

**Minutes  
Regular Monthly Meeting  
McMahon Auditorium Authority  
Thursday, May 12, 2016 – 4:00 pm  
Mayor's Conference Room – City Hall**

**CALL TO ORDER / ROLL CALL**

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

**MEMBERS EXCUSED:** Whipp

**MEMBERS ABSENT:** None

**VISITORS:** Burl Ragland

**STAFF PRESENT:** Morman and Gilbert

**Vice 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. (\*Sasseen entered)

1. Consider approving minutes of April 14, 2016 regular meeting.
2. Consider accepting the March bank register reports.
3. Consider accepting the April bank register reports.

MOTION by Anderson, with second by Kent to approve the consent agenda. Roll call results: Torbert, Pendergraft, Anderson, Jolly, and Kent. MOTION CARRIED.

**TREASURER'S REPORT**

4. 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.

**COMMITTEE REPORTS**

5. Facility Improvements – No report. Sasseen noted the importance of including the theatre planner in meetings with Guernsey. He asked Ragland to be part of this committee after his appointment to the Authority is confirmed by City Council.
6. Stagehand Contract – Renew July 1, 2016 – Anderson reported that he met with Barry LeDay, owner of Lawton Stage and Entertainment. He distributed the Rate History and Proposed Hourly Rate Increase sheet which showed a proposed \$0.50 increase for the Regular Hourly Rate and a \$0.75 increase for the Sunday and Holiday Rate and Rigging Hourly Rate. All other fees remained the same. Discussion ensued and Morman noted that she has not seen a rigging fee or loading/unloading fee invoiced by Lawton Stage Entertainment in the past 12 years. Questions were asked regarding the clarity of rate structure for new promoters and Morman noted that she goes over and explains the stagehand rates to new promoters and that returning customers have a good understanding

of the fees. Anderson stated that an updated Professional Service Agreement would be sent to Legal for review.

#### STAFF REPORTS

7. May, June and July Event Calendar – Morman reviewed upcoming events stating that all Fort Sill graduations scheduled after June 1 are tentative as a new facility has been built on Fort Sill and is almost completed. Snodgrass extended an invitation to members to visit the new Fort Sill facility.
8. HVAC Project update – Morman reported that the projected date of completion has been delayed to the end of May.
9. COL Budget Update – Morman reported the following on behalf of Whipp: Minor adjustments have been made to the proposed budget requests from each division/departmental. The second budget workshop was held yesterday and the public hearing is scheduled for the next City Council meeting on Tuesday, May 24 at 6:00 p.m.
10. Audit for year ending June 30, 2016 – Morman reported the following on behalf of Whipp: The auditor is tentatively scheduled to begin the site visit the week of August 22. She further reported that the City's contract does not include the Public Trust's audits and the audit fee for FY15-16 is \$7,300. Discussion ensued regarding the 100% rental fees currently retained by the Authority versus the previous 20%.

#### BUSINESS ITEMS

None

#### OLD BUSINESS ITEMS

None

#### NEW BUSINESS ITEMS

Jolly reported that Hofmann has completed the sound system cost estimate. He stated that Hofmann had done the lighting design for the LPO musical and identified the need for new stage lighting. Sasseen noted that the purchase of new lighting had been discussed in the past but funds were appropriated for higher priority projects.

#### ANNOUNCEMENTS

None

#### ADJOURN

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

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Chair

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Date Approved