Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, June 8, 2017 – 4:00 pm
MMA Lobby

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Torbert, Pendergraft, Anderson, Kent, Ragland and Whipp

MEMBERS EXCUSED: Sasseen, Jolly and Snodgrass

STAFF PRESENT: Whipp and Neeley

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

CONSENT AGENDA:

1. Consider approving minutes of May 11, 2017 regular meeting.
3 Consider not meeting in the month of July.

MOTION by Kent SECOND by Pendergraft to approve consent agenda with the exception of Item #2. Roll call results: Pendergraft, Anderson, Kent, Ragland and Whipp voted yes. MOTION CARRIED.

2. Consider accepting the May bank register reports. – Whipp stated that the May bank registers have not been reconciled and will be on the August agenda.

CHAIR'S REPORT
No Report

TREASURER'S REPORT
4. CPA's financial reports – Pendergraft – No Report

COMMITTEE REPORT
5 McMahon Foundation Grant – Torbert reported no update as we are waiting on sound equipment information to submit the grant.

6. Sound System Update – Torbert reported that the committee is waiting for an update from Jolly, but that he hopes the information will be available by the August meeting.

7. Facility Improvements – Whipp reported roof leaks in the office, ladies restroom in east lobby, stage area, basement and back stage storage area. Ford Roofing came out and assessed the leaks and has submitted an estimate for approximately $7,000.00 to repair the office, ladies restroom and stage area. Whipp also reported that the City of Lawton's (COL) IT Department is converting to a new phone and internet system which requires roof repairs in the office area be made prior to completing the project. Whipp stated that staff is working on funding to get repairs made.

STAFF REPORTS
8. June, July and August Event Calendar – Whipp reviewed upcoming events.

Whipp reported that LPO's Executive Director, Patty Neuwirth, has asked if Jamark Security can provide security for the LPO concerts as he has offered to do it as an in-kind donation to LPO. She stated that the Authority has used Sergeants Security for over 10 years. Discussion ensued on service provided by Sergeants and the consensus of the board is to continue using Sergeants Security for all events. Torbert will notify Neuwirth of the decision.

9. IP based Credit Card Machine for MMA – Whipp reported that due to the COL switching all phone lines and internet connections we need to purchase an IP based credit card machine that will work with the new system. She stated the estimated cost is $800 and the credit card company will charge this to the ticket account, and the Authority will be reimbursed for the cost of the machine through the Auditorium's operating budget.

   Whipp further reported that the FY17-18 budget was approved and the Auditorium received $75,000 in Capital Outlay for foundation repairs. She stated a meeting will be scheduled with Engineering later in July to discuss the project.

   Whipp reported that the FY16-17 audit is tentatively scheduled for the week of August 21st.

BUSINESS ITEMS

10. Consider approving the projected FY17-18 budget. Torbert reported that the projected budget was emailed to all members with no changes being recommended. MOTION by Kent SECOND by Anderson to approve the projected FY17-18 budget as presented. Roll call results: Pendergraft, Anderson, Kent, Ragland and Whipp voted yes. MOTION CARRIED.

OLD BUSINESS

11. Request for food, beer and wine at events – Whipp stated that the sale of alcohol for the August 27th and September 8th events was approved at the last meeting; she wants to clarify if any additional items needed to be addressed. Discussion ensued and the consensus was to wait until after the events have taken place to see if any issues arise. Everybody agreed to have a minimum of two security guards for the first 500 people and for each additional 200-300 people to increase by one security guard. The security will also depend on the type of event.

NEW BUSINESS

None

ANNOUNCEMENTS

None

ADJOURN

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

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Chair Date Approved