Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
May 10, 2018 – 4:00 p.m.
MMA Lobby

CALL TO ORDER / ROLL CALL

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

MEMBERS EXCUSED: Kent and Snodgrass

STAFF PRESENT: Whipp, Morman and Neeley

Chair Torbert called the meeting to order at 4:00 p.m.
and declared a quorum present.

1. Consider approving minutes of April 12, 2018 meeting. Motion by Ragland, second by Jolly to approve the minutes as presented. Roll call results: Sasseen, Pendergraft, Jolly, Ragland and Whipp voted yes. Motion Carried.

2. Consider accepting the April bank register reports. Motion by Ragland, second by Pendergraft to accept the April bank register reports as presented. Roll call results: Sasseen, Pendergraft, Jolly, Ragland and Whipp voted yes. Motion Carried.

CHAIR'S REPORT
None

TREASURER'S REPORT
Pendergraft reported that CPA, Lorna Funkhouser, will provide the board with an up to date treasurer's report and budget at the June meeting. Sasseen asked for a detailed spending report for the grant account which staff will e-mail to each member as well as have it available at the next meeting.

COMMITTEE REPORTS
3. Sound System Update – Sasseen reported that installation is scheduled for June 11th through June 29th. Jolly stated training will take place at the end of the installation and that McClelland might schedule some additional training days if necessary.

   Torbert reported that during the last LPO concert LeDay used his personal computer and it malfunctioned. Discussion ensued regarding the Authority purchasing a laptop to have as a backup for promoters. Whipp stated that would also be advantageous for staff so they could access sites that are blocked on city computers due to City policies such as YouTube. Sasseen suggested purchasing two computers; one for the sound booth and one to be stored in the office, with presentation software, not to exceed $5,000. Sasseen asked to share computer specs with Scott Hofmann to ensure that the computer will be compatible with the new sound system.

4. Foundation Project Update – Ragland gave an overview of the project stating that Landmark Engineering and the City's Engineering Director have worked out issues on the pipe size stating that the drains will need to be on a regular maintenance schedule to prevent them from backing up. Whipp reported RFP's will be sent out

through the Financial Services Division using the specifications from the design study. She is unsure when the RFP will be ready but that she will have additional information at the June meeting.

5. Stagehand Contract Update – Torbert reported he and Whipp had a second meeting with Barry and May LeDay, Lawton Stage Entertainment, to further review the contract changes; and that LeDay agreed to promoters being allowed to hire outside sound operators from the Authority's approved list if they so choose. Another addition in the contract is that LeDay is required to complete an After Action Report for each event and that payment will not be issued for stagehand labor until the report is received. Whipp reported that LeDay said the contract states that Lawton Stage Entertainment will provide a minimum of two stagehands for each event; discussion ensued regarding additional stagehands for railing, spotlights, etc. Whipp said that LeDay feels he is responsible for the equipment and wants his crew there if railing/spots are used which then would increase the minimum required stagehands to three or four depending on the promoters requirements. The consensus was to not change the verbiage in the contract regarding the minimum number of stagehands. Whipp stated she will make the approved changes and send the contract to the Legal Department for review and signature.

STAFF REPORTS

6. May, June and July event calendar – Morman reviewed the upcoming events.

7. City of Lawton (COL) budget update – Whipp reported that the preliminary budget was approved after several cuts and invited members to attend the public hearing scheduled for Thursday, May 17 at 6:00 p.m.

8. COL website – Auditorium's page – Whipp asked members to visit the link for McMahon Auditorium on the City's website and submit recommendations to staff as well as ideas for when they create their stand alone website if they chose to do one.

BUSINESS ITEMS

9. Consider approving nomination of Mike Jones to fill vacancy of Anderson. – Jolly reported that Jones is the ADA Coordinator for the COL and has been involved in the arts for several years. Motion by Sasseen, second by Whipp to approve nomination of Jones. Roll call results: Sasseen, Pendergraft, Jolly, Ragland and Whipp voted yes. Motion Carried.

10. Consider approving FY18-19 Slate of Officers: Chair – Torbert, VC – Sasseen and Sect/Treasurer – Pendergraft. Whipp reported that the current officers have agreed to serve another year. Motion by Whipp, second by Jolly to approve FY18-19 Slate of Officers as presented. Roll call results: Sasseen, Pendergraft, Jolly, Ragland and Whipp voted yes. Motion Carried.

11. Considering accepting changes to contract with Lawton Stage Entertainment. – See item # 5. Whipp reiterated that the verbiage to have a minimum of two stagehands will remain the same at the Authority's request. Motion by Pendergraft, second by Ragland to accept changes to contract with Lawton Stage Entertainment. Roll call results: Sasseen, Pendergraft, Jolly, Ragland and Whipp voted yes. Motion Carried.

12. Considering approving funding for additional lighting in the ticket booth. – Whipp reported that Patty Neuwirth, LPO Director, reported that the lighting in the box office is insufficient and asked if it could be upgraded. Discussion ensued and the consensus was to ask Scott Hofmann to make a recommendation to improve lighting and to encumber up to $500 for the project. Motion by Sasseen, second by Jolly to approve funding for additional lighting in the ticket booth. Roll call results: Sasseen, Pendergraft, Jolly, Ragland and Whipp voted yes. Motion Carried.

OLD BUSINESS
13. LCT's production of Peter Pan June 2019 – Jolly stated no updates at this time.

NEW BUSINESS
None

ANNOUNCEMENTS
Whipp announced the upcoming Arts for All Festival. She thanked everyone on the board for their service and expressed how much she and staff appreciate their service and dedication to getting projects accomplished in the Auditorium.

ADJOURN
Chair Torbert adjourned the meeting at 5:15 p.m.

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Chair Date