board was to waive the LPO rental fee for February 6 and staff will contact the Executive Committee for authorization on how to handle rental rates for upcoming events for the next 90 days. The action of the Executive Committee for each of those events will then be brought to the full board at the next meeting for ratification. Motion by Sasseen, second by Pendergraft to waive the LPO rental fee for February 6 recording and give the Executive Committee the authority to act on behalf of the board on rental fee adjustments for the next 90 days. Roll call results: Sasseen, Pendergraft, Jones, Ragland, voted yes. Whipp abstained. Motion Carried.

OLD BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS

ADJOURNMENT

Chair Jolly adjourned the meeting at 4:59 p.m.


Chair

2-11-21
Date Approved