Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, April 14, 2016 – 4:00 pm
Mayor's Conference Room – City Hall

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Sasseen, Torbert, Anderson, Jolly*, Kent, Snodgrass and Whipp

MEMBERS EXCUSED: Pendergraft

MEMBERS ABSENT: None

VISITORS: Burl Ragland

STAFF PRESENT: Whipp

Chair Sasseen 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 10, 2016 regular meeting.
2. Consider accepting the March bank register reports.

Whipp stated that the March bank register reports have not been finalized and therefore tabled until the April Meeting. MOTION by Torbert, with second by Kent to approve the March Minutes. Roll call results: Torbert, Anderson, Kent and Whipp voted yes. MOTION CARRIED.

CHAIR'S REPORT

TREASURER'S REPORT

3. Financial Reports - None

COMMITTEE REPORTS

4. Facility Improvements – HVAC Meeting – Sasseen gave a brief overview of the first meeting with the City Engineer reminding members what will take place in Phase II of the HVAC project. Jolly then gave an overview of the most recent meeting with the City Engineer and Guernsey a large engineering, architecture and consulting firm in OKC and explained how the Authority can accomplish some additional renovations during Phase II of that project. He reported that the City's Engineer indicated the fees for the theatre consultants would be covered by city funds as it will be part of the overall design study being done by Guernsey. He further reported that Guernsey may have funding resources that the Authority can utilize in addition to the McMahon Foundation. October is the projected timeframe to receive plans and hard figures which will provide the Authority with information to start the grant seeking process.

Sasseen reported that Hofmann has been doing some initial research on the upgrades to the sound system. These upgrades could be accomplished prior to the Phase II renovations. Information is being requested from a speaker system company "SLS" who is an industry leader for the system that is being considered for the Auditorium.

Torbert volunteered to take photos and add to the inside covers of the Strategic Plan 2018 as he believes photos of improvements to the Auditorium such as the lobby floor, projection system, dock lift, etc would be a great visual enhancement to the plan as a piece of the grant application packets.

5. Stagehand Contract – Renew July 1, 2016 – Anderson reported that he and LeDay will meet and the proposed new contract will be on the June voting agenda.

STAFF REPORTS

6. April, May and June Event Calendar – Whipp review the calendar and other community events. Whipp also announced that Gilbert will be retiring and a reception will be held in the Auditorium lobby on June 30.

7. HVAC Project update – Whipp reported that the new system should be fully functional by the LPO concert on Saturday, April 23.

8. COL Budget Update – Whipp stated that the preliminary budget should be presented to City Council by the end of April with budget workshops scheduled for early May.

9. LPO Update – Whipp stated that LPO had cleared all their administrative paperwork out of the Auditorium as requested.

   At this time Torbert introduced Mr. Ragland and asked him to share a little information about himself. Mr. Ragland gave the board an overview of his 30+ career as a Civil Engineer and background in grant writing. He is retired and continues to do some grant writing on a volunteer basis only to help out churches and organizations in the community. Sasseen asked if he accepted the nomination to the Authority and he stated he did then excused himself from the meeting.

BUSINESS ITEMS

10. Consider approving nomination to fill vacancy of Sutherlin. - MOTION by Torbert, with second by Anderson to approve Ragland to fill vacancy of Sutherlin. Roll call results: Torbert, Anderson, Jolly, Kent and Whipp voted yes. MOTION CARRIED.

11. Consider approving the FY16-17 Slate of Officers: Chair – Torbert; VC – Sasseen, Sect/Treasurer – Pendergraft – MOTION by Jolly, with second by Whipp to approve the FY2016-17 Slate of Officers as presented. Roll call results: Torbert, Anderson, Jolly, Kent and Whipp voted yes. MOTION CARRIED.

OLD BUSINESS ITEMS - None

NEW BUSINESS ITEMS - None

ANNOUNCEMENTS - None

ADJOURN – Chair Sasseen adjourned the meeting at 4:56 p.m.

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Chair Date Approved