Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, February 14, 2013 – 4:00 pm
Owens Multipurpose Center

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: *Jolly, Sutherlin, Anderson, Kelly, Kent, Pendergraft, *Sasseen, Shahan, and Torbert

STAFF PRESENT: Whipp, Morman, and Gilbert

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

Presentation of FY2011-12 Audit - Rahhal Henderson Johnson, Certified Public Accountants - See item #3.

VOTING ITEMS

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 10, 2013 meeting.
2. Consider accepting January financial reports.

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

Agenda went as follows:

NEW BUSINESS ITEM
None (*Sasseen entered)

CHAIR'S REPORT
No report

TREASURER'S REPORT

4. Consider transferring funds to Treasury Account. – Anderson reported the recommendation of the Executive Committee is to transfer $20,000.000 from the Ticket Account into the Treasury Account. MOTION by Anderson, with second by Shahan to approve the transfer. Roll call results: (*Jolly entered) Anderson, Kent, Pendergraft, Sasseen, Shahan, and Torbert voted yes. Jolly abstained. MOTION CARRIED.

BUSINESS ITEMS

3. Consider approving the FY2011-12 Audit. – Chair Jolly introduced and welcomed auditor Jill Luker. Luker provided each member with a copy of the Authority's audit year ending June 30, 2012 and presented an overview stating it is a clean audit. Pendergraft noted that this is a very good audit and with no questions, Luker left. MOTION by Pendergraft, with second by Kent to approve the FY2011-12 audit as presented. Roll

call results: Sutherlin, Anderson, Kent, Pendergraft, Sasseen, Shahan, and Torbert voted yes. MOTION CARRIED.

COMMITTEES

5. Nominating – Sutherlin reviewed the term list, and stated that Sutherlin and Anderson are eligible for reappointment to a second term which will be on the April voting agenda. The FY13-14 Slate of Officers will be presented for vote at the May meeting.

COORDINATOR'S REPORT

6. February, March and April Event Calendar – Morman directed members to the calendar and reviewed upcoming events.

7. Repairs and maintenance – Whipp reported that financial services and legal are still researching the possibility of the chiller being purchased on a GSA contract and that there are questions regarding the State Purchasing Policies and if municipalities can purchase off GSA contracts and Johnson Controls is working with Engineering on the specs for the project. She noted that Building & Maintenance repaired a leak in the downstairs lobby men's restroom then asked Sutherlin to report on the stage lighting project. Sutherlin reported that two quotes were received and passed around copies for members to review. He stated that based on the quotes the project should not exceed $25,000 and therefore will not have to go through the City's Engineering Department. He will draft the RFP which will state that the vendor will provide all equipment needed for the project so that the proposal price is all inclusive. Discussion ensued regarding the City's purchasing policy and procedures to include estimated time frame for the project.

ADMINISTRATOR'S REPORT

8. FY2013-14 Budget Planning – Whipp gave an overview of the City's budget process and time line and reported that the following items are being submitted in the Auditorium's Capital Outlay Schedule: Genie Lift, Surface Mount Dock Lift, House Lights, HVAC return air improvements, lobby floor repairs due to foundation problems, parking lot lights and roof which will provide City Council with a full list of improvements needed at the facility. Discussion ensued relating to improvements, new equipment, ADA compliance issues with all city buildings. Shahan stated that a pre-budget meeting has been scheduled with City Council on Wednesday, February 21st so staff will have a clearer understanding for what their priorities are prior to submitting department budgets.

9. Position Bond Renewal – Whipp reported that the Position Bond for Executive Officers, renewable every three years for $50,000.00 liability, will be renewed and paid this month.

10. Student Performance: March 26 @ 10:00am, 11:45am & 6:30pm – Whipp reported that registrations for the two daytime shows have surpassed seating capacity and will be selected through a lottery draw, and that volunteer ushers are needed. She announced tickets are on sale for the 6:30pm performance at a cost of $3.00/ticket and thanked the Authority again for their support of the program.

OTHER BUSINESS

None

ADJOURN

Chair Jolly adjourned the meeting at 4:40 p.m.

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Chair Date Approved