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**Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
February 11, 2021 – 4:00 p.m.
McMahon Auditorium Lobby**

Allen Jolly
Chair

Max Sasseen
Vice-Chair

Teresa Pendergraft
Secretary/Treasurer

Paul Ellwanger
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: Sasseen, Pendergraft, Ellwanger, Jones, Sibilla (Ft Sill), Thomas, Whipp

MEMBERS ABSENT: Jolly and Ragland

STAFF PRESENT: Leal, Morman and Whipp

Guests: Lorna Funkhouser, CPA.

Vice Chair Sasseen called the meeting to order at 4:04 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 January 14, 2021 meeting.
2. Consider accepting the January bank register reports.
Motion by Pendergraft, second by Jones, to accept the consent agenda. Roll call results: Pendergraft, Jones, Thomas, Whipp voted yes. Ellwanger abstained. Motion Carried.

CHAIR'S REPORT

3. Strategic Planning meeting date – No update; Chair Jolly continues to work on scheduling a meeting date.
4. Review of rental rates – Sasseen reported that a member of the Lawton Arts & Humanities Council will assist with the research on rental rates and technical information from nearby venues to compare it to McMahon Auditorium's rates.
5. Consider creating a repair/maintenance fund – Sasseen stated that due to the absence of Chair Jolly, there is no action or update.

TREASURER'S REPORT

6. 501c3 Update - Pendergraft reported that she has not heard back from the IRS, but since it has been over six months since filing, she will contact them for a status update.
7. CPA's Financial Reports – Pendergraft reviewed the latest financial reports. No further discussion from board. Motion by Whipp, second by Thomas, to accept the CPA's

Financial Reports. Roll call results: Pendergraft, Ellwanger, Jones, Thomas, Whipp voted yes. Motion Carried.

COMMITTEE REPORTS

8. Building Improvements – Whipp reported that funds from the city budget and Oklahoma Arts Council’s COVID Relief grant have paid for some repair and maintenance improvements for the auditorium to include fixing water leaks, painting, safety supplies and streaming equipment. Sasseen reported the remaining funds from the light and sound grant will go towards the purchase of an additional truss for smaller lights. He also reported looking into the possibility of renovations of the Green Room and the bathrooms in the basement of the auditorium. No further discussion from board.
9. Building Renovations / Guernsey Update – Sasseen provided an update on the study being performed by Guernsey for renovations to the auditorium’s HVAC systems, ADA upgrades, remodeled and additional restrooms, facility expansion to include an elevator on the east wing and landscaping. The MMA projects were approved in the 2019 CIP for \$4.5 million. Sasseen reported Guernsey estimated the current building renovation design plans at \$5.7 million. He stated that Guernsey is reviewing the cost estimates and designs to see what reductions in cost may still be considered. Sasseen further stated that Guernsey is preparing a proposal for a building architectural design cost.
10. McMahon Foundation Grant Update – Sasseen reported a grant proposal was submitted to the McMahon Foundation for the auditorium renovations to include expansion of the fire suppression system. The McMahon Foundation tabled the request until the McMahon Auditorium Authority submits additional information on the project.

STAFF REPORTS

11. Review Event Calendar - Morman reviewed the calendar and reported discussions with promoters are ongoing regarding their upcoming events and restrictions due to the COVID-19 pandemic situation. Whipp noted that the City of Lawton is opening a few city facilities but currently are not allowing a live audience to attend any performance in the auditorium due to COVID-19 and will continue to monitor the situation closely to determine when reopening can occur.
12. FY20-21 COL Budget – Whipp reported two items have been submitted in the FY21-22 budget on behalf of the Authority; \$10,000 for seed money for a series of programs sponsored by the Authority and \$5,000 to assist with the annual audit fees. These were two new fees requested by the Authority for the FY20-21 budget but was not approved.

BUSINESS ITEMS

13. Consider approving the audit for year ending June 30, 2020 - Lorna Funkhouser, CPA gave an overview of the FY19-20 final audit completed by Jill Luker of Mary E. Johnson & Associates and stated it was a clean audit. Motion by Pendergraft, second by Jones,

to accept the audit for year ending June 30, 2020. Roll call results: Pendergraft, Ellwanger, Jones, Thomas voted yes. Whipp abstained. Motion Carried.

OLD BUSINESS

None

NEW BUSINESS

Whipp stated that the Technical Specifications need to be updated after purchasing new audio and lighting equipment and asked the Authority for recommendations. Sasseen asked to contact Scott Hofmann and after discussion the board agreed this item should be put on the March agenda for an official discussion and vote by the authority.

ANNOUNCEMENTS

Announcements of upcoming events and other information was shared by members.

ADJOURNMENT

Vice Chair Sasseen adjourned the meeting at 5:18 p.m.



Chair

3-11-21

Date Approved