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McMahon Memorial Auditorium

Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
June 9, 2022 – 4:00 p.m.
McMahon Memorial Auditorium

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: *Sasseen, Jolly, Pendergraft, Ellwanger, Poudrier, and Ragland

MEMBERS ABSENT: Sibilla (Ft. Sill Rep) and Thomas

GUESTS PRESENT: Tyron Epps (Chamber of Commerce)

STAFF PRESENT: Morman and Neeley

Vice Chair Jolly called the meeting to order at 4:09pm and declared a quorum.

Meeting went as follows:

CONSENT AGENDA:

1. Consider approving minutes for May 12, 2022, meeting.
2. Consider accepting the May bank register reports.
3. Consider ratifying IFC's recommendations from the International Festival Committee meeting conducted on June 7th, 2022.
4. Consider ratifying A&H Committee recommendations from their June 8th, 2022 meeting.
   Motion by Ellwanger, second by Pendergraft to accept the consent agenda as presented. Roll call results: Pendergraft, Ellwanger, Poudrier and Ragland voted yes. Motion Carried.

TREASURER'S REPORT

7. CPA's Financial Reports – No Report

COMMITTEE REPORTS

8. International Festival Committee – Poudrier reported the IF committee voted on the submissions for this year's IF poster contest and announced that the Children's poster was the overall winner. This design will be on the t-shirts and promotional materials. The committee discussed different options for the beer sales booth and asked if the sales can go directly through MAA.

9. Arts and Humanities Committee – Poudrier reported the committee has changed their meeting to the first Wednesday of each month. He is in the process of recruiting a representative from Cameron University to attend the meetings. The AHC opted to cancel the Cultural Awards this year and start back up next year.

STAFF REPORTS

10. Review Events Calendar—Deputy Administrator – Morman reviewed the calendar of events and reported the auditorium has a full schedule for the upcoming months.

11. Additional 2021-2022 Hotel & Motel Funds—A&H Admin – Poudrier reported we have received an additional $25,000 for 2021-2022 and will likely receive an additional $20,000-$25,000 from the Hotel Motel funds to promote Arts and Humanities to increase tourism for 2022-2023. Poudrier noted that the resolution for the 2021-2022 funds may carry over to next budget year. Discussion ensued. The item will be on June 14th City Council's agenda and MAA will need to sign another partnership agreement with the City for these funds.

Poudrier reviewed the attachment in their packet regarding the proposed budget.

(*Sasseen enters)

CHAIR'S REPORT

5. Auditorium Update – Sasseen reported they are doing good. Currently we are still sitting at 35% completion, we have not moved. He contacted Mike Brown to get things started again. He will not guarantee a price without the design plans. There is a meeting scheduled for next week to get the project moving again. He contacted David Owens and he is waiting on CCBL. The City Council did approve the contract however he has not officially received the contract from the City as of today. Discussion ensued. Jolly suggested getting items addressed at the meeting.

6. Other announcements – Not report

(Sasseen takes over the meeting)

12. Arts Coordinator Position Vacancy—A&H Admin – Poudrier reported that Rebecca Kinslow has resigned, and the Arts Coordinator Position is now vacant. He is considering splitting the position into two part time positions for two different sets of skills.

BUSINESS ITEMS

13. Consider approving amended Hotel/Motel budget for fiscal year 2021-22, requesting additional $25,000 out of the Hotel/Motel funds. –Poudrier reported the City Attorney's office is creating a resolution so the money will carry forward if not spent. Discussion ensued. Motion by Jolly, second by Pendergraft to approve amended Hotel/Motel budget for fiscal year 2021-22, requesting additional $25,000 out of the Hotel/Motel funds. Roll call results: Jolly, Pendergraft, Ellwanger, Poudrier, and Ragland voted yes. Motion Carried.

14. Consider requesting City Council for additional $25,000 from 2021-22 Hotel/Motel funds and approve amended Partnership Agreement for Limited Support or Resolution as drafted by the City Attorney's office. See item #13. Motion by Ellwanger, second by Jolly to approve requesting City Council for additional $25,000 from 2021-22 Hotel/Motel funds and approve amended Partnership Agreement for Limited Support or Resolution as drafted by City Attorney's office. Roll call results: Jolly, Pendergraft, Ellwanger, Poudrier, and Ragland voted yes. Motion Carried.

15. Consider cost sharing with City of Lawton expenses of addressing remaining Fire Marshal deficiencies and re-keying locks to improve security. – Poudrier reported they are working on discrepancies the Fire Marshal found at the auditorium and the cost for re-keying and replacing doors is approx. $4,000. Pat Rooney will install additional exit signs. It was determined that some doors need push bars and this will cost $500 each. Discussion ensued. Motion by Jolly, second by Pendergraft to allow up to $4,000 to be taken out of the show account to rekey the auditorium. The rest will be taken out of the grant improvement funds. Roll call results: Jolly, Pendergraft, Ellwanger, Poudrier, and Ragland voted yes. Motion Carried.

OLD BUSINESS

16. Consider accepting or updating MAA strategic plan 2025. – Sasseen proposed that a meeting should be set to review and update the strategic plan. Discussion ensued. Epps offered the Chamber of Commerce board room as a meeting place. Motion by Jolly, second by Pendergraft to have an Authority workshop July 8th at 9:30am and allow $250.00 for refreshments. Roll call results: Jolly, Pendergraft, Ellwanger, Poudrier, and Ragland voted yes. Motion Carried.

17. Consider Usage Policies and updating fee schedule for McMahon Memorial Auditorium. – Poudrier reported that we are now offering ticket sales through Etix and asked about a fee schedule to pass on to promoters for staff to set up and handle ticket sales. He also asked if they want to charge the promoter to create promotional items. Discussion ensued. The authority wants to

keep the cost low and will work on a policy for promoters requiring criteria to follow, such as a letter of intent and high-resolution images.

18. Consider accepting nominations for open MAA Board Member position vacated by former member, Mike Jones. – Sasseen reported they need to set a date for nomination submissions and present to the Mayor per By-Laws. Discussion ensued. They will have until July 1st to nominate a new member and at the next meeting they will vote. Jolly nominated Tyron Epps from the Chamber of Commerce to fill the vacancy. Motion by Poudrier, second by Jolly to accept nominations for open MAA Board Member position vacated by former member, Mike Jones as discussed. Roll call results: Jolly, Pendergraft, Ellwanger, Poudrier, and Ragland voted yes. Motion Carried.

NEW BUSINESS
None
ANNOUNCEMENTS
Pendergraft reported the Next Generation Performing Arts Camp will be performing Legally Blonde July 30th at Cameron University, free to the public.

Ellwanger asked about procedures for tornadoes. Poudrier reviewed how well implementing the current procedures worked during the tornado warning at the Lawton Philharmonic concert. He is working on getting capacity numbers for the basement and dressing rooms to further update the plans.

Morman reported they needed to appoint a Chair, Vice Chair, and Secretary/Treasurer for next fiscal year. Discussion ensued and the consensus was to keep the same officers. This will be voted on at July's meeting.

ADJOURNMENT
Chair Sasseen adjourned the meeting at 5:21pm

Chair

7/14/2022
Date Approved