McMahon Memorial Auditorium

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Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
June 13, 2019 – 4:00 p.m.
McMahon Auditorium Lobby

David Torbert
Chair

Max Sasseen
Vice-Chair

Teresa Pendergraft
Secretary/Treasurer

Alan Jolly
Mike Jones
Cynthia Kent
Burl Ragland
Audy R. Snodgrass
Billie A. Whipp

Andrea Morman
Auditorium
Coordinator

Billie A. Whipp
Administrator

Tereasa L. Neeley
Administrative Assistant

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Torbert, Sasseen, Pendergraft, Jolly, Jones, Kent, Ragland and Whipp

MEMBERS EXCUSED: Snodgrass (Fort Sill Rep)

STAFF PRESENT: Whipp and Neeley

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 meeting.
2. Consider accepting the May bank register reports.
3. Consider not meeting in July.

Motion by Jolly, second by Kent to accept the consent agenda as presented. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.

CHAIR'S REPORT

4. Insurance Update – Torbert provided an overview of insurance quotes he obtained for property and liability insurance. He stated there are various types of property insurance policies and he will continue his research and present more information at the August meeting. Discussion ensued regarding the liability insurance and the consensus was to obtain a policy with $2 million coverage for a cost of approximately $500/year. Torbert stated he would sign the policy on Friday and it would immediately go into effect. He will do further research and obtain a quote for a $5 million policy for consideration. Motion by Sasseen, second by Ragland to purchase liability policy as stated. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.

5. Rigging Grant Update – Torbert reported that they received verbal notification that the $75,000 request to McMahon Foundation for the rigging project was approved. The Foundation will still consider Part 2 and 3 of the Stage Lighting project in the future. He further reported that City Council approved $25,000 for the rigging project and $15,000 for ADA ramp in the FY19-20 budget.

TREASURER'S REPORT

Pendergraft reported that she does not have any reports from the CPA for this meeting and that Ms. Funkhouser is aware of the end of June deadline for the auditors.

COMMITTEE REPORTS

6. Facility Improvements Update – Sasseen provided an update on the fire/alarm system installation and ADA ramp. He provided a handout listing recommendations from the Improvement Committee for the board to consider relating to building renovation projects (see attached). Sasseen reported that the rigging project will occur June 17 - July 31. The rigging crew will be on site for the actual change out July 12 – 14. He stated that prior to the change out Wells Construction and crew will be doing all the prep work. Arrangements have also been made for the rigging inspector, Erich Friend with Teqniqal Systems, to return and inspect this work. He stated that due to the time constraints with the rigging project

and events in the Auditorium the City Financial Service Department has agreed to reimburse the Authority for both the rigging and ramp projects provided they follow the city's purchasing policy, no items are purchased prior to July 1 and will only be reimbursed for the exact amount of the invoices for each project. This will allow the Authority to get all quotes and then purchase the items to have on site for work to start on July 12. Motion by Sasseen, second by Pendergraft to approve MAA to advance $25,000 as stated in "Motion 1" of the attached report. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.

Sasseen reported on the Stage Lighting project and what would be accomplished during the dates of August 26 – September 30 as indicated under Motion 2 (see attached). He stated that a public bid opening was held and BMI Supply was the low bid but that there will be some modifications to the Bill of Materials (BOM). He stated that every piece of equipment will have to be removed for the rigging project and that the next LPO concert is scheduled for August 24 so he is asking the Authority to approve ordering LED light fixtures from the grant project in order to support their performance since it is prior to the lighting renovations starting. Motion by Sasseen, second by Kent to approve the purchase of fixtures as stated. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.

Sasseen further reported that a request for quotes is being prepared for the electrical work for the first part of the stage lighting project. He stated this will not be a formal bidding process as the estimated cost of electrical work only requires three written quotes. Discussion ensued on calling a special meeting once those quotes are received with the consensus being to allow the committee to request, review and accept an electrical bid that is within the scope of the project.

Sasseen reported on Motion 3 (see attached) regarding ADA seating in the Auditorium. He is recommending removing permanent seating in three areas: CO row N; LCO row A and RCO row A and purchase individual chairs that can be removed as needed to accommodate patrons with limited mobility. He stated that funds to purchase these chairs were approved in the list of projects to be accomplished with the remaining funds from the sound system grant. Discussion ensued with the consensus to remove the seats; but further research needs to be done with Jones assisting staff to ensure new seats are ADA complaint as well as complimentary to the facility. Motion by Sasseen, second by Jones to remove permanent seating as stated and replace with removable chairs pending final board consensus of what will be purchased. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.

Sasseen requested the Authority purchase LED light bulbs for dressing room mirrors. Discussion ensued with Jolly stating they need to match the stage lighting so that when performers do their makeup it will look the same when they are onstage. Motion by Sasseen, second by Pendergraft to purchase LED light bulbs for dressing room mirrors to match stage lighting. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.

