Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, June 13, 2013 – 4:00 pm
Owens Multipurpose Center

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Jolly, Sutherlin, Anderson, Kelly, Kent, and Torbert

MEMBERS EXCUSED: Pendergraft and Shahan

MEMBERS ABSENT: Sasseen

STAFF PRESENT: Whipp, Morman and Gilbert

**Chair Jolly 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 May 9, 2013 meeting.
2. Consider accepting May financial reports.
3. Consider not meeting in the month of July.

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

CHAIR'S REPORT
None

TREASURER'S REPORT

4. Consider approving projected budget for FY13-14 – Anderson reviewed the FY2013-14 proposed budget. He reported that the stage lighting project has been removed from the improvements list as it is scheduled to be completed in July. Whipp reported that the FY2012-13 rental income to date is $30,250.00 (100% retained) compared to FY2011-12 rental income of $5,140.00 (20% retained). Morman reported that Fort Sill graduations are currently scheduled through October. Whipp stated that to date for FY2012-13 Fort Sill has held 41 graduations at the auditorium compared to 23 for FY11-12, and that the facility has been occupied a total of 105 days serving an estimated 73,000 patrons. MOTION by Kent, with second by Torbert to approve the projected budget for FY2013-14 as presented. Roll call results: Sutherlin, Anderson, Kent, Shahan, and Torbert voted yes. MOTION CARRIED.

COMMITTEES
No reports

COORDINATOR'S REPORT

5. June July and August Event Calendar – Morman reviewed upcoming events. Torbert noted the new stage lights would be installed the week of July 15^{th}.

6. Repairs and Maintenance – Morman reported no updates.

ADMINISTRATOR'S REPORT

7. COL Budget Update – Whipp reported that the COL budget was approved by the City Council at their June 11th meeting. The Auditorium and Arts & Humanities Division budget was approved as presented with only minor changes, and that Capital Outlay items are still pending with our division due three computers.

BUSINESS ITEMS

None

NEW BUSINESS ITEM

8. Review fee structures – Whipp directed members to the Rate & Information Sheet included in their packets. Sutherlin stated he asked that this item to be placed on the agenda and recommends increasing the rental rates. His recommendation is to review and increase rates every two years with increases being calculated on a percentage basis. He stated it is important to examine the cost of operating the venue when determining the fee structure, and noted that McMahon Auditorium has low rental rates compared to other venues of comparable size. Sutherlin will further research other venue fees and present recommendations at the August meeting. Whipp noted that the largest number of rentals falls under Class IV. Shahan inquired if other venues break down rates by different rental classes and Sutherlin stated that some do; i.e. Bartlesville, a venue that is comparable to the Auditorium, differentiates between in and out of town promoters. Sutherlin stated that we need to attract Class I renters which is currently the lowest rental classification used (one event last fiscal year). Torbert recommended a 5%-10% rate increase which he considers to still be a bargain to promoters. He also asked about the possibility of putting Fort Sill in a separate class. Whipp asked the Authority to review Class III (professional fundraiser) as very few promoters fall into this category. Shahan asked what exactly determines an event to be classified as a professional fundraiser with Anderson clarifying that a portion of proceeds must be donated to charity. Discussion ensued regarding events falling under Class IV when the promoter is in fact a for-profit business such as the dance studios and if there could be a discount offered to promoters who use the auditorium multiple times in a specific time period. It was the consensus to review definitions of each classifications and recommendations be presented at the August meeting.

9. Consider establishing policy for promoters who do not pay on time – Whipp reported that a promoter has not paid his invoice for a recent event and requested that the Authority establish a Policy & Procedure pertaining to future auditorium usage by promoters who do not have a solid payment history. Discussion ensued on various restrictions that might be placed on a promoter who has had a negative payment history and request booking future events such as submitting full payment of event estimate upfront, charge an additional fee, all ticket sales handled at the auditorium, after three or four events with clear payment history return to normal invoicing procedures. Morman confirmed that 100% of a first time promoter's basic rental rate is required as a deposit. MOTION by Torbert, with second by Kent to establish a policy for promoters who do not pay their invoice in a timely fashion. Torbert volunteered to draft a policy and present it for consideration at the August meeting for final approval. Roll call results: Sutherlin, Anderson, Kent, Shahan, and Torbert voted yes. MOTION CARRIED.

OTHER BUSINESS

Review Auditorium Improvements priority list – Whipp referred to the budget sheet and reported that Sasseen, who could not be present due to work obligations, had called her with his input on facility improvement priorities: 1) relocating the sound board from upstairs to downstairs, 2) surface mount dock lift, and 3) house lighting. Whipp stated that Sasseen volunteered to research these items and present concrete recommendations to the Board in the fall. Sutherlin recommended the genie lift and surface mount dock be a higher priority as they present safety issues and noted that Sasseen might not be aware of the stage floor replacement necessity due to hazards of splinters, etc. and also recommended researching different types of floors, and noted that he does not consider moving the sound board a top priority. Torbert noted there are only three dance studios scheduled annually which should be considered when prioritizing the stage floor over other projects. Sutherlin stated that the HVAC return air system should also be a priority. Discussion ensued regarding all projects listed as well as how funds for each project can be obtained with the consensus being to separate the items into three categories: 1) projects under $30,000 would be funded by Authority funds; 2) projects between $30,000 - $150,000 the Authority would apply for grants, and 3) major capital expenditures above $150,000 through the COL Capital Outlay and/2014 CIP.

ADJOURN

Chair Jolly adjourned the meeting at 5:15 p.m.

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Chair Date Approved