Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
March 7, 2018 – 4:00 p.m.
MMA Lobby

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Torbert, Sasseen, Jolly, Kent, Snodgrass (Fort Sill Rep) and Whipp

MEMBERS EXCUSED: Pendergraft 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 February 8, 2018 meeting.
2. Consider accepting the February bank register reports.

Motion by Jolly, second by Kent to approve the consent agenda as presented. Roll call results: Sasseen, Jolly, Kent and Whipp voted yes. Motion Carried.

CHAIR'S REPORT
No Report

TREASURER'S REPORT
3. Financial reports from the CPA – No Report

COMMITTEE REPORTS
4. Sound System Update – Jolly reported that the bid opening was held today at 2:00 p.m. A total of seven bids were received and several representatives were in attendance. Hofmann had projected the cost to be around $143,000; the highest bid was $174,571; the lowest bid was $100,000 from McClelland Sound, Wichita, KS with installation to be completed within ten working days after equipment has been delivered to the auditorium. Jolly reported that references were called on three large projects they have done and all were very positive. Discussion ensued with Sasseen noting that Audio Tech's bid was just under $118,000. He said that even though he is certain McClelland Sound is the right company to get the contract he has concerns of not going with a local company. He stated that he would like to see the board use a local company for service after the sale if possible and as needed. Sasseen asked if grant funds left over could be reallocated for additional training and service calls to a local company. Jolly stated that as long as the system is under warranty then McClelland is responsible for repairs and service calls. Whipp expressed concerns of the staff with using an out of town vendor in regards to service calls especially if something is needed on short notice. Torbert reported that by the next meeting we should have a better understanding of left over funds. Whipp asked

about training and Jolly stated that when installment is completed McClelland will schedule a day to train stagehands and anybody else who the board deems necessary. Sasseen stated that the contingency plan is to rent a portable sound system from Journey Productions if necessary. Written notification of the bid opening will be sent to each vendor who submitted a bid. Jolly moved to award the bid for the sound system to McClelland Sound in the amount of $100,000, second by Kent. Roll call results: Sasseen, Jolly, Kent and Whipp voted yes. Motion Carried.

Jolly reported the sound booth construction is going very well and Terry Wells is doing a fantastic job. The walls and sheetrock are up and they are starting to texture and paint. Whipp reminded the board they had voted at the February meeting to allow Wells Construction to perform additional work on the sound booth as long as it did not exceed $4,499 and Jolly pre- approved the work and cost. These items would then be presented to the board to be ratified. Whipp presented two invoices from Wells Construction one for $3,800 and a second for $3,400. Jolly explained the scope of both jobs and moved to ratify both projects, second by Sasseen. Roll call results: Sasseen, Jolly, Kent and Whipp voted yes. Motion Carried.

Whipp reported that it would be helpful to have a debit card for the grant account for online orders. She noted that when we ordered the chairs for the booth the vendor worked with us and agreed to invoice us for the items. Most online vendors will not do that and only accept credit cards. Discussion ensued and the consensus was to get a debit card with a spending limit of $5,000 per purchase which would be kept locked in the safe with the check book.

Foundation Project Update - Torbert reported speaking to Mr. Siegler and that the study is almost done. It is taking longer than expected as the areas on the north side of the building are presenting some issues and how to resolve them. He expects to have the study finalized within the next week or two.

5. Stagehand Contract – Torbert stated that there was an incident during the February LPO concert with one of the stagehands and asked Whipp to provide details of the day. Whipp stated that the February 10th concert was a challenging day on several levels. Hofmann and Sasseen had to come in and work on the sound system after something malfunctioned. Later during the concert one of the stagehands was upstairs at the sound booth talking loudly on his cell phone and a patron asked him to be quiet then went downstairs and complained to Neuwirth, LPO's Executive Director. She approached the stagehand and he got upset, said a few inappropriate words and walked off. He did return later. LeDay did apologize to staff that night for the stagehand's behavior. Morman informed Whipp of the situation Saturday night and Whipp followed up with Neuwirth on Sunday morning. Neuwirth came to the office on Monday and talked to Whipp in more detail about the incident. Neuwirth stated she had to deal with several other noise complaints that night as well. One involved a photographer, who was there taking photos for the Chamber, and talking during the concert. There were also complaints that patrons were making noise eating and drinking sodas in the seating area following intermission. Whipp further reported that per Torbert's direction she contacted LeDay asking for an incident report and how he intended to handle the inappropriate behavior of his stagehand. LeDay emailed her that as a result of the incident the person was given a

letter of reprimand explaining what is expected of all Lawton Entertainment employees and that he will be required to attend an anger management class. LeDay later came by the office to give his side of the incident. Whipp asked him to provide his statement in writing so she could share it with the board but he has not sent anything to date. Sasseen reported he received complaints that the base was too loud during the concert after he had come in to work on the sound and he does not understand why it was not turned down. Torbert recommended there be a meeting scheduled between Lawton Stage Entertainment and several Authority members to discuss issues, expectations and the upcoming contract renewal. It was suggested to renew the contract for one year instead of two and if expectations were not met to send the contract out for bid. The meeting was tentatively scheduled for Thursday, March 22 at 4:00 p.m. at the Auditorium with Torbert, Kent and Whipp attending. Sasseen noted that he would like Scott Hofmann to attend and if Hofmann was unavailable he would attend.

STAFF REPORTS

Torbert asked Morman her thoughts on choosing McClelland Sound and she reported she had discussed the same concerns with Whipp regarding the location of the vendor for service calls and if they could repair any problems if one arises just prior to an event.

6. April, May and June event calendar – Morman reviewed the calendar of events noting that LCT will be doing three performances at 10:00 a.m., 12:15 p.m. and 6:30 p.m. tomorrow March 8 for the annual LAHC Student Performance, and that April will be a busy month with the Stephen Fite Children's Shows, LPO concert and Lawton Public Schools annual Showcase.

BUSINESS ITEMS

7. Consider approving nomination to fill vacancy of Anderson. – Torbert asked if there were any nominations. Jolly suggested Jim Calloway who has been nominated in the past but was not selected. Torbert asked members to keep thinking about individuals to bring on the board and to consider someone with promotional and event recruiting background. Item tabled

OLD BUSINESS

8. LCT's sponsorship request for Peter Pan tentatively scheduled for June 2019. – Whipp reminded members that they approved the request for a $500.00 rental fee for this event at the February meeting. Jolly stated he is still working on getting additional information for the board's review and consideration.

NEW BUSINESS

None

ANNOUNCEMENTS

Jolly had the bid tabulations available for review.

ADJOURN

Chair Torbert adjourned the meeting at 5:06 p.m.

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Chair Date Approved