Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, February 12, 2015 – 4:00 pm
Owens Multipurpose Center

CALL TO ORDER / ROLL CALL

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

MEMBERS EXCUSED: None

MEMBERS ABSENT: Torbert

STAFF PRESENT: Whipp, Morman and Gilbert

Chair Sutherlin 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 15, 2015 meeting.
2. Consider accepting January financial reports.

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

Agenda went as follows:
Whipp stated that Jim Russell, Assistant City Manager, had planned to attend the meeting to give an overview of future plans for the P&R Department. Due to a scheduling conflict he was unable to attend and she gave a brief overview of the restructuring options that are being considered for the department. She reported that most likely the A&H Division and McMahon Auditorium will be moved to the Internal Services Department and report directly to the Assistant City Manager and that a person would be hired for the P&R Director position and be responsible for the remaining divisions within the department.

CHAIR'S REPORT

3. Strategic Plan 2018 – Chair Sutherlin stated that as the strategic plan addresses the structure of the P&R Department that all changes need to be in place prior to printing the document. Jolly inquired about the impact the P&R Department's restructure will have on MMA, and Whipp stated she believes it to be minimal.

TREASURER'S REPORT
Pendergraft noted that the financials are included in member packets.

COMMITTEE REPORTS

4. Facility Improvements

   Stage Floor – Sasseen reported that he is waiting on proposals from several contractors. He stressed the importance of the floor being properly repaired and initial preparation done correctly to ensure the outcome is successful. Discussion ensued regarding remaining funds being applied to the house lighting project and Whipp reviewed the funds allocated by the City for both projects. MOTION by Sasseen, with second by Pendergraft to proceed with getting additional bids and doing the performance coating versus complete stage floor replacement and request the COL to reallocate left over funds to the house lighting project. Roll call results: Anderson, Pendergraft, Jolly, Kent, Sasseen, and Whipp voted yes. MOTION CARRIED.

   Attic Safety – Sasseen reported that he has received one bid for $6,300.00 and working on getting additional bids but that there has not been an interest in doing the project. He stated that the Board approved $6,300.00 for the project at the January meeting and once he has the two additional quotes he will move forward on the project.

   Sasseen reported the LED safety lights for the stairwell have arrived and that Pat Rooney will submit an estimate for installation. Discussion ensued regarding increase of lighting for safety issues in the balcony seating area with Sutherlin providing a description of what he has seen in other venues. Item to be further researched.

   Sasseen reported that the dock lift is scheduled for installation the week of March 9th.

5. 60th Anniversary Celebration – Chair Sutherlin stated he would like the Authority to consider commissioning an artist to create artwork thematic for the 60th celebration and stated he would welcome recommendations.

COORDINATOR'S REPORT

6. February, March and April Event Calendar - Morman reviewed the upcoming events.

ADMINISTRATOR'S REPORT

7. FY15-16 COL Budget –
   - Whipp reported that city departments are working on their budgets and that direction has been given that each division budget is to be reduced by 6.11% and that further reductions are possible. Whipp stated that the Capital Outlay requests must be encumbered in the current fiscal year and that July is being blocked for these projects. She stated that if the Authority was going to request reallocation of funds from the City that would need to be submitted in the near future.
   - Whipp gave a brief overview of the Student Performance stating the Authority's in-kind support totaled $975.00 and thanked them for the continued support of this program.
   - Whipp presented the Authority with a request from the Lawton Fort Sill Chamber of Commerce (LFSCC) to host a reception in the auditorium lobby. Discussion ensued regarding setting precedence by approving the request as the auditorium is usually not available for lobby rentals. Further discussion ensued regarding the current rental rate for scheduling an event could be provided to the LFSCC as a reception in the lobby would not allow for a booking in the auditorium on that date. Recommendation was made to allow the use of the lobby for the Chamber reception if it is not a private function of a LFSCC member and to provide them the rental rate according to their classification.

BUSINESS ITEMS

8. Consider contracting with local accountant to do monthly financial statements. – Chair Sutherlin reminded members of the auditor's recommendation of having monthly financial statements and directed them to the proposals received from two local CPAs

for this item included in their packets. Pendergraft reviewed both proposals. Discussion ensued regarding the benefits of preparing retroactive financial statements or starting July 2015 with the new fiscal year. The consensus of the Authority was to contact the Auditor and based on her recommendation the Executive Committee would make the final decision on the effective date for preparation of the monthly financial statements. MOTION by Sasseen, with second by Kent to approve Funkhouser's proposal to prepare the Authority's monthly financial statements and depending on the Auditor's recommendation allow the Executive Committee to make the final decision on effect start date. Roll call results: Anderson, Pendergraft, Jolly, Kent, Sasseen, and Whipp voted yes. MOTION CARRIED.

9. Ratify action of Executive Committee to spend $1,078 on two wireless mics. – MOTION by Jolly, with second by Sasseen to ratify action of Executive Committee as stated. Roll call results: Anderson, Pendergraft, Jolly, Kent, Sasseen, and Whipp voted yes. MOTION CARRIED.

OLD BUSINESS ITEMS

10. Dock Lift Update – See item #4.

NEW BUSINESS ITEMS

Jolly reported that during the performances of "The Real Story of Little Red Riding Hood", there were some sound issues that seemed to be operator not equipment related. Sasseen stated that the location of the sound board is an issue and relocating it downstairs behind the seating area would be beneficial. It was noted that there should always be a working microphone available for emergency announcements. Chair Sutherlin asked Whipp to discuss these issues with Barry Leday, Lawton Stage Entertainment.

OTHER BUSINESS

ADJOURN

Chair Sutherlin adjourned the meeting at 5:15 p.m.

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Chair Date Approved