Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, June 11, 2015 – 4:00 pm
City Hall – 2nd Floor Conference Room

CALL TO ORDER / ROLL CALL

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

MEMBERS EXCUSED: None

MEMBERS ABSENT: Sasseen

STAFF PRESENT: Whipp, Morman and Gilbert

Chair Sutherlin called the meeting to order at 4:02 p.m. and declared a quorum present. He introduced and welcomed Audy Snodgrass to the Authority as the new Ft. Sill Representative.

Agenda went as follows

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 May 14, 2015 regular meeting.
2. Consider accepting May financial reports.

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

CHAIR'S REPORT

3. Strategic Plan 2018
   a.) City Government Structure – Sutherlin stated that the Strategic Plan has been finalized and that he will send the document to Torbert for printing. Chair Sutherlin requested a change to the calendar stating normally we do no meeting in July; however, because we have some critical construction deadlines, he requested the Board meet in July and take off for August. Chair Sutherlin went around the table to make sure everyone was in agreement. It was a consensus to make this calendar adjustment. Therefore, we will meet on Thursday, July 9, in the City Hall 3rd floor Conference Room at 4:00 p.m.

COMMITTEE REPORTS

5. Facility Improvement Updates
   a.) Stage Floor – Whipp stated that a requisition for Beckett Brothers in the amount of $9,670 has been submitted and noted that the fee for the Project Manager, Terry Wells, will be paid from Authority funds. Jolly confirmed that work is scheduled to begin on Monday, June 29. Whipp requested that Terry Wells as well as Scott Hofmann, project manager for the house lighting, provide weekly reports to ensure that the timeline is adhered to. Jolly stated he will ensure Becket Brothers are aware of the timeline.

b.) House Lights – (*Torbert entered) Sutherlin stated the house lighting projected budget spreadsheet as well as the specifications used to request quotes, are enclosed in member packets. He noted that two quotes were received for installation of 40 new LED house lighting fixtures and Starfire Electric came in with the lowest proposal. Whipp reiterated that the work will need to start on Monday, June 29 and both projects completed by mid-July. Whipp further reported that the Assistant City Manager and the Finance Director have approved the entire amount for Starfire Electric ($12,627) to be paid with City funds. The additional funds were originally allocated for the lobby floor but the project was completed for less than budgeted. Discussion ensued regarding the house lighting upgrade being a visible improvement for patrons. MOTION by Jolly, with second by Torbert to approve the quote received from Starfire Electrical, LLC, as stated. Roll call results: Anderson, Jolly, Kent, Torbert, and Whipp voted yes. MOTION CARRIED.

6. 60th Anniversary Celebration – (*Pendergraft entered) Torbert reported that he will receive confirmation next week regarding a possible $5,000.00 sponsorship. He stated that if the sponsorship is not received, he will continue to solicit a large monetary sponsorship versus several smaller sponsorships and asked Authority members to submit any other possible sponsors.

   a.) Local talent show – Torbert stated he will research a guest artist once a budget/sponsorship has been confirmed.

   b.) LPO / guest artist – He stated he has spoken to Mrs. Crawford, who has been commissioned to write about the history of McMahon Memorial Auditorium.

   c.) President's Own US Marine Band, Sunday, October 11, 2015 – Sutherlin stated that Morman has received guidelines from the President's Own US Marine Band regarding a presentation before the concert. The presentation has to be finished no later than 2:53 pm and can include video.

TREASURER'S REPORT

4. Consider approving the projected budget for FY15-16 – Pendergraft reviewed the Authority's FY15-16 projected budget. Discussion ensued regarding the improvements the Authority has accomplished now that they retain 100% of the rental revenue. Pendergraft further reported that Lorna Funkhouser, CPA, will begin preparing the financial reports for both boards in July.

COORDINATOR'S REPORT

7. June, July and August Event Calendar - Morman reviewed the upcoming events.

ADMINISTRATOR'S REPORT

8. General Updates – No additional updates.

BUSINESS ITEMS

9. Approve the FY15-16 Slate of Officers: Sasseen, Chair; Torbert, VC and Pendergraft, Secretary/Treasurer. MOTION by Kent, with second by Anderson to approve the FY2015-16 Slate of Officers as stated. Roll call results: Anderson, Pendergraft, Jolly, Kent, Torbert, and Whipp voted yes. MOTION CARRIED.

10. Consider appropriating funds to purchase a digital recorder. – Whipp noted that a digital voice recorder will be purchased out of the City budget as it will be used for all board meetings.

OLD BUSINESS ITEMS

NEW BUSINESS ITEMS

OTHER BUSINESS

ADJOURN
Chair Sutherlin adjourned the meeting at 4:40 p.m.

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Chair Date Approved