McMahon Memorial Auditorium

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Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
March 14, 2019 – 4:00 p.m.
McMahon Auditorium Lobby

CALL TO ORDER / ROLL CALL

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

MEMBERS EXCUSED: Jones and Snodgrass

STAFF PRESENT: Whipp and Morman

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

CONSENT AGENDA:
1. Consider approving minutes of February 14, 2019 meeting.
2. Consider accepting the February bank register reports.

Motion by Pendergraft, second by Jolly to accept the consent agenda as presented. Roll call results: Pendergraft, Jolly, Kent, Ragland and Whipp voted yes. Motion Carried.

CHAIR'S REPORT
None

TREASURER'S REPORT
3. FY19-20 Slate of Officers – Whipp stated this item should be under the Chair's Report. Pendergraft stated she had no report from the CPA to present this month. *Torbert entered.

COMMITTEE REPORTS
4. Facility Improvements Update – Jolly reported that the new light board has been installed and the transition from the old to new system went smoothly. Jolly stated that Hofmann is currently working on the new infrastructure for lighting proposal. Sasseen reminded members that a specific amount of the original sound system grant had been designated for training and reported that Pat Reynolds has agreed to attend a light board training conference in Kansas City in April and that estimated expenses would not exceed $1,500. Discussion ensued. Motion by Kent, second by Ragland to spend up to $1,500 from the grant funds for training on the new light board. Roll call results: Pendergraft, Jolly, Kent, Ragland, Torbert and Whipp voted yes. Motion Carried.

   Sasseen provided updates on the next two main improvement projects to be done which are the Fire Alarm System and the ADA ramp. Discussion ensued on the specifics of both projects and projected time frame for completion. Kent reported that sink faucets in the dressing rooms are old and worn out and water temperature cannot be adjusted. Jolly reported that the ceiling heater in the men's dressing room restroom did not work during their production and it stayed around 60 degrees.

5. Stage Lighting Proposal – See item #4.

STAFF REPORTS
6. March, April and May event calendar – Morman referred members to the calendar that was provided for them.
7. Peter Pan Contract – Whipp stated there were items that staff needs clarification on in order to complete the contract. Discussion ensued regarding fees associated with the event and other items with the consensus being: 1) charge $500 rental fee; to be waived if event is

not financially successful; 2) LCT will present a request to City Council to waive maintenance fees; 3) LCT will provide all technical support; 4) Authority will waive ticket sales fee if tickets are to be sold at auditorium ticket office; 5) LCT will pay for security cost for the performances (not required for rehearsals); 6) LCT will provide all event staffing, and 7) Authority will operate concessions and keep 100% of sales.

8. COL Budget Update – Whipp gave an overview of the March 4th budget review meeting with the City Manager, Assistant CM and Finance Director stating that this is the first review level in the budget approval process. She further reported that a letter was presented to the City Manager from the Authority requesting they consider appropriating $25,000 in the Parks & Recreation Department's Capital outlay for the Auditorium to support upgrades to the stage rigging system. She further reported that the three rolling carts, stage tools and part of the consulting fee for Wells Construction has been covered through the City budget to help support the facility improvements being accomplished from funds remaining from the sound system grant.

BUSINESS ITEMS
None

OLD BUSINESS

9. Stage contract and fees – Sasseen provided an overview of fees being charged and stated through volunteer support these fees are staying in line with what Lawton Stage Entertainment (LSE) was charging. He stated this is also being accomplished with support from city staff on such things as putting up the shell, risers and other items that do not require a more experienced technical or theatrical crew. He stated that we need to establish new rates so that the Authority is not covering any additional cost for new productions being booked. Morman reviewed recommendation to change stagehand fee from $14 per hour to $25 per hour and keep the $50 show call fee for an up to three-hour performance. Discussion ensued with Sasseen suggesting three levels of tech support: $50 per hour for high level tech support such as sound tech; $35 per hour for medium level tech support such as stage manager position; and $25 per hour for low level tech support such as run the fly system, spots, etc. Motion by Jolly, second by Kent to approve the three tech rates per hour at $50, $35 and $25 as stated above. Roll call results: Pendergraft, Jolly, Kent, Ragland, Torbert and Whipp voted yes. Motion Carried.

NEW BUSINESS
Sasseen asked if Torbert had a report on the Slate of Officers which he did not at this time. Sasseen asked Torbert if he would serve as Chair another year and Torbert agreed. VC and Treasurer will be discussed at the next meeting as executive committee will need to be approved before the June meeting.

ANNOUNCEMENTS
Whipp reported that the new City Manager toured the Auditorium and that Torbert and Sasseen were there to represent the Authority and provide information on the grant projects. Torbert stated that Mr. Cleghorn seemed impressed with the facility and the Auditorium video. Sasseen stated he showed him around and explained the upgrades as well as the rigging system and necessary improvements which are why the Authority requested the $25,000 for the division.

ADJOURNMENT
Vice Chair Sasseen adjourned the meeting at 5:09 p.m.

M. Sas ____________________ 4/11/19 ____________________

Vice Chair Sasseen Date Approved