

**Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
June 14, 2018 – 4:00 p.m.
MMA Lobby**

CALL TO ORDER / ROLL CALL

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

MEMBERS EXCUSED: Sasseen and Snodgrass

MEMBERS NOT PRESENT: Jolly

STAFF PRESENT: Whipp and Neeley

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

ITEMS REQUIRING ACTION

1. Consider approving minutes of May 10, 2018 meeting. Motion by Pendergraft, second by Kent to approve the minutes as presented. Roll call results: Pendergraft, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.
2. Consider accepting the May bank register reports. Whipp reviewed the reports. Motion by Whipp, second by Pendergraft to approve the May bank register reports as presented. Roll call results: Pendergraft, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.
3. Consider not meeting in the month of July. Motion by Kent, second by Pendergraft to recess for the month of July. Roll call results: Pendergraft, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.

CHAIR'S REPORT

Chair Torbert welcomed new member Mike Jones and asked him to share a little about himself. Introductions were made by all members.

Chair Torbert directed members attention to the handout "potential projects for remaining grant funds" provided in their packets. He asked if there were other items that need to be considered and added to the list such as stage lighting, projector screens, etc.

TREASURER'S REPORT

4. CPA's financial reports / 990 filed – Pendergraft presented the following reports provided by the Board's CPA, Lorna Funkhouser. She reviewed the Bank Balance Report July 2017 through May 2018 as well as the Report of Collection and Spending for the same months. She further stated that the 990 for the Board had been filed. Discussion ensued with motion by Whipp, second by

Ragland to accept the CPA's financial reports as presented. Roll call results: Pendergraft, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.

COMMITTEE REPORTS

5. Sound System Update – Hoffman provided an update on the project and stated that the installation is going very well and the McClelland team has been excellent to work with. He reviewed the time line for training which is scheduled for Thursday, June 28.
6. Foundation Project Update - Ragland provided an overview of the site visit with potential contractors stating that four vendors attended and asked good questions and seemed interested in the project. He stated the bid opening is scheduled for June 19 at 2:00 p.m. Ragland stated that he estimates that the cost for the project will be under \$50,000.
7. Stagehand Contract Update – Whipp reported that LeDay has signed the contract and provided the required insurance certificate. Torbert stated he would like to have one more meeting with LeDay to reiterate the new requirements that are in the contract.

STAFF REPORTS

8. June, July and August event calendar – Whipp reviewed the event calendar.
9. City of Lawton budget update – Whipp reported that her two divisions, Arts & Humanities and McMahon Auditorium, have been combined into one account effective July 1, 2018. She stated that the departments went through several rounds of cuts during the budget process and all division budgets have been reduced for FY18-19. She stated that due to these cuts staff will not provide hard copies of meeting information. Members receive the information via email prior to the meetings and should print a copy with them if they want it for the meeting.
10. FY 17-18 Audit - \$7,600 – Whipp reported that the audit will begin in August with the Auditor doing her site visit and that the fee will be \$7,600 for year ending June 30, 2018.
11. COL website – Auditorium's page – Whipp asked if members had a chance to review the page since the City redid the website. Jones stated that as the ADA Coordinator for the City he is reviewing all department pages and that he will be changing language as it relates to ADA issues. Whipp reported that Hoffman has been contracted to update the Auditorium's stage technical specifications and will use the "MOT Tech Specs" format and will placed on the Authority's webpage when completed.

BUSINESS ITEMS

12. Consider the projected budget for FY18-19. – Pendergraft reviewed the Authority's projected budget for FY18-19 (see attached) stating it is in line with previous budgets. Motion by Kent, second by Whipp to approve the projected budget as presented. Roll call results: Pendergraft, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.

13. Consider sponsoring the 77th Army Band's Veteran's Day Concert on Sunday, November 11, 2018. - Whipp reported this will be the second year for the band to host the concert. She reviewed the Authority's expense for both the 2017 Veteran's and Holiday Concerts. Motion by Kent, second by Pendergraft to approve sponsoring the 77th Army Band's Veteran's Day Concert on Sunday, November 11, 2018. Roll call results: Pendergraft, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.
14. Consider sponsoring the 77th Army Band's Holiday Concert in December. – Motion by Kent, second by Pendergraft to approve sponsoring the 77th Army Band's Holiday Concert. Roll call results: Pendergraft, Jones, Kent, Ragland and Whipp voted yes. Motion Carried.

OLD BUSINESS

15. LCT's production of Peter Pan June 2019 – no report.

NEW BUSINESS

ANNOUNCEMENTS

None

ADJOURN

Chair Torbert adjourned the meeting at 4:53 p.m.

Chair

Date