

**Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, March 10, 2016 – 4:00 pm
Mayor's Conference Room – City Hall**

CALL TO ORDER / ROLL CALL

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

MEMBERS EXCUSED: Snodgrass

MEMBERS ABSENT: None

STAFF PRESENT: Whipp and Morman

**Chair Sasseen 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 February 11, 2016 regular meeting.
2. Consider accepting the February bank register reports.

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

CHAIR'S REPORT – No report

TREASURER'S REPORT

3. Financial Reports – Pendergraft presented an overview of the collection and spending report from the CPA stating that the reports reconcile with the internal financial reports from staff. Discussion ensued on the benefit of contracting the CPA and that the auditors will be doing an independent audit this year in that the financial reports will be prepared by our CPA. MOTION by Pendergraft, with second by Kent to approve the financial reports.

COMMITTEE REPORTS

4. Facility Improvements – No report
5. Stagehand Contract – Renew July 1, 2016 – Anderson volunteered to work with LeDay on the stagehand contract that will go into effect July 1, 2016.

STAFF REPORTS

6. March, April and May Event Calendar – Morman reviewed upcoming events stating we have something every week through May. Whipp reported that Fort Sill will hold their first graduation in the new chapel on Friday, June 3 and depending on how it goes that the remaining graduations scheduled at the Auditorium through August may be cancelled.

7. HVAC Project update – Whipp gave an update on the project stating that the power outage has been rescheduled to Sunday, March 27 through Tuesday, April 5 and that a large generator will be used to power the Auditorium for the Ft. Sill rehearsal and graduation that week. The office will not lose power during this time. She stated that some unforeseen issues have arisen relating to the concrete work and new electrical panels to be installed. The contractor is still projecting final completion of the project being April 20.

Whipp reported that she had spoken with LPO's Executive Director regarding moving their administrative files from the Auditorium and that this should be completed within the next couple of months.

She noted that she is scheduled to present the division proposed budgets to the City Manager and Finance Director on Friday, March 11 at 1:30pm.

BUSINESS ITEMS

8. Consider approving nomination to fill vacancy of Sutherlin. Torbert reported speaking to Burl Ragland and gave an overview of his history stating he is retired and that most of his grant writing expertise is related to his engineering background and directed to government associated parties. Torbert further reported that he gave Mr. Ragland a brief description of why the Authority is looking for someone with grant writing skills and suggested he meet with the Executive Committee to learn more about the board and its function. Torbert will schedule a meeting in the near future at the Auditorium to give Mr. Ragland an opportunity to tour the facility and ask questions of the EC and other members who may want to attend this meeting.

OLD BUSINESS ITEMS – Torbert asked about the 60th Anniversary video and placing it on You Tube so that the Chamber and Lawton Proud could link to it. Discussion ensued regarding copy right laws relating to the music on the video. Whipp stated that the COL is developing a new website and once it is up and running the Auditorium page will be enhanced and the video will be on the page. At that time those businesses/organizations could create a link to the Auditorium's page and view the video. There would be no copyright issues as the COL has blanket music licenses with BMI, SESAC and ASCAP.

NEW BUSINESS ITEMS - None

ANNOUNCEMENTS – No announcements

ADJOURN – Adjourned at 4:30pm

Chair

Date Approved