Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
April 12, 2018 – 4:00 p.m.
MMA Lobby

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Torbert, Sasseen, Jolly, Ragland, Snodgrass and Whipp

MEMBERS EXCUSED: Kent and Pendergraft

STAFF PRESENT: Whipp and Morman

Chair Torbert 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 March 7, 2018 meeting.
2. Consider accepting the March bank register reports.

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

CHAIR'S REPORT

3. FY18-19 Slate of Officers – effective July 1 - Torbert moved to item # 8 and noted that the Authority is still looking for nominees to fill the vacancy of Anderson; preferably with knowledge about event promotion, web design, social media and online ticket sales. Whipp stated that it could be beneficial to have an independent website separate from the City of Lawton website but that she needs to get some clarification on a standalone website from City management if they want it to be under the name of the McMahon Memorial Auditorium and not the Authority. Sasseen stated that the Auditorium's website should primarily promote upcoming events and have a link for promoters with all the necessary information about renting the auditorium and could include all specs for the new sound system as well. Whipp stated that upcoming events are being posted on the current website at Lawtonok.gov and encouraged everyone to review the Auditorium's webpage and provide feedback to staff on additional information they want posted. Torbert stated that the slate of officers will be presented at next month's meeting for vote.

TREASURER'S REPORT

No report.

COMMITTEE REPORTS

4. Sound System Update – Jolly reported that construction of the sound booth is near completion and that approximately $140,000 - $150,000 will be left from the grant. He said the remaining funds can either be returned to the McMahon Foundation or the Authority can put together a list of other projects and request a reallocation of funds. Discussion ensued regarding possible projects and items to include alarm connected to the sound system for emergencies and ADA seating. A committee was formed to review potential projects to be presented to the McMahon Foundation. Jolly and Sasseen volunteered to serve on the committee and Torbert asked Whipp to contact Kent and Pendergraft to see if they would want to serve on the committee.

   Sasseen reported that Terry Wells is doing a good job staying on top of the construction project and that the sound booth looks like it belongs in the building and has always been there. He further stated that the goal is to start installing sound equipment on April 27. Discussion ensued regarding the start date due to some changes in the event calendar and the availability of equipment from the contractor. Whipp noted that there is a time frame in June/July where the sound system can be installed without canceling any scheduled events and have the system ready to go for the LPO concert in August. This would also allow plenty of time to properly train staff before they are using the new system for an event. Sasseen stated for staff to work with promoters and the sound company and to keep the Authority posted.

5. Foundation Project Update - Ragland presented and reviewed plans from Landmark Engineering and noted the next step is getting approval from the City Engineering Department. Discussion ensued regarding the landscaping. Whipp stated that once Engineering has approved the plans she will get with P&R staff and create the RFP for a general contractor for the project. Ragland stated all specs for the RFP are provided in the design study.

6. Stagehand Contract – Discussion ensued regarding the terms of the contract with Lawton Stage Entertainment (LSE). Whipp noted some corrections on the rate sheet hand out. There are several proposed additions to the contract: 1) LeDay is required to turn in an evaluation/after action report following every event; and 2) there will be a minimum of two meetings during the year with LSE to review their performance. Whipp said that in the meeting with LSE, LeDay stated he was satisfied with the current contract and terms. Sasseen asked if there is a provision in the contract that allows a promoter to hire another person to run the sound if they so choose. It was stated that as long as LSE has a stagehand on duty as well then the promoter can hire another sound person. The current contract requires a minimum of two stagehands for each event. Whipp pointed out the upcoming LCT production of Peter Pan and Sasseen stated that the Authority should still honor the contract and have a minimum of two stagehands on duty at all times even if they pay that cost as part of the sponsorship. Discussion ensued regarding the proposed changes to the contract and the consensus was to have a second meeting with

LeDay before the May Authority meeting to review the changes for the new contract effective July 1. The general consensus of the Authority is to keep the two year contract since it does include a clause that the contract can be terminated by either party for cause. Discussion on reasons the Authority might consider terminating the contract included not running the sound system to satisfaction; not completing the after action reports and lack of quality and professional performance by all LSE employees.

Sasseen noted the importance of training on the new sound system and for the board to consider bringing in a sound operator, preferably McClelland Sound, for the events in May/June if the sound system is installed before then. Discussion ensued and Whipp noted the importance of communicating any issues or concerns regarding the operation of the sound directly to LeDay on a regular basis.

STAFF REPORTS

7. May, June and July event calendar. Morman reviewed upcoming events.

BUSINESS ITEMS

8. Consider approving nomination to fill vacancy of Anderson. See item #3.

OLD BUSINESS

9. Consider LCT sponsorship request for Peter Pan Spring 2019. Jolly stated that the only updates at this time are that the show will only be offered one weekend not two and they will block out the upper balcony to ticket sales.

NEW BUSINESS

Torbert stated he would like to have a reception for McMahon Foundation, City of Lawton officials, promoters, media and other invited guests after the new sound system is in place.

ANNOUNCEMENTS

ADJOURN

Chair Torbert adjourned the meeting at 5:25 p.m.

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Chair Date