



McMahon Memorial Auditorium

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**Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
April 11, 2019 – 4:00 p.m.
McMahon Auditorium Lobby**

David Torbert
Chair

Max Sasseen
Vice-Chair

Teresa Pendergraft
Secretary/Treasurer

Alan Jolly
Mike Jones
Cynthia Kent
Burl Ragland
Audy R. Snodgrass
Billie A. Whipp

Andrea Morman
Auditorium
Coordinator

Billie A. Whipp
Administrator

Tereasa L. Neeley
Administrative Assistant

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Torbert, Sasseen, Jolly, Jones, Kent and Whipp

MEMBERS EXCUSED: Pendergraft, Ragland and Snodgrass

STAFF PRESENT: Whipp, Morman and Neeley

**Chair Torbert called the meeting to order at 4:03 p.m.
and declared a quorum**

CONSENT AGENDA:

1. Consider approving minutes of March 14 meeting.
2. Consider accepting the March bank register reports.

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

CHAIR'S REPORT

3. FY19-20 Slate of Officers – effective July 1, 2019 – Chair – Torbert, VC – Sasseen and Secretary/Treasurer – Pendergraft. Torbert reported that the current officers have agreed to serve another year. Motion by Jolly, second by Kent to accept the FY19-20 Slate of Officers. Roll call results: Sasseen, Jolly, Jones, Kent and Whipp voted yes. Motion Carried.

TREASURER'S REPORT

None

COMMITTEE REPORTS

4. Facility Improvements Update – Sasseen reported that he is diligently working to complete all projects on the facility improvements list and provided the following updates:
 - Assistive hearing impaired devices have been purchased; Audio Tech has patched them into the system and they are ready to be used. Signs for the box office have been ordered to inform patrons of the availability of these devices and a container will be purchased to store them. Discussion ensued about replacement cost if a device gets lost or broken and Sasseen said the replacement cost is relatively low, approximately \$50.00.
 - Electrician has been scheduled to relocate the 400 amp company switch to the back wall now that the city inspector has approved the location.
 - Handicap ramp - Ragland recommended some modifications to the ramp design and Jones said he has reviewed and approved the revised plans from Stacy Sharp. The project could possibly be completed by Memorial Day.
 - Fire Alarm System – Proposals have been received for a combined fire and burglar alarm system, replacing the current alarm system. The Fire Marshal has approved the plans presented by Safe & Sound with approximate installation cost around \$15,000 and paid from the additional funds from the Sound System grant. The monitoring fee will stay approximately the same which currently covers the burglar alarm system and will be paid by city funds.
5. Stage Lighting Phase I Grant – Jolly reported that Scott Hofmann is working on specs for the lighting proposal but we are probably a couple months out still. Sasseen reported that during the rigging inspection it was determined that we do not want to hang new lights on the old pipes and provided an overview of needed replacements. Whipp provided a copy of

the draft RFP for stage rigging renovation discussion ensued and Jolly will meet with her following the meeting to make needed revisions to the RFP. Motion by Sasseen, second by Kent to get six electrical lines, ropes, and locks replaced at this time. Roll call results: Roll call results: Sasseen, Jolly, Jones, Kent and Whipp voted yes. Motion Carried.

STAFF REPORTS

6. April, May and June event calendar – Morman reviewed the calendar of upcoming events.
 - Sasseen asked for Authority members to consider attending the Lawton Philharmonic concert on April 27th and to possibly assist with taking down the shell following the show.
 - Whipp reported that Brenda Spencer-Ragland, Lawton Fort Sill Chamber of Commerce President and CEO, expressed an interest to partner with the McMahon Auditorium Authority to promote entertainment and bring events to Lawton. Discussion ensued and the consensus was that the Authority is very interested in a partnership. Torbert asked to form an entertainment committee with Sasseen, Kent and himself to meet with Spencer-Ragland and discuss options and fees.
 - Whipp reported that the Street Division plans on doing the extension on the parking lot behind the loading dock next week. She also said she would like to thank Morman for stepping up during this transition period and taking on additional duties and said she has done an outstanding job. Whipp also expressed her gratitude to the Authority for all their time and efforts in making McMahon Auditorium a great venue.

BUSINESS ITEMS

Sasseen reported that there are approximately ten Public Trusts under the City of Lawton that are required to have an annual audit and that several of the Trust's audits are under the City's umbrella and paid by the City as he understands. He stated that he has communicated to the Mayor on the hardship it creates for the other boards to generate funds to pay the extensive audit fees. Whipp reported that the Financial Services Director had a meeting earlier this month with all the Trusts and that she is requesting all audits be submitted to the City no later than the end of October even if just a draft. Further discussion ensued and members indicated it might be helpful for each one to contact his/her City Council representative to request assistance in covering the audit expense.

Whipp reported that she just received a text regarding Mr. Ragland and that he had surgery and is recovering and that is why he is not at the meeting today.

OLD BUSINESS

None

NEW BUSINESS

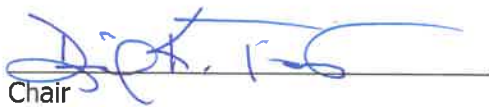
None

ANNOUNCEMENTS

Jolly reported that auditions for Peter Pan took place and the cast has been announced. He noted that this weekend two shows are playing, "The Little Mermaid" at Cameron Theatre and "August Osage County" at the Lawton Community Theatre.

ADJOURNMENT

Chair Torbert adjourned the meeting at 5:20 p.m.


Chair


Date Approved