Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, May 11, 2017 – 4:00 pm
McMahon Memorial Auditorium

CALL TO ORDER / ROLL CALL

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

STAFF PRESENT: Whipp and Neeley

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

CONSENT AGENDA:

1. Consider approving minutes of April 13, 2017 regular meeting.
2. Consider accepting the April bank register reports.

(*Jolly and *Kent arrive) MOTION by Sasseen SECOND by Anderson to approve the consent agenda. Roll call results: Sasseen, Pendergraft, Anderson, Jolly, Kent, Ragland and Whipp voted yes. MOTION CARRIED.

CHAIR'S REPORT
No Report

TREASURER'S REPORT

3. CPA's financial reports – Pendergraft presented an overview of the collection and spending report from the CPA stating that the reports reconcile with the internal financial reports from staff. MOTION by Jolly SECOND by Kent to CPA's financial reports. Roll call results: Sasseen, Pendergraft, Anderson, Jolly, Kent, Ragland and Whipp voted yes. MOTION CARRIED.

   Pendergraft presented and reviewed the proposed budget for FY17-18 and asked members to let her know if they saw any needed changes. The budget will be on the June voting agenda.

COMMITTEE REPORT

4 McMahon Foundation Grant – No Report

5. Sound System Update – Jolly – Jolly reported that he does not have the figures for the sound booth yet, but will be working on them.

6. Facility Improvements – Whipp reported that the City's project with Opterra is moving forward and includes parking lot lights and front foyer of the Auditorium as well as several other projects in city facilities.

STAFF REPORTS

7. May, June and July Event Calendar – Whipp reviewed upcoming events.

8. General Updates – Whipp reported that City Council had their first budget workshop on Friday, May 5, but that she was out of town and did not attend. However, she has reviewed what was submitted in the preliminary budget and there were only a few minor cuts to what she has originally submitted. She stated that the proposed budget the City Manager presented to Council did include $75,000.00 in the Auditorium's Capital Outlay for foundation improvements.

BUSINESS ITEMS

9. Consider awarding proposal for FY16-17 audit with two-year extension options to Rahhal Henderson Johnson (RHJ), PLLC. (Attachment A) – Torbert presented the two proposals (see attachment A). Pendergraft stated that after looking at several auditors around the area for one of her projects, RHJ has a very good fee. Whipp stated that RHJ has done a great job in the past and they also have the lowest bid. Discussion ensued regarding the audit and two proposals with the general consensus being to approve RHJ's proposal. MOTION by Pendergraft SECOND by Whipp to award proposal for FY16-17 audit with two year extension options to Rahhal Henderson Johnson, PLLC. Roll call results: Sasseen, Pendergraft, Anderson, Jolly, Kent, Ragland and Whipp voted yes. MOTION CARRIED.

10. Consider approving the FY17-18 Slate of Officers: Chair – David Torbert; Vice Chair – Max Sasseen and Sect/Treasurer – Teresa Pendergraft. MOTION by Anderson SECOND by Kent to approve the FY17-18 Slate of Officers as presented. Roll call results: Anderson, Jolly, Kent, Ragland and Whipp voted yes. Sasseen and Pendergraft abstained. MOTION CARRIED.

OLD BUSINESS

Torbert reported he had a phone conversation with Ms. Hartung of Storey & Barton on her security concerns and requests prior to her event. She did voice a few minor complaints about the security from previous years. He stated he explained to her the need for security at each event and that it is a requirement of the Authority. He reported that her recital on May 6th went smoothly.

NEW BUSINESS

11. Request for food, beer and wine at events – Whipp reported that Shawn Magrath has two events scheduled in August and September which are fundraisers for the Lawton Soccer Club. He is requesting permission to serve food and alcohol at those events. Whipp gave members a copy of the city ordinance regarding consuming or selling alcoholic beverages on city property. Discussion ensued on allowing him to bring in food and alcohol with the general consensus being to allow it in the lobby area only with all required license and permits submitted to staff well in advance of the event. Further discussion ensued regarding additional staff to ensure no items are taken into the seating area as well as other issues in terms of clean up. It was also suggested that additional security be at all events where alcoholic beverages are being served. These items will be on the June agenda for further discussion and vote.

ANNOUNCEMENTS

None

ADJOURN

Chair Torbert adjourned the meeting at 4:51 p.m.

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Chair Date Approved