Minutes
Regular Monthly Meeting
McMahon Auditorium Authority
Thursday, July 9, 2015 – 4:00 pm
City Hall – 2nd Floor Conference Room

CALL TO ORDER / ROLL CALL

MEMBERS PRESENT: Torbert, Pendergraft, Sutherlin, Jolly, Snodgrass and Whipp

MEMBERS EXCUSED: Sasseen and Kent

MEMBERS ABSENT: Anderson

STAFF PRESENT: Whipp, Morman and Gilbert

Vice Chair Torbert 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 June 11, 2015 regular meeting.
2. Consider accepting June financial reports.

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

CHAIR'S REPORT

3. Setting priorities for the year – No report

TREASURER'S REPORT

4. Financial Reports - Pendergraft reviewed the financials.

COMMITTEE REPORTS

5. Facility Improvement Updates
   a.) Stage Floor – Morman reported that the stage floor work is in progress and should be completed by mid July with Terry Wells overseeing the project.

   b.) House Lights – Sutherlin reported that during installation of the house lights the electrician stepped through the auditorium ceiling in two different locations. He reported that repairs to the ceiling will be done by a contractor who has worked in the auditorium previously and that the work will be scheduled once the house lighting project has been completed in case additional repairs are necessary. Discussion ensued on requiring the electrician to cover the repair expense with the consensus being that the Board will consider at a later date how to reconcile the expense with the electrician. MOTION by Sutherlin, with second by Pendergraft to use Authority funds to repair damage to the ceiling resulting from this project. Roll call results: Pendergraft, Sutherlin, and Jolly voted yes. Whipp abstained. MOTION CARRIED.

COORDINATOR'S REPORT

6. July, August, and September Event Calendar – Morman reviewed the upcoming events and noted that Kidz Bop tickets, scheduled for Friday, August 7th are currently on sale in the auditorium ticket office.

ADMINISTRATOR'S REPORT

7. COL Budget – Whipp reported that the COL budget has been finalized and approved with a 6.25% decrease in all departments and no funds were allocated for capital outlay for the Auditorium. She reported that the City Council may consider additional budget allocations later in the fiscal year if actual revenue proves to be above projected revenue. She reported that the Arts & Humanities Division and McMahon Auditorium are now officially under the Internal Services Department.

8. FY14-15 Audit – Whipp reported that the auditor will be on site in late August. She further reported that as she understands it the City's goal is to eventually have all the Trust Authority's audits conducted by the City's auditors which would help offset the cost to each Trust Authority. She invited members to attend the COL Birthday celebration scheduled for Tuesday, August 4th at 5:30 p.m. and noted that Dr. Charles Graybill will be recognized and presented with the Mayor's "Award in Excellence" at the event.

BUSINESS ITEMS

None

OLD BUSINESS ITEMS

Torbert reported that he has not yet received confirmation on the anticipated $5,000.00 sponsorship and would like to delay the solicitation of a headliner until the sponsorship has been secured.

NEW BUSINESS ITEMS

9. Consider sponsoring the 77th Army Band 2015 Holiday Concert. – Whipp reminded the Board that they sponsored the 2014 Holiday Concert by waiving all auditorium fees and paying the stagehand and security fees. She stated that the concert will most likely be scheduled for the second week in December but has not been confirmed at this time. MOTION by Sutherlin, with second by Jolly to sponsor the 77th Army Band Holiday Concert at the same level as in 2014. Roll call results: Pendergraft, Sutherlin, Jolly and Whipp voted yes. MOTION CARRIED.

OTHER BUSINESS

Sutherlin stated that the Authority should have a contractual agreement with any contractor hired to perform work in the auditorium. He stated this would be a standard agreement with the "Scope of Work" changing for each specific project and attached to the standard agreement as an exhibit.

Torbert reported that PSO has a rebate program and that the Authority may be eligible with the house lighting project. He stated that someone with more knowledge of the LED lights and overall project would need to determine if all aspects of the rebate criteria were met.

ADJOURN

Vice Chair Torbert adjourned the meeting at 4:30 p.m.

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Chair Date Approved