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Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
April 8, 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, Ellwanger, Ragland, Thomas, Whipp

MEMBERS EXCUSED: Pendergraft, Jones, Sibilla (Ft. Sill)

STAFF PRESENT: Leal, Morman and Whipp

GUESTS: Jean Chambers (substituting for Sibilla)

Chair Jolly called the meeting to order at 4:01 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 March 11, 2021 meeting.
2. Consider accepting the March bank register reports. No discussion.
Motion by Sasseen, second by Ellwanger, to accept the consent agenda. Roll call results: Sasseen, Ellwanger, Ragland, Thomas, Whipp voted yes. Motion Carried.

CHAIR'S REPORT

3. Strategic Planning meeting date – TBD

TREASURER'S REPORT

4. CPA's Financial Reports - No treasurer's reports received this month from CPA

COMMITTEE REPORTS

5. Building Improvements - Sasseen reported that the auditorium stage was recently painted. As we get close to the end of the McMahon Foundation grant money, the inventory of automated fixtures continues and a purchase was made for a new 18-foot-wide film screen with \$4,000 from the City of Lawton budget and the \$1,900 from the grant funds. Sasseen also reported this project includes an addition of a third centered projector to allow the viewing of cinema/film in the auditorium.
6. Building Renovations / Guernsey Update – Sasseen reported discussing the \$329,000 Phase 1 architectural design fee with Scott Vaughn and Joe Painter and that Guernsey's proposal is being reviewed by the City's Legal department then will be

placed on City Council agenda for their consideration hopefully for one of the May meetings. Sasseen reported he spoke with several city council members to update them on the architectural design for Phase 1. The MMA projects were approved in the 2019 CIP for \$4.5 million.

7. McMahon Foundation Grant Update - Sasseen reported the McMahon Foundation board has tabled the sprinkler expansion grant request pending additional information. Sasseen reported that staff has submitted an itemized budget and specific quotes and letters of support to the Foundation for further consideration. Sasseen has requested to meet with the Board Chair to discuss the MMA projects. As of today, no word on the status of the grant request. No further discussions.
8. Technical Specifications and Binder updates – Sasseen reported he has met with our technical stage consultant during a recent weekend workday at the auditorium. Repairs and maintenance items were performed on stage lighting. Scott Hofmann also looked over the new additional equipment and will be working to create the technical specifications and binder updates with updated equipment and information.

STAFF REPORTS

9. Review Event Calendar – Morman reported on events at the McMahon Auditorium to include: Lawton Philharmonic Orchestra will begin videotaping its performance April 16-17; Sherri's Dance Center May 13-14 with rehearsals and three shows on May 15; Great Plains Technology Center's SCORE graduation ceremony May 18; Southstar Dance with rehearsals May 27-28 and two shows on May 29; Lawton Ballet with rehearsal June 2-3 and four shows June 4-6. Whipp reported the Armed Forces Day Parade has changed dates from May 22 to June 12. International Festival is still tentatively scheduled for September 24-26.

Whipp then asked for direction from the board on recommendations to resend last month's motion of establishing a technical fee of 10% of rental class fee and designate it as a subcategory of the Treasury account (saving's account). Whipp reported that the staff recommends an alternative proposal to establish a rate increase which would include the 10%. Discussion followed. Board suggested two votes, one to resend last month's motion and a second vote for a new motion. Sasseen made a motion, second by Ragland to resend last month's motion of establishing a technical fee of 10% of rental class fees. Roll call results: Sasseen, Ellwanger, Ragland, Thomas, and Whipp voted yes. Motion Carried. Sasseen made a motion, second by Ellwanger to recommend staff's proposal to establish a rate increase which would include the 10% technical fee. Roll call results: Sasseen, Ellwanger, Ragland, Thomas, and Whipp voted yes. Motion Carried.

10. Trust Update – Whipp reported she met with staff from the legal department regarding LAHC's pending recommendation to City Council to dissolve the LAHC Trust Authority

and allow MAA to take over those events and obligations. She further stated that Legal will create a resolution to take to City Council for their consideration before proceeding with official documents to dissolve the trust. Whipp also reported that Broderick Jackson, the Auditorium's Maintenance Tech will be recognized during the April 13th City Council Meeting with the Employee Spotlight Aware for his actions on assisting and calling first responders to assist an injured man.

BUSINESS ITEMS

- 11.** Consider rental rates for upcoming events with limited seating due to COVID-19. After a discussion on providing a discounted price for rental rates for the McMahon Auditorium during COVID-19 restrictions, Sasseen made a motion, second by Thomas to allow the auditorium staff the flexibility in recommending to the MAA Executive Committee any differences from the 2021 rental rates. Roll call results: Sasseen, Ellwanger, Ragland, and Thomas voted yes. Whipp abstain. Motion Carried. After the vote, Sasseen made another motion, second by Ragland to resend last month's motion to charge LPO 25% of auditorium rental fees for its upcoming April concert due to it only being recorded with no audience. Roll call results: Sasseen, Ellwanger, Ragland, and Thomas voted yes. Whipp abstain. Motion Carried.

OLD BUSINESS

None

NEW BUSINESS

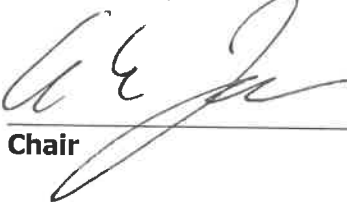
None

ANNOUNCEMENTS

Leal reported he will be leaving the City of Lawton on April 16. Whipp reported she will also be retiring from the City and her last day is June 11. She asked members to refer any potential candidates for either position to the City's website for job announcements and details on submitting applications.

ADJOURNMENT

Chair Jolly adjourned the meeting at 4:45 p.m.


Chair

5-13-21
Date Approved