Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, January 15, 2015 – 4:00 pm
Owens Multipurpose Center

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Sutherlin, Jolly, Kelly, Kent, Sasseen, Torbert, and Whipp (COL Acting Parks & Recreation Director)

MEMBERS EXCUSED: Anderson and Pendergraft

MEMBERS ABSENT: None

STAFF PRESENT: Morman and Gilbert

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

Chair Sutherlin presented a certificate of appreciation to Mr. Kelly thanking him for his service on the Authority.

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 13, 2014 meeting.
2. Consider accepting November financial reports.
3. Consider accepting December financial reports.

MOTION by Jolly, with second by Kent to approve the consent agenda. Roll call results: Jolly, Kent, Sasseen, Torbert and Whipp voted yes. MOTION CARRIED.

CHAIR'S REPORT

4. Strategic Plan 2018 – Chair Sutherlin noted that he sent out a draft to Authority members and will proceed with getting the document ready for print and publishing if no further feedback is received.

TREASURER'S REPORT

No report

COMMITTEE REPORTS

5. Facility Improvements
   a) Stage Floor –
      Sasseen reported speaking to Mike Cornish and that he is unfamiliar with the performance coating that is being recommended but will research it further and possibly be willing to bid on the job. Chair Sutherlin inquired why resin based fillers are not being used to repair the floor rather than duct tape. Sasseen stated that

stagehands work with the resources they have as a quick temporary fix. Chair Sutherlin stated that if the board does not object he would like to further research having the damaged areas professionally repaired. Sasseen's recommendation includes sanding the floor, filling the damaged areas with epoxy and applying a primer coat and finish with the performance coating. Sutherlin stated that the Authority needs to implement a standard type of maintenance to be done on the floor from this point forward that would include training the stage crew to perform the needed maintenance. Sasseen further reported that he does not expect the cost to exceed $10,000 and that he will work on getting three quotes. Sutherlin referred to the Bartlesville auditorium and the type of floor they installed and the advantages. Further discussion ensued with the recommendation that if the Authority approves this method of repair to the stage floor that they submit a request to the COL to redirect the unused funds to assist with the House Lighting project also appropriated in the City's Capital Outlay Budget for this fiscal year. Whipp noted that $10,000 was appropriated for the House Lights and $56,000 for the Stage Floor.

b) Attic Safety-

Sasseen reminded members of earlier discussions on the attic area and stated that the recommendation is to widen the walk ways, putting down 4 x 8 sheets of plywood and installing handrails to ensure area is safe for staff and stagehands. Sasseen reported that $4,500.00 had been approved for this project, but the one quote received is for $6,300.00 and that he is working on getting two additional quotes. He reported that the higher cost is due to getting supplies into the space. Discussion ensued on the need for stagehands to access this area and if only to replace bulbs in the house lights then why is that not being done by COL maintenance personnel. It was recommended that since the City owns the building that a COL staff member should be involved in all aspects relating to structural, electrical and HVAC issues. Whipp stated that she will schedule a time for her and Keith Neitzke, Parks & Grounds Superintendent, to meet with Sasseen and the contractor to inspect and further discuss the attic concerns. Sasseen noted it was the recommendation of the Facility Improvements Committee to approve additional funds up to $6,300.00 for the attic project and give Sasseen the authority to proceed with the improvements once three bids are received and approval has been given by COL personnel. Roll call results: Jolly, Kent, Sasseen, Torbert, and Whipp voted yes to approve the committee's recommendation.

6. 60th Anniversary Celebration – Chair Sutherlin asked for updates. Torbert noted that he would like some direction on the purpose and type of Celebration. He noted that several press releases should lead up to the event detailing the auditorium's history and how it has benefitted the community over the past 60 years. Discussion ensued regarding type of performance, target audience, multiple performances, or a celebration over the course of several evenings. The tentative timeframe for events is October 2015. Torbert stated that he believes there will be some businesses willing to sponsor this event and asked if donations would be tax deductible. Sutherlin clarified that the Authority is a 501-c-4 and that donations to a 501-c-4 are not tax deductible; however if a business gives money it may be deductible as a business expense. Torbert stated that he volunteered to Chair the committee and that he would like to meet prior to the next Authority meeting to discuss program ideas. Jolly and Kent volunteered to serve on the committee. Chair Sutherlin recommended having representatives involved from the School of Arts and Sciences at Cameron University, LCT, McMahon Foundation and several promoters who have utilized the Auditorium over the years to capture some of the history. Sutherlin mentioned the play "A little North of Texas" or "Oklahoma Opening" which is the Mattie Beal story as possible performances.

COORDINATOR'S REPORT

7. January, February and March Event Calendar - Morman reviewed the upcoming events.

ADMINISTRATOR'S REPORT

8. Overview of the 77th Army Band Holiday Concert – Whipp reported that the concert was well received with approximately 1,000 in attendance. Total expense to the Authority was $865.60 and the consensus was that the expense was worthwhile.

BUSINESS ITEMS

9. Consider contracting with local accountant to do monthly financial statements. – Whipp recommended tabling item since no proposals have been submitted. Item TABLED.

10. Consider appropriating funds up to $1,000 for annual maintenance of the Steinway. – MOTION by Torbert, with second by Kent to approve appropriating up to $1,000 for the annual maintenance of the Steinway in 2015. Roll call results: Jolly, Kent, Sasseen, Torbert, and Whipp voted yes. MOTION CARRIED.

OLD BUSINESS ITEMS

11. Dock Lift – Sasseen reported that the lift has been ordered and is on the way.

NEW BUSINESS ITEMS

None

OTHER BUSINESS

ADJOURN

Chair Sutherlin adjourned the meeting at 5:00 p.m.

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Chair Date Approved