Minutes
McMahon Auditorium Authority
Thursday, March 8, 2012 – 4:00 pm
Owens Multipurpose Center

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Hofmann, Anderson, Godlove, Shahan, and Sutherlin

MEMBERS EXCUSED: Sandstrom, Jolly, Kelly, and Sasseen

STAFF PRESENT: Whipp, Morman, and Gilbert

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

ITEMS REQUIRING ACTION

1. Consider approving minutes of February 9, 2012 meeting. – MOTION by Godlove, with second by Sutherlin to approve the minutes of the February 9, 2012 meeting as presented. Roll call results: Anderson, Godlove, Shahan, and Sutherlin voted yes. MOTION CARRIED.

2. Consider accepting February financial reports. – Morman reviewed the February financials and noted that one outstanding check from Adventure Travel for the Ricky Smiley Show, in the amount of $6,404.00, will be reflected on the March financial statement. MOTION by Godlove, with second by Anderson to accept the February financial reports and file for audit as presented. Roll call results: Anderson, Godlove, Shahan, and Sutherlin voted yes. MOTION CARRIED.

Agenda went as follows:

COMMITTEE REPORTS

3. Usage Fees – Sutherlin referred to the "Auditorium Rental Fee Comparison" handouts, and reported that the auditorium's rental fees are similar to other venues, and the recommendation of the committee is to keep the current fee schedule. Sutherlin reviewed the Ardmore and Wichita Falls venues and discussion ensued regarding how they handle bookings and the types of events held at the venues. Further discussion ensued on available facilities in Lawton and available funding sources to assist with bringing events to the community.

4. Facility Improvements – Hofmann reported that the installation of the cart for the projection equipment is scheduled to be completed by Friday, March 16th. Discussion ensued regarding training on the new equipment prior to the March 21st Fort Sill Graduation.

5. Nominating Committee - Whipp reported on behalf of the Nominating Committee that Jolly and Godlove had agreed to serve a second term and that both Cynthia Kent and Theresa Pendergraft have accepted the nominations to fill vacancies of Hofmann and Sandstrom effective 06/30/2012 when their second terms expire. Whipp further reported that the recommendation for the FY12-13 Slate of Officers is Chair – Jolly; Vice Chair – Sutherlin; and Secretary/Treasurer – Anderson and that all

have accepted the nomination. Nominating Committee's recommendations will be on the April voting agenda.

CHAIR'S REPORT

6. Lawton Stage & Entertainment Contract – Chair Hofmann reported that the bi-annual contract with Lawton Stage & Entertainment is up for renewal effective July 1, 2012. She noted a committee consisting of herself, Anderson, and Jolly will review the current contract and meet with Barry Leday, owner of Lawton Stage & Entertainment to discuss the new contract terms. A copy of the current contract and history of fees for the past four years was included in member's packets. Sutherlin requested that the verbiage per "man" be changed to "person" in the new contract.

COORDINATOR'S REPORT

7. Update on contracts and calendar – Morman reviewed the March, April and May calendars.

8. Update on repairs and maintenance – Morman reported that a requisition has been submitted to the COL for Cornish Painting to repair the countertop in the east lobby ladies restroom. She further reported that five leaks were discovered following the latest rainstorm and that a work order has been submitted to Building & Maintenance.

ADMINISTRATOR'S REPORT

9. COL FY12-13 Budget Update – Whipp reported that the division budgets have been submitted and the following capital outlay items were included, based on feedback from the Facilities Committee, stage floor, genie lift, stage lighting, surface mount dock lift, and house lighting totaling $133,800. Discussion ensued regarding how capital outlay dollars are distributed through the City budget with Shahan explaining that of the approximate $800,000.00 appropriated in the current year budget the P&R Department received approximately $30,000 excluding rolling stock. He further reported that his first priority in the FY12-13 budget will be a $10,000 request for a new gym floor for the Patterson Center, to match grant funds that have been approved through a Community Development Block Grant (CDBG funds). Discussion ensued regarding the Authority researching available grants to assist with capital improvement projects, and ensuring that their intent to do so be footnoted when presenting the budget request to City Council

Whipp also provided an update on the status of the amended Trust Indenture and that Legal is still in the process of reviewing the changes. (Sutherlin left)

OTHER/NEW BUSINESS

10. Conflict of Interest Policy – Hofmann stated that upon the recommendation of the auditor, a Conflict of Interest Policy shall be drafted and put into effect. Her recommendation is to wait until the April meeting to appoint a committee to work on developing a policy due to the absence of several board members.

11. Annual Budget – Hofmann stated that as recommended by the auditor, the Authority should establish an annual budget and provide the COL with a copy. Discussion ensued on projected revenue, expenses and capital improvement projects. After further discussion the general consensus was for the Facility's Improvement Committee to draft a proposed budget for FY12-13 and to schedule a special meeting on Thursday, March 22nd so that the budget can be approved and made available to City Council during the City's budget process.

ADJOURN
Chair Hofmann adjourned the meeting at 5:05 p.m.

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Signature Date approved