

**Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, March 9, 2017 – 4:00 pm
MMA Lobby**

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Torbert, Sasseen, Pendergraft, Anderson, Jolly, *Kent, Ragland and Whipp

MEMBERS EXCUSED: Snodgrass

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 9, 2017 regular meeting.
2. Consider accepting the February bank register reports.

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

CHAIR'S REPORT

3. Fee Schedule Review (see attachments A & B) – Torbert reported that it has been a few years since rental rates have been reviewed and now would be a good time due to concerns stemming from the decreased rental income from the Fort Sill Graduations moving back to Fort Sill and expenses such as the annual audit and the monthly fee for the accountant remaining the same. He referred the Authority members to attachment A in their packet. Discussion followed. Whipp reviewed the auditorium rentals from last fiscal year and recommended eliminating Rental Class 3 as it has only been used a few times over the past several years. Discussion ensued about raising the rates for Rental Class 4 events. Whipp noted that increasing Class 4 rental rates by \$50 each would increase revenue a minimum of \$1,000 per year for the normal annual events that fall under this class. Whipp then referred members to attachment B in their packet and asked the Board to consider redefining "local" promoters. Currently local is defined as the "Lawton metropolitan" area. She also reviewed the Class 4 definitions and asked for clarification on how to charge a non-profit organization who is not local but partners with a local non-profit. Discussion ensued regarding different possible scenarios and the committee agreed upon redefining "local" as within Comanche County and that out of area non-profit rental requests would be considered on an individual basis as needed. MOTION by Jolly, SECOND by Anderson to eliminate Class 3 from the rental rates and redefine "local" to within "Comanche County" and leave Class 4 fees as they are. Roll call results: Sasseen, Pendergraft, Anderson, Jolly, Ragland and Whipp voted yes. MOTION CARRIED.

Torbert reported that the Authority received a \$4,500 check from Lawton Philharmonic Orchestra (LPO) as their contribution to the purchase of the new musician chairs. He

further noted that the three additional chair dollies, the conductor's chair and the replacement backs for the chairs that were not in good condition were delivered, and that the chair backs have been switched out. LPO used the new chairs for the February concert and expressed how much they liked them.

Whipp reported that maintenance worker Casey Caddell has submitted his resignation and is transferring to another City of Lawton (COL) Department. The maintenance position is now posted on the COL's website and Whipp encouraged everyone to put the word out and to have potential applicants submit an application at the Human Resources' Department.

Whipp asked the Authority to reconsider asking the COL to retain 100% of the maintenance fees. Discussion ensued and the Board agreed not to submit the request at this time.

TREASURER'S REPORT

4. Financial reports from CPA – Pendergraft stated there is no report at this time.

COMMITTEE REPORT

- 5 McMahon Foundation Grant – No Report
6. Sound System Update – Jolly reported that he is now doing the drawings and will start working on them immediately.
7. Facility Improvements – Ragland – (*Kent entered) Ragland referred members to the handout in their packets (see attachment C) and reviewed the water/foundation issues and his recommendations to resolve the problems. Discussion ensued with Whipp reporting that the request for \$80,000 for these issues has been submitted in the budget request but she is unsure what if any will be appropriated for the project. Recommendation was made to include this proposal as part of the grant application to the McMahon Foundation along with the sound system.

STAFF REPORTS

8. March, April and May Event Calendar – Morman reviewed the calendar of events.

Morman reported that in reference to increasing the number of auditorium rentals, approximately 40 people attended the Les Franklin concert in February and promoters do not want to return if they lose money on their event. Discussion ensued on how the promoter advertised the concert and Morman reported they utilized social media, radio and the newspaper.

Whipp reported that OnCue Entertainment who signed a contract and paid a \$1,000 deposit to rent the auditorium on May 5th wanted to cancel the show and requested full refund stating that they were not aware that the Auditorium did not do online ticket sales. Discussion ensued and review of possible reasons for a refund as stated in the lease agreement were discussed. MOTION by Pendergraft SECOND by Kent to deny the request for refund and to follow standard policy to rollover deposit within a 12 month period for another event. Roll call results: Sasseen, Pendergraft, Anderson, Kent, Jolly, Ragland and Whipp voted yes. MOTION CARRIED.

9. General Updates – Whipp reported that there are additional foundation cracks and separation of the wall and floor in the west lobby. Power lift has agreed to return and inject additional foam under the floor to eliminate the separation between the lobby and men's restroom; however, they cannot help the additional cracking. The drainage issues (see item 7) need to be resolved to eliminate further cracks in the floor.

Whipp reported that Barry Leday (Lawton Stage Entertainment) has done a complete inventory of the Authority's sound accessories. He has also indicated outdated equipment

and made suggestions on new items needed as funds are available. The wireless microphone that was approved for purchase at last month's meeting came in and was paid from the city's budget instead of Authority funds. The service call by Harold La Rue on the audio/video system was also paid from the city's budget.

Whipp reported that the P&R Department's budget meeting with the City Manager is scheduled for Monday, March 13th at 8:00am.

Whipp thanked the Authority for their in-kind support totaling \$1,433 for the FY16-17 Student Performance "The Tale of Peter Rabbit and Benjamin Bunny" and gave a brief overview of the attendance and positive feedback received.

Sasseen reported that he had been approached by several patrons who attended the Barbershop concert on March 4th regarding problems with the sound. He is unsure if it was due to the equipment or the operator, but wants to ensure the auditorium does not get a negative reputation. He recommends that promoters are given options to either hire a technician to operate house sound or bring in a complete sound system if they do not want to rely on either the in-house operators or the auditorium's equipment. He reported that Journey Productions and Harold LaRue are examples of who can provide this type of service to promoters. He suggested compiling a list of all the possible local sound companies with prices to provide to promoters. Discussion ensued regarding Lawton Stage Entertainment operating all equipment. Sasseen stated that this option would be in addition to the in-house sound tech and that Lawton Stage tech would still be there and would assist if needed. The Board also requested that Lawton Stage notify staff after events if there were any issues. The general consensus was for a meeting to be scheduled with Barry LeDay to discuss these issues. (*Whipp excused herself). Discussion ensued about who was going to meet with LeDay and Jolly and Sasseen volunteered and Chair Torbert said he would be available if needed.

BUSINESS ITEMS

No Report

OLD BUSINESS

10. Tulsa Ballet II – No Report

NEW BUSINESS

No Report

ANNOUNCEMENTS

No Report

ADJOURN

Chair Torbert adjourned the meeting at 5:21 p.m.

Chair

Date Approved