Sasseen reported on an incident that occurred during one of the Southstar Dance Recital rehearsals where a small child fell into the orchestra pit. He stated the child's mom was seating in the front row at the time child fell. The child was not hurt fortunately, but there needs to be some type of safety barrier to prevent this from happening again. Discussion ensued on the appropriate type of barrier to install. Motion by Sasseen, second by Kent to install safety barrier around the orchestra pit and to approve funds not to exceed $1,500 for materials and the scope of work to be determined. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.

Sasseen reported on issues with the projection screens stating the house right screen had to be replaced and that now the left screen is sticking and needs to be replaced as well. Sasseen stated that the screens were defect and this shouldn't have happened. He contacted the manufacturer and they have agreed to send a replacement screen for a 50% discount. Motion

by Sasseen, second by Ragland to approve allocating up to $1,000 from Authority funds to assist with replacing the screen. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.

7. Stage Lighting Phase I Update – see Item #6.

STAFF REPORTS

8. June, July and August event calendar – Whipp stated that the calendar is included in the packet for review.

9. COL Budget – Whipp stated that the FY19-20 budget was approved as indicated earlier in the meeting. She stated that the A&H Division budget passed with no cuts to the preliminary budget that was presented to City Council.

BUSINESS ITEMS

10. Consider sponsoring the 77th Army Band's annual Veteran's Day Concert on Sunday, November 10, 2019. Whipp reported that the Authority has sponsored this concert for the past two years since 77th decided to do a concert honoring veterans. Discussion ensued with the consensus to waive fees for the concert and look for a community sponsor to help offset the cost of technical support. Motion by Jolly, second by Jones to sponsor the Veteran's Day Concert as stated. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.

11. Consider sponsoring the 77th Army Band's annual Holiday Concert in December 2019. Whipp reminded the board that historically the Authority has sponsored this concert. Discussion ensued with the consensus being to sponsor the concert and look for a community sponsor to help offset the cost of technical support. Whipp will also contact Brenda Spencer-Ragland to see if there could be support from the hotel/motel fund to support both concerts. Motion by Jolly, second by Pendergraft to sponsor the holiday concert as stated. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.

12. Consider sponsorship request from LPO to present the Jazz Ambassadors of the U.S. Army Field Band on Friday, November 15, 2019. Whipp referred members to LPO's request included in their meeting packet. Discussion ensued regarding the band's technical needs, marketing, etc and the consensus was to waive the rental fee. Motion by Jolly, second by Kent to waive the rental fee for LPO to present the Jazz Ambassadors as stated. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.

13. Consider appropriating funds up to $450.00 to repair two existing lights. Item was stricken from the agenda.

14. Consider reimbursing Whipp in the amount of $1,306.80 for purchase of soda box and refrigerator from Home Depot as approved at the May meeting. Sasseen stated that because the refrigerator and beverage cooler were a special order, Home Depot would not accept the Authority's check so Whipp put the items on her personal credit card. Motion by Jolly, second by Kent to reimburse Whipp in the amount of $1,306.80 for purchase of the soda box and refrigerator from Home Depot as approved at the May meeting. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent and Ragland voted yes. Whipp abstained. Motion Carried.

15. Consider approving staff to get a debit card for the MAA Show account. Sasseen stated this item was placed on the agenda due to the issue with the Home Depot purchase and because there are other purchases that would be better handled with a debit card.

Discussion ensued on retaining the proper receipts and documentation with Pendergraft recommending Whipp check with the auditor to ensure appropriate records are kept. The board also stated that any debit card purchases would also require two signatures of the Executive Committee prior to the purchase just as checks require two signatures. Motion by Sasseen, second by Kent to approve obtaining a debit card for the MAA Show account. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.

16. Consider approving membership to Sam's Club and paying membership fee. Whipp reported that when staff goes purchases sodas and snacks for concession sales they use their personal Sam's cards and in the past when the Authority purchased items i.e. for receptions it was done through LAHC's Sam's Club membership with them being reimbursed. Motion by Jolly, second by Jones to approve obtaining a membership to Sam's Club. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.

17. Consider review of duties performed by Administrator and Auditorium Coordinator on behalf of the Authority. Sasseen reported he asked this item to be placed on the agenda and that he recommends staff having the authority to make "operational purchases" up to $500 without prior board approval. Discussion ensued on what those purchase might be such as marley tape, ticket stock, light bulbs, etc. The consensus was to approve staff to make purchases not to exceed $500 utilizing the two signature policy. Motion by Sasseen, second by Kent to approve the Administrator and Auditorium Coordinator to purchase items as stated. Roll call results: Sasseen, Pendergraft, Jolly, Jones, Kent and Ragland voted yes. Whipp abstained. Motion Carried.

OLD BUSINESS

NEW BUSINESS

ANNOUNCEMENTS

Whipp announced that Cheatwood will be retiring from the City of Lawton effective August 23, 2019. She stated the position will be posted on the City's website after July 1 when she will submit the official resignation to Human Resources. She asked members to refer any possible candidates to the City's website to review the job posting later next month.

Torbert thanked Sasseen for the hours of work he has volunteered not only for performances but also for the rigging and stage lighting projects. He also thanked Jolly for his involvement on the projects.

ADJOURNMENT

Chair Torbert adjourned the meeting at 6:02 p.m.

Chair

8/08/19
Date Approved