Minutes
McMahon Auditorium Authority
Thursday, May 10, 2012 – 4:00 pm
Owens Multipurpose Center

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Hofmann, Jolly, Anderson, Kelly, *Sasseen, and Shahan

MEMBERS EXCUSED: Sandstrom, Godlove, and Sutherlin

STAFF PRESENT: Whipp, and Gilbert

Chair Hofmann called the meeting to order at 4:05 p.m. and declared a quorum present.

ITEMS REQUIRING ACTION

1. Consider approving minutes of April 12, 2012 meeting. – MOTION by Jolly, with second by Kelly to approve the minutes of the April 12, 2012 meeting. Roll call results: Jolly, Anderson, Kelly, and Shahan voted yes. MOTION CARRIED.

2. Consider accepting April financial reports. – (*Sasseen entered) Whipp reviewed the financials and reported that all invoices from Miller Pro Audio have been paid and invoices have been submitted to the Chamber and City for payment of committed funds for the projection equipment. MOTION by Jolly, with second by Anderson to accept the April financial reports and file for audit as presented. Roll call results: Jolly, Anderson, Kelly, Sasseen, and Shahan voted yes. MOTION CARRIED.

CHAIR'S REPORT

3. Monthly Budget Appropriations – Anderson reported that he is in the process of preparing a budget based on the income/expenditures of the last three years. He asked the Authority to e-mail him any recommendations.

COMMITTEE REPORTS

4. Stagehand Contract – Jolly reported that a meeting has been scheduled with Barry LeDay, owner of Lawton Stage & Entertainment for Monday, May 14th with Hoffmann, Anderson and himself to discuss the renewal of the stagehand contract to go in effect July 1, 2012.

5. Conflict of Interest Policy – Chair Hofmann directed the Authority to the first draft of a Conflict of Interest Policy prepared by Godlove and Sutherlin. She asked the Authority to review the draft and forward any questions or suggestions to Godlove. Approval of the policy will be placed on the June voting agenda.

6. Facility Improvements – Chair Hofmann stated there are no updates at this time.

COORDINATOR'S REPORT

7. Update on contracts and calendar – Whipp reviewed the May, June, and July calendars, and reported that the John P. Kee Concert scheduled for Friday, May 11th has been cancelled by the promoter due to low ticket sales.

8. Update on repairs and maintenance – Whipp reported parts to repair the chiller that has gone out have been located and should be functional by the next event; Cornish

Painting repaired the countertops in the ladies and men's restrooms, and Salazar Roofing has been contracted by the City to make roof repairs on several city buildings to include the Auditorium. She reported receiving positive feedback from promoters and patrons regarding Robert Torres, full time maintenance man, and that he is working out great.

ADMINISTRATOR'S REPORT

9. COL Budget Update – Shahan reported that the City Council agreed at the May 8th budget meeting that funds need to be allocated to replace the Auditorium chiller at an estimated $135,000. He further reported that $32,000 has been allocated in Capital Outlay for stage lighting, and if the Authority believed the stage floor to be the priority they could allocate funds and request the $32,000 be applied to the stage floor. Sasseen inquired about special stage lighting and if funds were available to purchase the lighting in small increments. Anderson noted he would include the expenditure for enhancements to the stage lights when drafting the budget proposal.

10. Student Performance Overview – Whipp thanked the Authority for their in-kind support of the 2012 Student Performance valued at $1,156. She stated this was the first year to contract with LCT, and host three performances, noting that both daytime performances were sold out with low attendance for the evening show. She stated the LAHC will contract with LCT for the 2013 Student Performance, and that prospective dates are being researched.

11. Armed Forces Day Celebration - Saturday, May 19th – Whipp gave an overview of activities scheduled for Armed Forces Day.

OTHER/NEW BUSINESS

Whipp reported that appointment of new board members Kent, Pendergraft, and Torbert were approved at the May 8th City Council meeting.

ADJOURN

Chair Hofmann adjourned the meeting at 4:30 p.m.

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Signature Date approved