Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, February 9, 2017 – 4:00 pm
MMA Lobby

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Torbert, Pendergraft, Anderson, Jolly, Kent, Snodgrass and Whipp

MEMBERS NOT PRESENT: Sasseen and Ragland

STAFF PRESENT: Whipp, Morman and Neeley

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

CONSENT AGENDA

1. Consider approving minutes of January 12, 2017 regular meeting.
2. Consider accepting the January bank register reports.

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

CHAIR'S REPORT

3. Musician Chairs – Whipp reported that we received delivery of the chairs and that eight chair backs were found to be damaged upon inspection. The manufacturer is sending us replacements to exchange the backs. We are to return one damaged back and the others can be discarded. The replacements backs and additional three dollies should arrive this week; the conductor chair arrived this past Tuesday. Once we receive the final invoice from Valiant Music Company we will then submit the invoice for $4,500.00 to LPO and include a copy of the Authority's payments and invoices for their records.

TREASURER'S REPORT

4. Financial reports from CPA – Pendergraft reviewed the Treasurer's Bank Balance Report and Report of Collection and Spending for July 2016 through January 2017 stating that expenses have exceeded revenue year to date with net income being negative $6,056.00. She reminded members of the discrepancy in last month's report and stated that Mrs. Funkhouser had adjusted the June numbers to match the audited report received. The auditor made an adjustment to accrue interest that was earned but not credited to the account as of June 30, 2016. The adjustment was minor only a couple of dollars and that once Mrs. Funkhouser spoke to the auditor she had to adjust her records to reflect the adjustment. Mrs. Funkhouser made the adjustment correctly to the June 30, 2016 reports. However, the full amount of interest was then booked in July when it was credited to our account. Once Mrs. Funkhouser realized that the interest had been accrued twice she correctly adjusted the amount of interest to what was actually earned.

   Discussion ensued on ways to generate revenue as we cannot continue in the negative each month. Possible options discussed included a fundraiser, concert, requesting more funding from the City and Hotel/Motel dollars. Members discussed possibility of partnering with MWR at Fort Sill to do a concert that would be appealing to soldiers and their families. One of the continued concerns of the Authority is the annual audit which cost close to $8,000.00. Morman suggested asking the City if the Authority could retain the maintenance fees charged for events since 100% of that fee is paid to the City. Torbert suggested raising fees and asked that this item be placed on the March agenda. Torbert stated he would draft a letter to the City requesting that the Authority retain the maintenance fees to help defray the annual audit fee.

COMMITTEE REPORT

5. McMahon Foundation Grant – No Report

6. Sound System Update – Jolly reported that Hofmann is working on documents needed for the bid process.

STAFF REPORTS

7. February, March and April Event Calendar – Morman reviewed the calendar of events noting the upcoming February event dates and times. Morman stated a new promoter KENRAN Entertainment will be presenting Les Fradkin in concert on Saturday, February 25th at 7:30 p.m. Discussion ensued on marketing events with Morman stating that events are listed on the Authority's webpage of the City's website and the Authority's FB page. She stated that promoters are responsible for their own advertising. Pendergraft noted that she has not heard anything about the event. Discussion ensued on marketing the auditorium as well as helping promoters find ways to promote their events. Kent suggested the board look for someone with marketing experience to fill the next board vacancy. Torbert suggested looking for ways to promote the auditorium as a rental venue and to see if the Chamber of Commerce would promote the auditorium.

8. Budget Update / Event Updates - Whipp stated the Parks & Recreation Department is scheduled to meet with the City Manager and Finance Director on Monday, March 13th to review all departmental budgets.

BUSINESS ITEMS

9. Ratify action of the Chair to spend $296.40 on three additional chair dollies. – Torbert reported that ten chairs are too many for one dolly and that he directed staff to order three additional ones. MOTION by Jolly SECOND by Anderson to ratify action of the chair to spend $296.40 on three additional chair dollies. Roll call results: Pendergraft, Anderson, Jolly, Kent and Whipp voted yes. MOTION CARRIED.

10. Consider appropriating funds up to $950.00 for wireless mic. (Attachment A) – Whipp reported that Sasseen had requested this item be considered for purchase and she referred them to the information included in the packet. MOTION by Jolly SECOND by Pendergraft to appropriate funds up to $950.00 for the wireless mic recommended in Attachment A. Roll call results: Pendergraft, Anderson, Jolly, Kent and Whipp voted yes. MOTION CARRIED.

OLD BUSINESS

11. Tulsa Ballet II – Whipp reminded the board that this was brought to them last month and they requested staff get additional information to include available dates and fees. She stated that information was forwarded to everyone for review. Discussion ensued regarding dates and cost which was estimated around $9,000 - $10,000 total with lodging and per diem that they require. Concerns were expressed that this type of program may not attract a large crowd and the Authority needs to sponsor an event that will generate considerable revenue. The consensus was to table item.

NEW BUSINESS

None

ANNOUNCEMENTS

None

ADJOURN
Chair Torbert adjourned the meeting at 5:08 p.m.

Chair	Date Approved