# Minutes
# Regular Monthly Meeting
# McMahon Auditorium Authority
# Thursday, February 11, 2016 – 4:00 pm
# McMahon Memorial Auditorium

**CALL TO ORDER / ROLL CALL**

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

**MEMBERS EXCUSED:** None

**MEMBERS ABSENT:** None

**STAFF PRESENT**: Whipp, Morman and Gilbert

**Chair Sasseen 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 January 14, 2016 regular meeting.
2. Consider accepting the January bank register reports.

MOTION by Kent, with second by Pendergraft to approve the Consent Agenda. Roll call results: Torbert, Pendergraft, Anderson, Kent and Whipp voted yes. MOTION CARRIED.

**CHAIR'S REPORT**
Chair Sasseen stated the Strategic Plan 2018 is completed and copies are ready for distribution as needed. Whipp stated she will bring copies to the March meeting and reported that they will be given to City Council during the budget process.

**TREASURER'S REPORT**

3. Financial Reports – (*****Jolly entered) – Pendergraft reviewed the July through December 2015 financial reports.

**COMMITTEE REPORTS**

4. Facility Improvements – meeting with City Engineer – Sasseen reported that a meeting was held with Billy Tramel, COL Engineer to discuss Phase II of the HVAC project and that this project will essentially "gut" the auditorium and close it down for approximately eight to twelve months. He recommended the Authority consider doing major renovations during this time. This would be a great opportunity to apply for a grant from the McMahon Foundation and/or other funding sources for things such as new chairs, carpet, and sound system. Jolly reported having drafted a list of possible projects after that meeting and that Scott Hofmann has agreed to work with the Authority as a consultant. Whipp stated that some aspects of the Authority's projects may be part of the HVAC contract and save the Authority money. For example, the chairs will all have to be removed and reset during this phase which would be a perfect time to purchase new chairs as the installation would be covered as part of the HVAC requirement. She noted that it would be helpful for the engineer to know what projects

the Authority is planning to do to see what could be part of the HVAC contract. Discussion ensued regarding funding sources, potential projects and the need for a professional grant writer.

**STAFF REPORTS**

5. February, March and April Event Calendar – Morman reviewed the auditorium events for the next three months. Discussion ensued regarding Fort Sill's continued use of the auditorium for graduations through August.

6. HVAC Project update – Whipp reported that Pippin Brothers has begun work this week with a projected completion date in mid April.

7. Student Performance Overview – Whipp reported that over 1,900 attended both performances with positive feedback being received, and thanked the Authority for their support.

8. LPO Items Stored at MMA – Whipp reported LPO has been storing old files and paperwork in the storage area behind the Green Room since before she started with the COL. She stated that their instruments are also stored in the building and she can understand that agreement. She asked the board to consider having LPO remove the administrative items from the building. Discussion ensued with the consensus being that Whipp contact LPO and request that they seek an alternative storage location for their files.

**BUSINESS ITEMS**

9. Consider approving nomination to fill vacancy of Sutherlin. – Kent recommended seeking an individual with grant writing experience. Item tabled.

**OLD BUSINESS ITEMS**

None

**NEW BUSINESS ITEMS**

Torbert passed around a sample of the thank you plaque that he created and presented to all parties involved with the 60th Anniversary Celebration.

**ADJOURN**

Chair Sasseen adjourned the meeting at 4:45 p.m.

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Chair Date Approved