Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, June 12, 2014 – 4:00 pm
Owens Multipurpose Center

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Jolly, Sutherlin, Anderson, Kent, Pendergraft, *Shahan, Torbert

MEMBERS EXCUSED: Kelly, Sasseen

STAFF PRESENT: Whipp, Morman

Chair Jolly called the meeting to order at 4:00 p.m.
and declared a quorum present.

VOTING ITEMS

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 8, 2014 meeting.
2. Consider accepting May financial reports.
3. Consider not meeting in the month of July.

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

CHAIR'S REPORT
No report.

TREASURER'S REPORT
4. Consider approving the projected budget for FY14-15. Anderson presented a proposed Business Budget for McMahon Auditorium for fiscal year 2014-2015. Pendergraft noted that the budget did not balance and $1,130.00 was added to Other Expenses. Torbert moved with second by Sutherlin to approve the projected balanced budget for FY 14-15. Roll call results: Sutherlin, Anderson, Kent, Pendergraft and Torbert voted yes. MOTION CARRIED.

COMMITTEES
No report.

COORDINATOR'S REPORT
5. June, July and August Event Calendar. Morman reviewed the upcoming events for the next three months.

ADMINISTRATOR'S REPORT
6. COL Budget / CIP. Whipp reported that only minor adjustments had been made to the COL preliminary budget from what was submitted by the Department. See item #12 on CIP.

7. Steinway Update. Whipp reported that the repairs on the Steinway have been completed and the final payment of $2,257.80 to Peter Krauss was listed on the May financial report (Show account). Whipp stated that Mr. Krauss recommended to schedule a once a year "tune up" and had told staff that the expense would be around $900.00. It was the consensus of the Authority to bring this up for vote at a later date.

BUSINESS ITEMS

No new items.

OLD BUSINESS ITEMS

8. Dock Lift Update. No updates.

NEW BUSINESS ITEMS

9. Consider accepting the proposed changes to contract with Lawton Stage & Entertainment. Jolly reported that the Executive Committee met with Barry LeDay, Lawton Stage Entertainment, and agreed on a 4% increase of the hourly fees and to keep the show call fee at the current rate. Morman noted that the show call fee is a flat fee of $50 per man for an up to three hour show. Jolly stated that the Executive Committee will prepare a template for stagehand charges to be used as an attachment for auditorium invoices in the future to clarify billing. (*Shahan entered). Sutherlin moved to accept the Executive Committee's recommendation of a 4% increase as stated. Roll call results: Sutherlin, Anderson, Kent, Pendergraft and Torbert voted yes. Shahan abstained.

10. Consider approving bid proposal of $6,700.00 from Rahhal Henderson Johnson for the MAA Audit year ending June 30, 2014. Whipp reported that she had received a call from Mr. Mitchell, Director of Financial Services, stating that FY13-14 audits for all city entities would not be consolidated with the City of Lawton audit as earlier reported. Pendergraft stated that the proposed fee was reasonable for this type of audit. Motion by Pendergraft with second by Torbert to approve the bid proposal of $6,700.00 from Rahhal Henderson Johnson. Roll call results: Sutherlin, Anderson, Kent, Pendergraft, Shahan and Torbert voted yes. MOTION CARRIED.

11. Consider purchase and installation of flat screen(s) information centers for lobby area. Sutherlin reported that he is having second thoughts on his recommendation of installing flat screens in the lobby and discussed several other possible options. Discussion ensued with Sutherlin stating he will do more research to see what type of information centers other venues are using. MOTION by Anderson with second by Pendergraft to table item. Roll call results: Sutherlin, Anderson, Kent, Pendergraft, Shahan and Torbert voted yes. MOTION CARRIED.

12. Beginning to collect information for the new MAA Strategic Plan. Sutherlin stated that it is time to start thinking about developing a new Strategic Plan for the Authority. Shahan stated that the current Strategic Plan has been extremely helpful in communicating the Authority's mission and goals to City Officials and City Council. Sutherlin reviewed the projects that were implemented from the Strategic Plan which include installation of the projectors and screens, enhanced stage lighting, purchase of a genie lift, and others. Discussion ensued on what sections of the plan will need to be updated and what additions would be required. Sutherlin stated that at the August meeting he would like for the Authority to schedule a meeting on a Saturday to develop the new plan. He noted that the Authority utilized GPTC and Charles Middleton directed the initial session in developing the current plan and that the Authority could decide if they wanted to utilize those services again. Torbert volunteered to print 250 copies of the new plan once it was finalized if the Authority will provide the paper.

Sutherlin also stated that Authority members need to be mindful about the upcoming CIP vote and to become informed about it and advocate for it. He proposed that members should learn a "script" so that all are communicating the same message. He asked for Whipp to inform the Authority when the City has posted the CIP information. He further stated that he and Jolly have discussed the possibility of scheduling a press conference to educate the citizens of Lawton about the Auditorium which is "their facility" and the updates and improvements that have been made and what is being planned.

OTHER BUSINESS
No other business.

ADJOURN
Chair Jolly adjourned the meeting at 4:45 p.m.

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Chair Date Approved