Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, May 14, 2015 – 4:00 pm
Owens Multipurpose Center

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Sutherlin, Pendergraft, Jolly, Kent, and Sasseen

MEMBERS EXCUSED: Anderson and Torbert

MEMBERS ABSENT: Snodgrass

STAFF PRESENT: Morman, Whipp, and Gilbert

Chair Sutherlin 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 April 9, 2015 regular meeting.
2. Consider accepting April 2015 financial reports.

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

CHAIR'S REPORT

3. Strategic Plan 2018
    a.) City Government Structure – Sutherlin stated he was waiting for the appointment of a COL representative then will add a few photos and finalize the Strategic Plan.

    b.) Sponsorship for LAHC's FY15-16 Student Performance "Seussical" – Whipp stated that the A&H Division budget has been reduced approximately $50,000.00 for the annual five co-sponsored programs between COL and LAHC. Due to this reduction in funding the decision has been made to focus on International Festival and Student Performance and the other programs will go on a hiatus. She asked the Authority to consider a monetary sponsorship in addition to the normal fee waivers for the FY15-16 Student Performance of "Seussical" which will be presented by TheatreworksUSA in February 2016. She reviewed the proposed budget and cash expenses for the program. Discussion ensued with the consensus being to provide additional support for the program. MOTION by Jolly, with second by Pendergraft to waive all related rental fees, pay the stagehand fees and provide $1,000.00 sponsorship. Roll call results: Pendergraft, Jolly, Kent, and Sasseen voted yes. MOTION CARRIED.

TREASURER'S REPORT

Pendergraft reviewed the financials. Whipp reported talking to the Finance Director and that the Authority's audit would not be done by the City auditors this year. The audit fee for year ending June 30, 2015 is $7,000.00, and the monthly fee of $155.00 for the CPA to prepare financial statements will start in July as approved by the Authority.

COMMITTEE REPORTS

4. Facility Improvements Updates – Sutherlin reported that the auditorium had been struck by lightning during the last storm and recommended that lightning rods be purchased for the building.

   a.) Stage Floor – Sutherlin reported that Beckett Bros. have been selected for the stage floor project at a cost of $9,670.00 which will be paid through the City's Capital Outlay budget and $2,900.00 from Authority funds will pay for the project manager Wells Constructions. Discussion ensued and the general consensus was to request that the COL reallocate the remaining funds from this project, approximately $5,330.00 back to the house lighting project. It was stressed that the projects must start in June and finish in July. Sutherlin stated that materials for both projects should be purchased and shipped to the facility so that work can begin on Monday, June 29th.

   b.) House Lights – Sutherlin directed members to the house lighting projected budget (see attached) and the bids received. He reviewed the bids stating that the lowest bid is from JR Lighting Design, Inc. at a cost of $44,692.00. MOTION by Kent, with second by Pendergraft to award the bid to JR Lighting Design, Inc as stated. Roll call results: Pendergraft, Jolly, Kent, and Sasseen voted yes. MOTION CARRIED.

   Members were directed to the quote (see attached) from JR Lighting Design for the additional equipment needed at a cost of $2,397.50 stating that Scott Hofmann recommended accepting this quote. MOTION by Pendergraft, with second by Jolly to approve the quote from JR Lighting Design as stated. Roll call results: Pendergraft, Jolly, Kent, and Sasseen voted yes. MOTION CARRIED.

   Further discussion ensued on the house lighting project. Sutherlin referred to the projected project budget again and stated that approximately $56,330 would be paid through the COL Capital Outlay budget if the request to reallocate the remaining $5,330 from the stage floor project is approved. Discussion continued on the amount of funding that would be needed to complete the project. MOTION by Sasseen, with second by Jolly to pay additional expenses up to $11,000.00 to complete the project excluding the $3,000 already approved for Scott Hofmann. Roll call results: Pendergraft, Jolly, Kent, and Sasseen voted yes. MOTION CARRIED.

5. 60th Anniversary Celebration

   a.) Sutherlin gave a brief overview of the possible activities for the celebration discussed thus far to include hosting local talent as well as a special guest performer. He stated that he had spoken with Torbert who indicated that he thought he could raise around $5,000 in sponsorships to cover the expenses. Whipp reported that a request was received from Larry Hatch, MHS Band Director asking the Authority to waive fees for The President's Own US Marine Band to perform on Sunday, October 11, 2015. She stated that staff thought this could be a great addition to the celebration as it was well attended the last time they were at the Auditorium. Whipp stated the fees that were waived in 2010 included rental, maintenance and ticket printing. Discussion ensued regarding a presentation before the concert and a reception to follow. Pendergraft volunteered to contact Mr. Hatch regarding the Authority's decision to waive fees and discuss possibility of partnering as part of the 60th Anniversary Celebration. MOTION by Kent, with second by Pendergraft to approval waiving of fees as stated and request that Mr. Hatch partner with the Authority as part of the 60th Anniversary Celebration. Roll call results: Pendergraft, Jolly, Kent, and Sasseen voted yes. MOTION CARRIED.

COORDINATOR'S REPORT

6. May, June and July Event Calendar – Morman reviewed the upcoming events and stated that Fort Sill had requested November 13th for a graduation ceremony which was tentatively blocked for the 60th Anniversary event. Discussion ensued regarding revenue received from Fort Sill and Morman was instructed to advise Fort Sill that they may reserve this date; November 14th & 15th will remain blocked and revisited if it is requested by a promoter.

ADMINISTRATOR'S REPORT

7. COL Budget Update / Freedom Festival – Whipp reported that the preliminary budget was submitted to City Council and a recommendation to use figures from the FY2011-12 budget was returned. She noted that the Freedom Festival is being funded by hotel/motel dollars and community sponsorships with no funds coming from the City's general fund.

8. Parks & Recreation Department Update – Whipp reported that Jack Hanna has been hired as the new Parks & Recreation Director and that A&H/MMA are official part of the Internal Services Department now with her reporting directly to Jim Russell, Assistant City Manager. She further stated that the Mayor has approved the appointment of the A&H Administrator's position as the COL representative for the McMahon Auditorium Authority and the appointment will be on the June 9th City Council agenda for confirmation.

BUSINESS ITEMS

Chair Sutherlin requested that the purchase of a digital recorder for recording of the minutes be placed on the June agenda.

Whipp stated expenditure of $950 for the Steinway maintenance is being paid out of COL funds.

Whipp stated that the election of the FY2015-16 Slate of Officers will be placed on the June agenda.

OLD BUSINESS ITEMS

None

NEW BUSINESS ITEMS

None

OTHER BUSINESS

None

ADJOURN

Chair Sutherlin adjourned the meeting at 5:00 p.m.

____________________________ __________________

Chair Date Approved