Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, March 14, 2013 – 4:00 pm
Owens Multipurpose Center

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Jolly, Sutherlin, Anderson, Pendergraft, *****Sasseen, Shahan, and Torbert

MEMBERS EXCUSED: Kelly and Kent

STAFF PRESENT: Whipp and Gilbert

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

VOTING ITEMS

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 14, 2013 meeting.
2. Consider accepting February financial reports.

MOTION by Sutherlin, with second by Anderson to accept the consent agenda. Roll call results: Sutherlin, Anderson, Pendergraft, Shahan, and Torbert. MOTION CARRIED.

BUSINESS ITEMS

3. Consider waiving Auditorium fees for the Vietnam Veterans National Recognition on Saturday, March 30, 2013. – MOTION by Pendergraft, with second by Sutherlin to waive the rental and maintenance fees for the Vietnam Veterans National Recognition event. Roll call results: Sutherlin, Anderson, Pendergraft, Shahan and Torbert voted yes. MOTION CARRIED.

4. Lighting Project - (*Sasseen entered) Sutherlin reported that Whipp informed the Executive Committee meeting of COL budget restrictions. Shahan stated that all Capital Outlay projects have been suspended at this time and that staff cannot proceed with the stage lighting project. Discussion ensued regarding moving forward on the project using Authority funds and then request reimbursement from the COL, with Shahan stating he would present the reimbursement request to the City Manager. MOTION by Sutherlin, with second by Anderson to proceed with the stage lighting project using Authority funds and ask the COL for reimbursement when funds become available. Roll call results: Sutherlin, Anderson, Pendergraft, Sasseen, Shahan, and Torbert voted yes. MOTION CARRIED.

NEW BUSINESS ITEM

5. Repair two downstairs dressing room showers at an estimated cost not to exceed $500.00 – Whipp reported that the showers in the stage dressing rooms need repairing and that Building & Maintenance inspected and determined repairs would need to be

made by a plumber and that fixtures would need to be replaced as well. She stated that due to budget constraints would the Authority consider appropriating funds for repairs. MOTION by Pendergraft, with second by Torbert to allocate funds, not to exceed $500.00, for repairs to dressing room showers. Discussion ensued with clarification that the Authority would request reimbursement from the COL for these repairs. Shahan suggested the item be tabled and staff would submit repairs through the city's budget first. Pendergraft amended her motion, with second by Sutherlin to table item and request repairs be paid through the city budget. Roll call results: Sutherlin, Anderson, Pendergraft, Sasseen, Shahan, and Torbert voted yes. ITEM TABLED.

CHAIR'S REPORT
No report

TREASURER'S REPORT
No report

COMMITTEES

6. Nominating – Sutherlin reported that the Nominating Committee will present their recommends to re-appoint those members eligible for a second term at the April meeting then the FY13-14 Slate of Officers will be presented at the May meeting.

COORDINATOR'S REPORT

7. March, April and May Event Calendar – Whipp directed members to the calendar and reviewed upcoming events.

ADMINISTRATOR'S REPORT

8. Repairs and maintenance – Whipp reported that Power Lift has submitted estimates for the foundation repairs at an approximate cost of $10,000 per lobby. She stated this information will be presented to the City Manager at the budget review meeting on March 28th. A requisition has been submitted to purchase supplies to repaint the fire lane, handicap ramps and steps around the building to ensure patron safety.

9. COL Budget Updates – Whipp reported that all capital outlay has been suspended for all COL Departments as previously stated and that departments are required to submit flat budgets for FY13-14. Shahan clarified that the new chiller is still pending state regulations relating to municipalities purchasing from GSA contracts, and that the appropriated funds will be encumbered.

10. General Updates - None

OTHER BUSINESS

- Sutherlin proposed reformatting the agenda sequence in the future so that staff reports can be discussed prior to taking action on items.
- Sasseen presented several recommendations that he would like the Authority to consider. He reported that most people do not realize that seating in the loge is located upstairs, especially when ordering tickets on-line, and recommended labeling it as upper and lower balcony but still include "loge" in parenthesis as a means to educate patrons on the proper terminology. He also reported that he was approached following LPO's February event that the Steinway is in need of major repairs and that some issues are related to it not being played consistently. Discussion ensued regarding CU music students being allowed to practice on the Steinway, stagehand requirements and other related issues with Sasseen indicating that LPO will most likely submit a letter to the Authority with their recommendations on auditorium issues. Sasseen also suggested creating a list of amenities and technical information that would be given to promoters, with the technical requirements sheet, that would assist them in planning for technical needs when renting the facility. Whipp asked if he would create the suggested document due to his level of knowledge in the area with Sasseen stating he would assist LeDay and Morman in with the form.

ADJOURN

Chair Jolly adjourned the meeting at 4:35 p.m.

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Chair Date Approved