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**Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
March 11, 2021 – 4:00 p.m.
McMahon Auditorium Lobby**

Allen Jolly
Chair

Max Sasseen
Vice-Chair

Teresa Pendergraft
Secretary/Treasurer

Paul Ellwanger
Mike Jones
Burl Ragland
Julia Sibilla
Dory Thomas
Billie A. Whipp

Billie A. Whipp
Administrator

Andrea Morman
Auditorium Coordinator

Michael Leal
Arts Coordinator

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Jolly, Sasseen*, Pendergraft, Ellwanger, Jones, Ragland, Sibilla (Ft. Sill)*, Thomas, Whipp

MEMBERS ABSENT: None

STAFF PRESENT: Leal and Whipp

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

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, 2021 meeting.
2. Consider accepting the February bank register reports.
Motion by Pendergraft, second by Jones, to accept the consent agenda. Roll call results: Pendergraft, Ellwanger, Jones, Ragland, Thomas, Whipp voted yes. Motion Carried.

CHAIR'S REPORT

3. Strategic Planning meeting date – No action or discussion. *Sasseen and Sibilla arrived.

TREASURER'S REPORT

4. 501c3 Update – Pendergraft reported the IRS faxed her a letter on March 10, 2021 stating that they are recognizing the McMahon Auditorium Authority as a 501c3 tax-exempt nonprofit organization. Whipp reported the Lawton Arts & Humanities Council met on March 10 and was notified of the IRS 501c3 exemption. The consensus of LAHC members is to move forward with dissolving the LAHC trust authority and recommend to City Council for MAA to absorb their obligations. Whipp will meet with legal on how to proceed.
5. CPA's Financial Reports – Pendergraft reviewed the latest financial reports. No further discussion from board.

COMMITTEE REPORTS

6. Building Improvements – Sasseen reported that Monday, March 15 will be a workday at the auditorium. The orchestra shell will be taken down and Audio Tech will be on site to install additional equipment. Sasseen also reported working on a new project to replace the old film screen and add a third centered projector to allow the viewing of cinema/film in the auditorium.

7. Building Renovations / Guernsey Update – Whipp reported that Guernsey has submitted a proposal for services on the Auditorium at a cost of approximately \$329,000 which Engineering will be taking to City Council for consideration. The proposal is for the building architectural design for Phase 1. Sasseen reported that if the fees are approved by City Council, the designs will take about one year to complete. Sasseen also reviewed what Phase 1 will consist of: replacement of the auditorium's HVAC systems, ADA upgrades, remodeled restrooms, facility expansion to include an elevator on the east wing, and additional indoor fire suppression systems. The MMA projects were approved in the 2019 CIP for \$4.5 million.
8. McMahon Foundation Grant Update – Whipp reported a supplemental packet to the original \$156,000 grant request was delivered to the McMahon Foundation on March 8 which included letters of support from Deputy City Manager Bart Hadley and Fire Marshal Michael Wright. The packet also included cover letter with additional information from Chair Jolly as well as an itemized budget and specific quotes. As of today, no word on the status of the grant request. No further discussions.

STAFF REPORTS

9. Review Event Calendar – Whipp directed members attention to the event calendar in their packets stating that P&R staff met with City Manager's Office staff to discuss plans to reopen facilities and have summer youth sports. She stated that the COVID guidelines that had been used for the MMA last year were given to them along with the calendar of events tentatively scheduled in the Auditorium. They are considering all information provided to them on reopening and programs and will let us know when and how we can re-open our facilities. Whipp then asked for direction from the Board on rental fee for Lawton Philharmonic Orchestra (LPO) concert in April. Following discussion Sasseen made a motion, second by Ellwanger to charge LPO 25% of auditorium rental fees for its upcoming April concert due to it only being recorded, with no audience, for a future virtual performance. Roll call results: Sasseen, Pendergraft, Ellwanger, Jones, Ragland, Thomas, Whipp voted yes. Motion Carried.
10. Technical Specifications and Binder Updates – Following discussion Chair Jolly recommended postponing any action until all equipment is purchased and installed.

BUSINESS ITEMS

11. Consider approving changes to MAA Trust Indenture for 501c3 request. - Authority members agreed to postpone any action until Whipp has met with Legal.
12. Consider establishing a technical fee of 10% of rental class fee and designate funds for repair, maintenance, and purchase of equipment. – Following discussion Sasseen made an amending motion, second by Ellwanger to consider establishing a technical fee of 10% of rental class fee and designated as a subcategory of the Treasury account (saving's account) for repair, maintenance, and purchase of equipment. Roll call results: Sasseen, Pendergraft, Ellwanger, Jones, Ragland, Thomas, Whipp voted yes. Motion Carried.
13. Consider creating an Arts and Humanities programming subcommittee. – Following discussion Sasseen made an amending motion, second by Whipp to not create an arts and humanities programming subcommittee until the Lawton Arts & Humanities Council Trust has been dissolved. Roll call results: Sasseen, Pendergraft, Ellwanger, Jones, Ragland, Thomas, Whipp voted yes. Motion Carried.

OLD BUSINESS

None

NEW BUSINESS

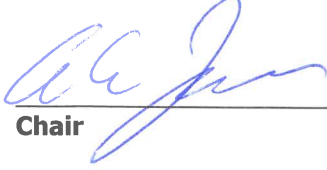
None

ANNOUNCEMENTS

Announcements of upcoming events and other information was shared by members. Leal discussed the upcoming Student Performance virtual show which runs from March 24 through April 2. Sibilla invited the MAA to host one of the upcoming meetings at Fort Sill. Pendergraft announced the "Next Generation Performing Arts Camp" at Cameron University from July 18-25, open to students 13 to Senior High School.

ADJOURNMENT

Chair Jolly adjourned the meeting at 5:30 p.m.


Chair

4-8-21
Date Approved