Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, March 12, 2015 – 4:00 pm
Owens Multipurpose Center

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Sutherlin, Pendergraft, Kent, *Sasseen, Torbert, and *Whipp (COL Acting Parks & Recreation Director)

MEMBERS EXCUSED: Anderson

MEMBERS ABSENT: Jolly

STAFF PRESENT: Morman and Gilbert

Chair Sutherlin 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 12, 2015 regular meeting.
2. Consider approving minutes of February 25, 2015 special meeting.
3. Consider accepting February financial reports.

MOTION by Kent, with second by Pendergraft to approve the consent agenda. Roll call results: Pendergraft, Kent, and Torbert voted yes. Whipp abstained. MOTION CARRIED.

CHAIR'S REPORT

Strategic Plan 2018 – The Authority members reviewed a print out of the Strategic Plan draft. Chair Sutherlin stated that the only updates he made was to the organizational chart, anticipating the Auditorium being relocated to another department, listing the unfilled position for the Fort Sill representative, and the representative that serves at the pleasure of the mayor on behalf of the City of Lawton. He noted that he would like to add photographs to the back page possibly of a Fort Sill Graduation. *Whipp excused herself from the meeting stating she was finalizing the department's budget for review with Assistant City Manager and would be in the office if needed.

TREASURER'S REPORT

No report - *Sasseen entered

COMMITTEE REPORTS

4. Facility Improvements:
   a.) Stage Floor – Sasseen gave a brief overview of the various phases of this project as discussed at the Special Meeting on February 25th.

b.) Attic Safety – Sasseen report that the project is being scheduled and should be completed before the next meeting.

c.) House Lights – Sasseen gave an update on what the Hofmann's have been working on to date. Chair Sutherlin reported that he sent a memo to the City Manager and that the request to reallocate funds from the Stage Floor project to the House Lights project has been approved. He noted that the LED lights will only use approximately 10% of the electricity that is currently being used and their expected life span is one hundred times longer. Sutherlin further reported that he is drafting a Professional Services Agreement between the Authority and Scott Hofmann, Sounds Impossible, as it was approved at the February Special Meeting to contract with Hofmann to oversee this project.

5. 60th Anniversary Celebration – Torbert reported that he talked to Mike Owensby of the Lawton Constitution, who would assign a reporter to cover the event. Torbert stated that he would research some of the auditorium's history going through archives and also solicit sponsors. Discussion ensued regarding the possibility of checking some venues and casinos for upcoming shows and booking an artist who is looking for a date to fill their schedule for a reasonable fee, or partnering with another event such as Miss Lawton and scheduled the event tentatively for November 12th through November 15th. Chair Sutherlin stated that if the Authority approves he will consult Matt Jenkins, Cameron University, regarding producing a 15-minute detailed video for the event as well as two three-minute promos, one of them showing the upgrades to the auditorium that could also be shown at a City Council meeting. Whipp was called back into the meeting to confirm tentative dates worked with the event calendar for Elmer Thomas Park. She also stated that the P&R Director's position has been posted and will close on March 23rd and then excused herself again from the meeting.

COORDINATOR'S REPORT

7. March, April and May Event Calendar **–** Morman reviewed the upcoming events.

ADMINISTRATOR'S REPORT

8. General Updates – See item #6

BUSINESS ITEMS

9. Consider approving funds to hire a Project Manager for the Stage Floor project. – Sutherlin reported that Sasseen recommended hiring Wells Construction to oversee the stage floor project for a fee of $2,900 to be paid with Authority funds. He noted that the stage floor as well as the house light project must begin no later than the end of June and contractors must work within the auditorium's schedule. MOTION by Kent, with second by Pendergraft to approve funds to hire Wells Construction to oversee the stage floor project. Roll call results: Pendergraft, Kent, and Torbert voted yes. MOTION CARRIED.

10. Consider approving funds to hire electrician for installation of LED Step Lights. – Chair Sutherlin directed members to the proposal submitted by Sasseen for installation of the LED Step Lights which included two bids. The first from Wells Construction for the carpentry work in the amount of $400 and the second from Pat Rooney Electric for the electrical work in the amount of $1,200 for a total of $1,600 to complete this project. MOTION by Pendergraft, with second by Kent to approve funds for $1,600 as stated to complete the installation of the LED step lights. Roll call results: Pendergraft, Kent, and Torbert voted yes. MOTION CARRIED.

OLD BUSINESS ITEMS

11. Dock Lift Update – Sasseen reported the dock lift is installed but that there is a gap of 18 inches between the lift and the door and the plan is to construct a steel bridge to cover the gap.

NEW BUSINESS ITEMS

OTHER BUSINESS

ADJOURN
Chair Sutherlin adjourned the meeting at 4:40 p.m.

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Chair Date Approved